

General Administration

.02.09 General Administration

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Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.001

Subcategory: SCHOOL YEAR AND SCHOOL DAY

Policy Statement

Each public school under the jurisdiction of a county board shall be open for students attendance for at least 180 actual school days and a minimum of 1,080 school hours during a ten-month period in each school year or, subject to advance approval of the State Board, shall be open for at least 1,080 hours during a ten-month period; and shall be open for students attendance a minimum of three hours during each school day; and may not be open on Saturdays, Sundays, or holidays in order to meet the 180-day or 1,080-hour requirement.

The high school year is further defined through COMAR 13.A.03.02.04 which states “Maryland high schools shall be open for at least 180 school days and a minimum of 1,170 school hours during a 10-month period each school year.”

Effective with the 1998-99 school year, the beginning and dismissal times for the public schools will be as follows:

Level	Beginning Time	Dismissal Time
High School	7:45 a.m.	2:15 p.m.
Middle School	8:15 a.m.	2:45 p.m.
Elementary School	9:00 a.m.	3:30 p.m.

The following schools are currently excepted to this policy:

North Harford Middle School - which will continue to operate on the same schedule as the North Harford High School so that transportation routes and travel time will not be increased significantly;

William S. James Elementary School - for the implementation of 4th tier busing;

Havre de Grace Elementary School - for additional bus tiering to allow for transportation of additional students for safety reasons.

Deerfield Elementary School - for the implementation of 4th tier busing.

Legal Reference:

Taken from Education Article, Section 7-103
COMAR 13A.03.02.04

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.001

Subcategory: SCHOOL YEAR AND SCHOOL DAY

Policy Statement - Continued

Policy

Adopted: 5/10/82

Amended: 1/21/98

Amended: 7/13/98

Reaffirmed: 5/6/02

Cross Reference: Administrative Handbook, pgs. 1071, 1081, 1085, 1091, 1113, 1121

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

Category: GENERAL ADMINISTRATION

Descriptor Code: 02.09.002

Subcategory: SCHOOL CALENDAR

Policy Statement

The Board of Education of Harford County shall establish the school year calendar for the Harford County Public Schools reflecting 180 student days and 190 teacher days per year. All applicable Federal, State or local holidays will be included in the calendar which will also note the beginning and ending days for students and teachers. At least three “inclement weather days” shall be included in the calendar to be used as make up days in lieu of such closings. Any make up days not needed would be dropped from the schedule. The Board will establish a two-year calendar with the second year schedule to be determined in the spring preceding the implementation of the first year and in time to be distributed prior to the end of the current school year. The Board will appoint an ad hoc calendar committee to make recommendations for the school schedule. The Board shall direct the Superintendent to establish procedures for the implementation of this policy.

Legal Reference:

Maryland Annotated Code, Education Article, Section 7-103

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

Policy
Adopted: 5/20/02

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.010

Subcategory: FISCAL YEAR

Policy Statement

The fiscal year for the school system shall begin on the first day of July and shall end on the thirtieth day of June of the succeeding year.

Legal Reference:

Policy
Adopted: 10/10/80
Amended: 1/21/98
Reaffirmed: 5/6/02

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

Category: GENERAL ADMINISTRATION

Descriptor Code: 02.09.013

Subcategory: CURRENT EXPENSE FUND UNDESIGNATED FUND BALANCE

Policy Statement

The Current Expense Fund budgetary basis undesignated fund balance target is to range between one-tenth percent (0.1%) and one-quarter percent (0.25%) of the ensuing year expenditures but not less than \$500,000.

Amounts in excess of the targeted one-quarter percent (0.25%) of the ensuing year expenditures are to be used for one-time expenditures in the ensuing year (e.g., transfer to capital projects accounts, equipment purchases, and new program start-up costs).

Legal Reference:

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

Policy
Adopted: 5/22/01

Category: GENERAL ADMINISTRATION

Descriptor Code: 02.09.015

Subcategory: ADVERTISING IN THE SCHOOLS

Policy Statement

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

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

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

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

Legal Reference:

Policy

Adopted: 3/10/80

Amended: 7/9/90

Amended: 9/14/98

Cross Reference: Administrative Handbook, pg. 1527

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

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.018

Subcategory: MEMORIALS ON SCHOOL GROUNDS

Policy Statement

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

Legal Reference:

Policy

Adopted: 12/12/83

Amended: 7/9/90

Amended: 1/21/98

Reaffirmed: 5/6/02

Cross Reference: Administrative Handbook, pg. 1721

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

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.020

Subcategory: INVESTMENT OF FUNDS

Policy Statement

The Superintendent may invest reserve funds in a manner which will assure the safety of the investment and which is consistent with sound financial management practices.

Legal Reference:

Board of Education of Harford County, Adopted October 6, 1971

Policy

Adopted: 3/10/80

Amended: 1/21/98

Reaffirmed: 5/6/02

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

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.022

Subcategory: CONTRACTS

Policy Statement

1. The Board of Education may enter into contracts and agreements on behalf of individual schools when the following conditions have been met.
 - a) The school principal has endorsed a contract or agreement for his or her school.
 - b) The principal requests the written approval of the Superintendent for the contract or agreement.
 - c) The Superintendent provides written approval for the contract or agreement.
 - d) For any contract or agreement with a total value in excess of \$15,000 or for more than one year in duration, the approval of the Board of Education is also required.
2. All purchases, contracts, and agreements must follow established procedures unless the Superintendent and the Board of Education have approved a waiver.
3. The Superintendent and the Board of Education must approve any purchase, contract, or agreement in excess of \$100,000.
4. The Superintendent will provide a monthly report to the Board of Education listing all contracts signed in the previous month. This list will include the name and title of the person who signed each contract, the vendor, the purpose, and the amount or value of the contract.

Policy

Adopted: 1/25/99

Reaffirmed: 5/6/02

Cross Reference: Administrative Handbook, pg. 6241

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

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.025

Subcategory: CLOSING SCHOOLS

Policy Statement

The decision to close schools, to delay the opening time or to close schools early will be made by the Superintendent or designee. Changes from the normal school schedule shall be communicated to the public as soon as possible.

Legal Reference:

Policy
Adopted: 3/10/80
County
Amended: 1/21/98
Reaffirmed: 5/6/02

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

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.027

Subcategory: INSURANCE

Policy Statement

The Superintendent shall procure and maintain insurance on all property owned, or in the care, custody, or under the control of the Board and, in addition, accepts the responsibility to obtain various other types of insurance as required by laws of the State of Maryland and/or authorized by the Board.

Legal Reference:

Policy

Adopted: 3/10/80

Amended: 1/21/98

Reaffirmed: 5/6/02

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

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.028

Subcategory: STUDENT TRANSPORTATION - STATEMENT OF PURPOSE

Policy Statement

1. Transportation will be provided to students enrolled in the Harford County Public Schools in accordance with all federal, state and local laws and regulations.
2. Harford County Public Schools is responsible for students from the time they board the school bus in the morning until the time they depart the school bus in the afternoon.
3. Transportation will only be provided for educational purposes.

Legal Reference:

Federal Motor Vehicle Safety Standard Code of Regulation (Cfr) 49
Maryland Motor Vehicle Administration C.O.M.A.R. 11.19.02
Maryland State Department of Education C.O.M.A.R. 13a.06.07

Policy

Adopted: Reaffirmed 7/21/80

Amended: 1/21/98

Reaffirmed: 5/6/02

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

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.029

Subcategory: STUDENT TRANSPORTATION - STUDENT ELIGIBILITY

Policy Statement

1. Elementary school students enrolled in a public elementary school in Harford County who live more than one mile from the school which they attend are eligible for transportation. Secondary students who live more than one and one-half miles from the school which they attend are eligible for transportation.
2. Exceptions to the distance a student must live from the school or an established route may be made for the physically or mentally handicapped or where an exceptional hazard is present to the safety of the students.
3. Employees of the Board of Education are permitted to ride school buses only on an emergency or temporary basis.
4. Parents or other adults who are designated as chaperons may ride when the bus is being used for an educational field trip. Pre-school children of adult chaperons may not ride on the school bus during educational field trips.
5. Parents may not ride school buses when they are being used to transport students to and from school on their normal scheduled runs.

Legal Reference:

Policy

Adopted: Reaffirmed 7/21/80
Reaffirmed 12/12/83
Amended 1/21/98
Reaffirmed: 5/6/02

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

Cross Reference: Administrative Handbook, pgs. 2421, 2434, 2437, 2451, 6071, 6081, 6101, 6111

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.030

Subcategory: STUDENT TRANSPORTATION - SCHOOL ATTENDANCE AREAS

Policy Statement

1. The attendance area for each school located in the county shall be designated by the Board of Education. All students shall attend the school within their attendance area. The residence of the student shall, in all cases, be considered as the same as the residence of the parents or other legally appointed guardian. All requests for exceptions to this policy shall be investigated and are subject to approval by the Superintendent of Schools.
2. If a student, at the request of the parents or other legally appointed guardian, attends a school outside their residence area, the parents/legal guardian must take full responsibility for transporting such student to and from school.

Legal Reference:

Policy

Adopted: Reaffirmed 7/21/80

Amended: 1/21/98

Reaffirmed: 5/6/02

Cross Reference: Administrative Handbook, pg. 6001

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

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.031

Subcategory: STUDENT TRANSPORTATION - BUS ROUTES AND STOPS

Policy Statement

Bus routes and stops will be planned so that a maximum number of students are picked up and discharged at a spot near to their home. Selected routes and stops shall be safe, economically feasible and consistent with Board policies. When requests for route and stop changes are studied, the requests of all persons residing in the area will be considered.

Legal Reference:

Treasurer

Policy

Adopted: Reaffirmed 7/21/80

Amended: 1/21/98

Reaffirmed: 5/6/02

Cross Reference: Administrative Handbook, pg. 6011

Jacqueline C. Haas, Secretary and

Board of Education
of Harford County

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.032

Subcategory: STUDENT TRANSPORTATION - SCHOOL BUS SPECIFICATIONS

Policy Statement

All vehicles operating as school buses in this county must comply with all federal, state and local laws, national guidelines for school transportation (for any item not specifically addressed or prohibited under CFR, MVA, or MSDE regulations) and such additional standards as may be set by the Superintendent of Schools and approved by the Board of Education.

Legal Reference:

Federal Motor Vehicle Safety Standard Code of Regulation (CFR) 49

Maryland Motor Vehicle Administration C.O.M.A.R. 11.19.02

Maryland State Department of Education C.O.M.A.R. 13A.06.07

Policy

Adopted: Reaffirmed 7/21/80

Amended: 1/21/98

Reaffirmed: 5/6/02

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

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.033

Subcategory: STUDENT TRANSPORTATION - RESPONSIBILITIES OF THE PRINCIPAL

Policy Statement

The principal of the school is responsible for seeing that the conduct of the students, while on the bus, is in conformity with the **Transportation Rules for Students**. The authority to deny transportation privileges to any student rests with the principal of the school.

The supervision of buses, bus drivers, as well as students is the responsibility of the principal while buses are on the school grounds.

Principals will exercise the authority and responsibility of their offices to effect appropriate student behavior on school buses and to see that those personnel assigned to supervise bus transportation handle the disciplinary problems on buses in a firm and reasonable manner.

Legal Reference:

Policy

Adopted: 7/21/80

Amended: 1/21/98

Reaffirmed:

Cross Reference: Administrative Handbook, pgs. 6021, 6071, 6081, 6101, 6131, 6141

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

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.034

Subcategory: STUDENT TRANSPORTATION - RESPONSIBILITIES OF PARENTS

Policy Statement

The responsibilities of parents in relation to the students transportation program will be stated in the *Pupil Transportation* Policies.

Parents 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.

Legal Reference:

Policy

Adopted: 7/21/80

Amended: 1/21/98

Reaffirmed: 5/6/02

Cross Reference: Administrative Handbook, pg. 6051

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

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.035

Subcategory: STUDENT TRANSPORTATION - TRANSPORTATION RULES FOR STUDENTS

Policy Statement

1. Transportation rules will be developed and enforced to assure the safety of all students riding school buses in the service of the Harford County Public School System. In addition, all other policies adopted by the Board of Education regarding student behavior on school property will be enforced on Harford County Public School buses.
2. Harford County Public Schools will inform students and parents of the pupil transportation policies.

Legal Reference:

Policy

Adopted: 7/21/80

Amended: 1/21/98

Reaffirmed: 5/6/02

Cross Reference: Administrative Handbook, pg. 6051

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

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.036

Subcategory: STUDENT TRANSPORTATION - STUDENT TRANSPORTATION
DISCIPLINE PROCEDURES

Policy Statement

1. Students who are assigned to ride buses that service Harford County Public Schools must assume certain responsibilities. As such, students who are assigned to ride Harford County Public School buses will conduct themselves in a manner that is not hazardous to other students and the safe operation of the school bus. Student discipline policies of the Board of Education will apply to all students on school buses.
2. Harford County Public Schools will inform students and parents of the student discipline procedures.

Legal Reference:

Policy
Adopted: 7/21/80
Amended: 1/21/98
Reaffirmed: 5/6/02

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

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.037

Subcategory: STUDENT TRANSPORTATION - RESPONSIBILITIES OF DRIVERS

Policy Statement

1. It shall be the responsibility of the school bus driver to meet the qualifications prescribed by federal, state, and local laws and regulations. All regular drivers and substitute drivers must be approved by the Director of Transportation for the Harford County Public School System.
2. The school bus driver shall be in full charge of the school bus and the students, except in the presence of a designated employee, who shall then be in charge of the students.

Legal Reference:

Policy

Adopted: 7/21/80

Amended: 1/21/98

Reaffirm: 5/6/02

Cross Reference: Administrative Handbook, pg. 6031

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

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.038

Subcategory: EMPLOYEES TRANSPORTING STUDENTS

Policy Statement

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

Legal Reference:

Section 4-101 and 4-108
Education Article of Annotated Code of Maryland

Policy

Adopted: 10/27/03

Cross Reference:

Administrative Handbook, pg. 6053

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

Subcategory: STUDENT TRANSPORTATION - CONTRACTED TRANSPORTATION SERVICES

Policy Statement

1. Transportation of public school students in Harford County may be provided by publicly-owned and/or privately-owned buses.
2. Privately-owned buses are operated under contract to the Board of Education of Harford County.
3. Contracted buses and drivers shall meet all federal, state, and local laws and regulations.
4. School bus contracts will be awarded to eligible applicants who have been recommended by the Superintendent of Schools and approved by the Board of Education. School bus contracts can not be sublet or reassigned by contractors.

Legal Reference:

Policy

Adopted: 5/12/80

Amended: 1/21/98

Reaffirm: 5/6/02

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

Subcategory: STUDENT TRANSPORTATION - COMMERCIAL DRIVER'S LICENSE
CONTROLLED SUBSTANCE AND ALCOHOL TESTING

Policy Statement

1. This policy is necessary to implement the substantive and procedural standards required to prohibit a school bus driver or an employee required to have a commercial driver's license hereafter referred to as "operator" from driving while that operator has a prohibited drug or alcohol in his or her system or if that operator has used drugs as evidenced by a test showing the presence of drugs or drug metabolites or alcohol. The spirit and intent of this policy rests upon two (2) principles. The first principle recognizes the importance of securing, implementing, and maintaining exemplary vehicle operator standards for student transportation activities, especially in school bus operations where considerations of safety, the welfare of student passengers and the motoring public are of paramount importance. The second principle recognizes that the Board of Education of Harford County (Board) has the responsibility, as an agency working with children and youth, and a special obligation to reinforce the values inherent in its curriculum and instructional objectives through appropriate attitude and behavior.
2. The overall goal of controlled substance and alcohol testing is to ensure a drug and alcohol free transportation environment which, in turn, would reduce the potential of accidents, and casualties related to accidents, in the student transportation system and to participate with the transportation industry in an effort to eliminate drug and alcohol use and abuse in the transportation industry.
3. The Board hereby adopts a drug and alcohol test requirement for all operators. This policy requirement applies, as a condition of operator certification, to all operators performing duties for or on behalf of the Harford County Public Schools. The drug/alcohol test procedures shall meet the substantive and procedural requirements of the standards established by applicable regulations adopted by the United States Department of Transportation (USDOT), Federal Highway Administration. When the substantive and/or procedural requirements of the aforementioned Federal Regulations are exceeded by applicable Maryland Regulations as they relate to drug and alcohol testing requirements, the Code of Maryland Regulation shall take precedence.
4. Further, the Board's "Resolution on Drug-Free Work Place, May 8, 1989" shall hereafter be applied to all school transportation operations. For purposes of this section, any reference to the terms "employees" or "work sites" is to be construed to the effect that all operators of school vehicles operating for or on behalf of the Board are subject to

Subcategory: STUDENT TRANSPORTATION - COMMERCIAL DRIVER'S LICENSE
CONTROLLED SUBSTANCE AND ALCOHOL TESTING - CONTINUED

Policy Statement - Continued

the requirements promulgated within this policy, regardless of vehicle ownership and pursuant to operator certification requirements.

5. All contracts with the Board for student transportation services shall be subject to the requirements of this policy. Nothing in this section shall be construed to mean that the Board assumes any responsibility or liability of private school bus contractors related to motor carrier requirements of USDOT regulations, Code of Maryland Regulations, or otherwise.
6. An Employee Assistance Plan (EAP) for the Controlled Substances and Alcohol Testing Program shall consist of a training and education component for supervisory personnel and all operators. The training program shall include the following elements:
 - (A) The effects and consequences of controlled substances and alcohol use on personal health, safety, and the work environment;
 - (B) The manifestations and behavioral causes that may indicate controlled substance and alcohol use or abuse; and
 - (C) Documentation of training given to operators and supervisory personnel.

An outline describing the EAP for the Commercial Driver's License Controlled Substance and Alcohol Testing Program shall be maintained on file, available for inspection.

Notwithstanding the provision of an EAP as described in this section, any current operator or trainee shall be disqualified from operating a school vehicle when the policy/program so provides.

Absent good and sufficient reasons as described in the policy/programs, an operator who fails to comply with the requirements of this policy or who refuses to submit to testing as directed, shall permanently lose certification status as a school bus operator.

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.041

Subcategory: STUDENT TRANSPORTATION - COMMERCIAL DRIVER'S LICENSE
CONTROLLED SUBSTANCE AND ALCOHOL TESTING - CONTINUED

Policy Statement - Continued

7. The Superintendent is authorized to participate in any clearinghouse sponsored by the Maryland State Department of Education. Participation is authorized where the clearinghouse identifies individuals losing certification status because of positive drug or alcohol test results in other Maryland public school systems which have adopted similar substance abuse policies and regulations. Any operator listed shall not be certified to operate a school vehicle for or on behalf of the Board.
8. Nothing herein shall be construed to prohibit the Superintendent from requiring private contractors and/or their employees to contribute to, or otherwise share the cost of, the Commercial Driver's License Controlled Substances and Alcohol Testing Policy and program set forth herein to the extent allowed by law.
9. The Superintendent is directed to maintain administrative regulations consistent with this policy and to implement said policy and regulations.

Legal Reference:

Code of Maryland Regulations 13A.06.07.08

U.S. Department of Transportation 49 CFR Part 40 and 49 CFR Part 382.

Policy

Adopted: 5/10/93

Amended: 1/21/98

Reaffirmed: 5/6/02

Cross Reference: Administrative Handbook, pg. 6201

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

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.042

Subcategory: STUDENT TRANSPORTATION - INSURANCE COVERAGE

Policy Statement

All school buses in the service of the Harford County Public Schools must be covered by public liability, property damage, and medical payment insurance. This insurance applies to all students and to employees of the Board of Education. It does not provide coverage for individuals who are not enrolled in Harford County Public Schools and provides coverage for parents only while they are acting as chaperons on school-sponsored activity trips.

Legal Reference:

Policy
Adopted: 1/21/98
Reaffirmed: 5/6/02

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

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.043

Subcategory: STUDENT TRANSPORTATION-INCLEMENT WEATHER POLICIES

Policy Statement

All schools in Harford County will be closed, delayed, or dismissed when travel conditions are determined to be unsafe for school buses. Decision on schedule changes due to inclement weather will be made as early as possible by the Superintendent of Schools or his designee.

The Board directs the Superintendent to develop procedures for determining when schools are to be delayed, closed, or dismissed early and communicate them to the administration and to parents.

Legal Reference:

Policy

Adopted: 1/21/98

Reaffirmed: 5/6/02

Cross Reference: Administrative Handbook, pgs. 6131, 6141

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

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.044

Subcategory: STUDENT TRANSPORTATION - USE OF PERSONAL VEHICLES FOR
STUDENT TRANSPORTATION

Policy Statement

Students enrolled in the Harford County Public School System must be transported by Type I school buses for any school related field trip or similar activity such as an athletic event, concert, forensic competition, etc.

A motor coach bus that meets U.S. Department of Transportation requirements, and has not been modified after original manufacture, may be used for school related activities, but not to and from school.

In the event students have other transportation, such as that provided by a parent or guardian, the school system will not be held responsible. The insurance coverage provided by the Harford County Public School System does not protect teachers, students, or others riding in private vehicles.

Legal Reference:

Maryland Vehicle Laws 11-173, 11-174, and 22-418.

Policy
Adopted: 1/21/98
Reaffirmed: 5/6/02

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

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.045

Subcategory: POLITICAL CAMPAIGNING ON SCHOOL PREMISES

Policy Statement

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

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

Legal Reference:

Policy

Adopted: 3/10/80

Amended: 1/21/98

Reaffirmed: 5/6/02

Cross Reference: Administrative Handbook, pg. 1731

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

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.050

Subcategory: SCHOOL SITE SIZE

Policy Statement

School sites should conform to the following minimum standards:

School Unit	Usable Acreage
Elementary (500- 750 pupils)	15-20
Middle (900-1200 pupils)	30-40
High (1000-1600 pupils)	40-50
Special (200- 350 pupils)	15-20

Additional land should be provided if the projected enrollment for a given school exceeds the recommended capacity.

Legal Reference:

Board of Education of Harford County, Adopted January, 1971

Policy

Adopted: Reaffirmed 3/10/80

Amended: 1/21/98

Reaffirmed: 5/6/02

Cross Reference: Descriptor Code .02.09.060

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

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.057

Subcategory: WAIVERS FROM BOARD OF EDUCATION POLICIES

Policy Statement

Given special circumstances, the Board of Education shall consider requests to waive policy.

Legal Reference:

Policy

Adopted: 6/13/94

Amended: 1/21/98

Reaffirmed: 5/6/02

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

Subcategory: SCHOOL SIZE AND CLASS SIZE

Policy Statement

The Board of Education will make every attempt to adhere to reasonable school and class size standards such as those presented below:

School Size

1. Elementary school -- 500 to 750 students, preferably 750 students
2. Middle school -- 900 to 1200 students
3. High school -- 1,000 to 1,600 students
4. Special school -- 200 to 350 students

Class Size

1. Elementary School
 - A. Pre-Kindergarten Classes -- 20 Students (*2 Adults/Classroom/Session)
 - B. Kindergarten classes -- 15 students per classroom per session
 - C. Primary classes -- 20 students per classroom
 - D. Intermediate classes -- 25 students per classroom
2. Secondary School -- 25 students per classroom except in cases where work stations and/or laboratory facilities accommodate fewer students
3. Special Education -- not to exceed the maximum ratios established by the Maryland State Department of Education

Legal Reference:

* Assurances, EEEP Grant Award Document

Policy

Adopted: Reaffirmed July, 1992

Amended: 1/21/98

Reaffirmed:

Cross Reference: Descriptor Code .02.09.050

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

Category: GENERAL ADMINISTRATION

Descriptor Code: 02.09.063

Subcategory: CAPITALIZATION OF FIXED ASSETS

Policy Statement

Fixed assets with a useful life of at least two years from the date of acquisition and having a value of \$5,000 or greater shall be capitalized. This policy is applicable to individual assets rather than to a group of assets (e.g., desks, tables).

Fixed assets acquired under federal awards shall be capitalized in accordance with the applicable federal requirements.

Legal Reference:

Government Accounting Standards Board Statement Number 34 *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*

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

Policy
Adopted: 5/22/01

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.065

Subcategory: DISPOSAL OF LAND, SCHOOL SITES, OR BUILDINGS

Policy Statement

If, with the approval of the State Superintendent, the Board of Education of Harford County finds that any land, school site, or building no longer is needed for school purposes, it shall be transferred by the county board to the county commissioners or county council and may be used, sold, leased, or otherwise disposed of, except by gift, by the county commissioners or county council.

Legal Reference:

Education Article, Section 4-115 (C)(1)

Policy
Adopted: Statutory
Amended: 1/21/98
Reaffirmed: 5/6/02

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

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.067

Subcategory: DISPOSAL OF PROPERTY

Policy Statement

The Superintendent of Schools is authorized to dispose of surplus or obsolete property by sale, exchange, donation, or other means which, in the judgment of the Superintendent of Schools, is in the best public interest.

Legal Reference:

Policy

Adopted: 3/9/81

Amended: 1/21/98

Amended: 5/6/02

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

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.072

Subcategory: ENERGY MANAGEMENT CONSERVATION POLICY

Policy Statement

All buildings shall be properly managed to ensure that every reasonable effort is made to conserve energy and natural resources.

Legal Reference:

Policy
Adopted: 4/14/97
Reaffirmed: 5/6/02

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

Subcategory: NAMING OF PUBLIC SCHOOL FACILITIES

Policy Statement

1. The name of a public school facility should be one which gives proper recognition to it and to the community which it serves.
2. The Board of Education of Harford County encourages and supports community participation and involvement in the public schools.
3. The Board believes that members of the community should have the opportunity to present suggestions for names of public school facilities.
4. In the naming of public school facilities, if the name of a person is to be used, the following criteria will be applied in the selection of a person(s) to be so honored.
 - a. A person, living or dead, for whom a public school may be named must have made significant contributions to education in the Harford County Public Schools. Evidences of such contributions may include, but are not limited to, the following:
 1. Unusually effective and dedicated service to and/or on behalf of the youth in the public schools of the county.
 2. Persistent efforts to sustain a quality system of public education for all youth and to improve programs and services for them.
 3. Demonstrated understanding of the essential nature of public education in the perpetuation of our democratic form of government and the free enterprise system.
 - b. The nominee must otherwise be worthy of the honor of having a school named for him/her. Evidence of such attributes should include, but are not limited to, the following:
 1. Superior levels of performance in strengthening and supporting the public schools
 2. Effective citizenship
 3. Community service
 4. Excellent character and general reputation
 5. High standards of ethics.

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.075

Subcategory: NAMING OF PUBLIC SCHOOL FACILITIES

Policy Statement - Continued

The naming of public school facilities shall occur through implementation of the procedures which follow:

1. Sixty days prior to the naming of a facility, a public announcement of the intent to name the facility will be made by the Board of Education at its regular meeting.
2. The Superintendent of Schools will direct that news releases be distributed to local news media announcing the intent to name the facility and inviting members of the community to suggest names either by writing to the Superintendent of Schools or by appearing before the Board at its next regular meeting.
3. At the first regular meeting of the Board following the initial announcement, members of the community may appear before the Board to have the opportunity to present their suggestions. The Superintendent of Schools shall present other names which have been submitted to him by his staff and by members of the community not present at the meeting.
4. At the second regular meeting following the initial announcement, the Superintendent shall present to the Board a list of all names suggested along with his recommendation. The official naming of the school facility will then be made by the Board of Education.

Legal Reference:

Board of Education of Harford County, Adopted September 12, 1977

Policy

Adopted: Reaffirmed 4/7/80

Amended 7/6/81

Amended: 1/21/98

Reaffirmed: 5/6/02

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

Category: GENERAL ADMINISTRATION

Descriptor Code: 02.09.079

Subcategory: USE OF PUBLIC SCHOOL FACILITIES BY OUTSIDE GROUPS

Policy Statement

The Board of Education of Harford County encourages the use of its public school facilities for community purposes. The Board of Education permits use of its facilities for presentation and discussion of public questions, for public speaking, lectures, and other civic, educational, social, recreational, or church affiliated civic purposes. The Board of Education may permit a partisan political organization that has polled 10 per cent or more of the entire vote cast in this State in the last general election to use public school facilities for programs and meetings that relate to a political campaign for nomination or election of a candidate to public office. The Board of Education may permit the use of public school facilities for religious or other lawful purposes. All meetings shall be open to the public, shall not be unlawfully restrictive by reason of race, creed, or color, gender, national origin, language, age, socio-economic status, or disability and will be used only at times that will not interfere with regular school sessions or other bona fide school activities.

The Board of Education may refuse the use of any school facility for these purposes if it appears that the use is likely to provoke or add to a public riot or breach of the peace, or create a clear and present danger to the peace and welfare of the County or State.

The Board of Education may impose a reasonable charge for heating, cooling, lighting, and custodial services for the use of its public school facilities. The person who applies for the use of facilities shall be responsible for all damages to the property, other than ordinary wear and tear, and may be refused future use of the facilities for failure to pay until the damage is repaired without expense to the Board of Education. The person who applies for the use of facilities shall leave the facilities and equipment after their use as clean as they were before the use, and may be refused future use of the facilities for failure to comply.

The Superintendent of Schools shall develop and publish procedures for the administration and collection of fees governing the use of school facilities by recognized outside groups. The Superintendent or her/his designee shall decide any disputes that arise from the implementation of the policy or procedures for use of school facilities. The Superintendent's decision shall be final. Decisions of the Superintendent may be appealed to the Board of Education.

Use of school facilities is prohibited when schools are cancelled for inclement weather, utility outages, or other facility emergencies; or closed for designated holidays. If schools are closed for any inclement weather or emergency reasons on a Friday, all use of facilities activities will normally be cancelled for the ensuing weekend. Special approval may be granted to use school facilities when schools and offices are closed for designated holidays when the activity is directly related to school sponsored activities.

Category: GENERAL ADMINISTRATION

Descriptor Code: 02.09.079

Subcategory: USE OF PUBLIC SCHOOL FACILITIES BY OUTSIDE GROUPS

Policy Statement – Continued

The possession, sale, use, or display of drugs, weapons, alcohol and/or tobacco products are strictly prohibited in all Harford County Public Schools' facilities and on all property owned or leased, by the Board of Education of Harford County.

This policy shall be reviewed annually in April.

Legal Reference:

Annotated Code of Maryland, Education Article, Sections 7-108, 109, 110, and 111.

Policy Adopted: 6/23/03

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

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.082

Subcategory: USE OF SCHOOL FACILITIES - EXTENDED CARE PROGRAMS

Policy Statement

1. Before and after school child care programs may be operated in Harford County Public Schools by licensed non-profit providers. Each provider (public or private) shall be charged an equal rate consistent with utility costs and related services. Non-profit providers shall mean those licensed to operate child care by the State of Maryland, such as PTAs and government agencies including, but not limited to Parks and recreation and Social Services.
2. Fees charged to each non-profit provider will be reported annually to the Board of Education.
3. The Superintendent will provide appropriate guidelines for the evaluation of existing providers and criteria for evaluating potential providers in the *Administrative Handbook*.

Legal Reference:

Policy

Adopted: 6/13/83

Amended: 7/10/95

Reaffirmed: 1/21/98

Reaffirmed: 5/6/02

Cross Reference: Administrative Handbook, pg. 1775

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

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.083

Subcategory: BALLOON ASCENSIONS

Policy Statement

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

Legal Reference:

Policy

Adopted: 12/12/88

Amended: 1/21/98

Reaffirmed: 5/6/02

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

Subcategory: A JOINT USE AGREEMENT FOR SCHOOL-RECREATION CENTERS IN
HARFORD COUNTY, MARYLAND

Policy Statement

The Harford County department of Parks and Recreation may utilize school facilities in accordance with the following stipulations:

The Board of Education agrees as follows:

1. To designate certain portions of school grounds as may be determined by Education as suitable and available for the construction of said recreation facilities without jeopardizing future school development.
2. To permit Parks and Recreation employees to enter into and upon said grounds at all reasonable times for the purpose of inspecting the conditions of the same and/or for the purpose of making repairs and carrying on ordinary day-to-day maintenance.
3. To permit the outdoor recreation facilities to be open to the general public, as regulated by Parks and Recreation, at all reasonable hours and times consistent with the type of facilities, as long as normal school activities are not interfered with.

Parks and Recreation agrees as follows:

1. To obtain Education's approval regarding the planning, locating, constructing, operating, and the maintenance of said facilities and to assume complete responsibility for the carrying out of all the items concerning the facility's development, operation, and maintenance.
2. To provide the necessary maintenance of said facilities so that they:
 - A. Will appear attractive and inviting to the public,
 - B. Will be reasonably safe for public use, and
 - C. Will continue to remain in a reasonable state of repair throughout their estimated life, minimum of twenty-five (25) years, so as to prevent undue deterioration and so as not to discourage public use.
3. To receive written permission from the Superintendent of Schools before beginning improvements to said facilities. It will be necessary for the Director of Parks and Recreation to obtain the permission of the school principal before proceeding with any maintenance on said facilities.
4. To indemnify and save harmless the Board of Education from any and all claims, demands, suits, action expenses and costs, judgments, and recovering for or an account of damage or injury (including death) to property or persons, other than school students and

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.085

Subcategory: A JOINT USE AGREEMENT FOR SCHOOL-RECREATION CENTERS IN
HARFORD COUNTY, MARYLAND

Policy Statement - Continued

school personnel using the same as an adjunct to the school system of Harford County which is in no way traceable to negligence, fault, or default of the Board of Education, its agents, servants, employees, or personnel.

Education and Parks and Recreation mutually agree as follows:

1. That neither will make any change from the original recreation use of said facilities without the written consent of the other; and that no change will be made in the intended use of any portion of the facility upon which assistance from the Land and Water Conservation Fund has been granted without the written consent of the State Liaison Officer responsible for administering the Fund.
2. That these facilities upon which Land and Water Conservation Fund assistance has been provided will be used primarily for public outdoor recreation and are not constructed primarily to meet the basic needs related to the education of students.
3. That this agreement shall inure to the benefit of, and be binding upon, the parties hereto and their respective successors and assigns. Nothing in this agreement, expressed or implied, is intended to confer upon or against any other person, corporation, or governmental unit any right or remedies under or by reason of this agreement.

Legal Reference:

Board of Education of Harford County, Adopted October 24, 1969

Policy

Adopted: Reaffirmed 3/10/80

Amended: 1/21/98

Reaffirmed: 5/6/02

Cross Reference: Administrative Handbook, pg. 1773

Jacqueline C. Haas, Secretary and Treasurer

Board of Education

of Harford County

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.087

Subcategory: USE OF EQUIPMENT BY SCHOOL SYSTEM EMPLOYEES/STUDENTS

Policy Statement

School system equipment may be loaned to staff members when such use is directly or peripherally related to their employment, and to students when the equipment can be used in connection with their studies or extra-curricular activities. Proper controls will be established to assure the lender's responsibility for, and return of, all such equipment.

Legal Reference:

Policy

Adopted: 6/9/86

Reaffirmed: 1/21/98

Reaffirmed: 5/6/02

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

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.088

Subcategory: STAFF VEHICLES

Policy Statement

The Board of Education recognizes that certain employees are “on-call” twenty four hours per day, seven days per week to respond to various activities, events, and emergencies associated with school system business. The County Superintendent and her/his professional assistants shall be provided with the transportation necessary for the effective and efficient performance of their official duties. The Superintendent may, at her/his discretion, provide a vehicle, a monthly allowance, or mileage reimbursement as appropriate to eligible employees for the purposes of conducting school system business. The Superintendent may, at her/his discretion, revoke the assignment of a staff vehicle for non-compliance with the policy and/or operating procedures.

Vehicles may be provided and assigned only to Senior Staff members, Administrative staff assigned to the Transportation Department and to the Facilities Management Department, Safety and Security staff, the Director of Public Information, and Pupil Personnel workers. At least one pool vehicle will be assigned to the Human Resources Department for use in recruiting and departmental functions. Employees operating an assigned vehicle must hold a drivers license valid in Maryland.

Legal Reference:

Annotated Code of Maryland, Article 13, Education Article, Section 4-203(b), c (1-2).

Policy

Adopted: 11/24/03

Cross Reference:

Administrative Handbook, pg. 1837

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

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.095

Subcategory: MINORITY BUSINESS ENTERPRISES POLICY FOR STATE FUNDED
PUBLIC SCHOOL CONSTRUCTION

Policy Statement

1. The Board of Education of Harford County will implement minority business enterprise procedures for state and locally funded public school construction projects.
2. Local procedures will be consistent with all applicable state laws as they relate to the public school construction program.

Legal Reference:

Policy

Adopted: 7/21/80

Amended: 1/13/86

Amended: 10/14/91

Amended: 1/21/98

Reaffirmed: 5/6/02

Cross Reference: Administrative Handbook, pg. 1311

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

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.097

Subcategory: POLICIES AND PROCEDURES FOR THE SELECTION OF
ARCHITECTURAL AND ENGINEERING FIRMS

Policy Statement

1. The Board of Education of Harford County will engage architectural and engineering firms to assist in the preparation of plans and specifications for capital improvement projects.
2. When capital improvement projects exceed \$500,000 in value, specific procedures will be followed when selecting firms to perform design services.

Legal Reference:

Policy

Adopted: 5/14/79

Amended: 2/8/88

Amended: 1/21/98

Reaffirmed: 5/6/02

Cross Reference: Administrative Handbook, pg. 1301

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

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.100

Subcategory: EMPLOYMENT OF TEMPORARY EMERGENCY COACHES

Policy Statement

The Superintendent of Schools may authorize, in accordance with the applicable bylaw, the employment of temporary emergency coaches following established employment procedures.

Legal Reference:

MPSSAA BYLAW (.04-B)

Policy

Adopted: 9/14/81

Amended: 1/21/98

Reaffirmed: 5/6/02

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

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.120

Subcategory: HUMAN RELATIONS EDUCATION PROGRAM

Policy Statement

The Board of Education requires that an appropriate Human Relations Education Program be provided for all employees of the school system.

Legal Reference:

COMAR 13A.04.05.01-.07

Policy

Adopted: 12/12/73

Amended: 1/21/98

Reaffirmed: 5/6/02

Cross Reference: Administrative Handbook, pg. 1231

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

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.125

Subcategory: EDUCATION THAT IS MULTICULTURAL

Policy Statement

The Board of Education directs that educational programs for all schools be planned to include experiences which develop understanding and appreciation of commonality and diversity.

Legal Reference:

COMAR 13A.04.05.01-.07

Policy

Adopted: 12/12/73

Amended: 1/21/98

Amended: 5/6/02

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

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.130

Subcategory: STUDENT SERVICES AND ACTIVITIES

Policy Statement

The Board of Education of Harford County requires that services and activities be provided to develop the abilities, satisfy the needs, and accommodate the interests of all students without regard to race, ethnicity, religion, gender, language, sex, age, and disability.

Legal Reference:

COMAR 13A.04.05.01-.07

Policy

Adopted: 12/12/73

Amended: 1/28/98

Reaffirmed: 5/6/02

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

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.135

Subcategory: PARENT/COMMUNITY INVOLVEMENT

Policy Statement

The Harford County Public School System believes that schools must create an environment that is conducive to learning and supports strong comprehensive family involvement programs. Schools will strive to involve parents and family members of children at all ages and grade levels by providing and respecting a variety of types and degrees of involvement, while recognizing the diverse needs of families in their community. Schools will inform and involve parents and caregivers in children's learning activities and academic decisions at home and in school. Further, schools will establish high levels of cooperation and coordination with other community agencies that provide services to children and families.

The Harford County Public School System will promote and encourage meaningful partnerships among schools, parents, families and communities that will increase involvement and participation in promoting the social, emotional and academic growth of children by utilizing the following standards:

- *Communication* – Open and ongoing communication is promoted among home, school and community
- *Parenting* – Parenting skills are fostered and supported
- *Student Learning* – Parents, family and community play an integral role in assisting student learning
- *Volunteering* – Parents, families and community members are welcomed in the school system. Their support and assistance are sought, encouraged and recognized.
- *Decision Making and Advocacy* – Parents, families and community members are active partners in the decisions at the school and system level.
- *Collaborating with Community* – Community resources are used to strengthen school, families and student learning.

The Harford County Public School System also shall comply with all requirements of Title I and III of the No Child Left Behind Act and its implementing regulations relating to parent/community involvement.

Legal Reference:

Strengthening and Improving of Elementary and Secondary Schools, 20 United States Code (USC), Section 6301 *et seq.* (No Child Left Behind Act of 2001).

Policy Adopted: 09/14/92
Amended: 01/21/98
Amended: 12/08/03

Cross Reference: Administrative Handbook, pg. 1660

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

Category: GENERAL ADMINISTRATION

Descriptor Code .02.09.140

Subcategory: DISCRIMINATION AND HARASSMENT

Policy Statement

It is the policy of the Board of Education of Harford County to oppose and prohibit discrimination and harassment. Any discrimination and/or harassment of a student, employee, or volunteer by a member of the school community is a violation of this policy. HCPS will act to investigate all complaints of discrimination and/or harassment, and will take appropriate disciplinary or other action against any student, employee, or other person who is found to have committed any act of discrimination and/or harassment.

Harford County Public Schools is committed to providing an educational environment that is safe, optimal for academic achievement, and free from any form of discrimination or harassment. Members of the school community are expected to treat each other with mutual respect. Disrespect, discrimination, and harassment can create a hostile, intimidating, or offensive environment and substantially interfere with opportunity and success for students and staff.

Discrimination occurs when any person in the school community has on the basis of race, ethnicity, region, religion, gender, sexual orientation, language, socioeconomic status, age, or disability been subjected to differential treatment, conditions, or decisions which substantially affects the person's ability to participate in or benefit from any educational program or activity and/or any employment condition or opportunity.

Harassment is a form of discrimination. Harassment means verbal or physical conduct on the basis of race, ethnicity, region, religion, gender, sexual orientation, language, socioeconomic status, age, or disability, and which has the purpose or effect of substantially interfering with an employee's work or a student's educational performance or creating an intimidating, hostile, or offensive work or educational environment.

The Superintendent is directed to develop procedures to implement this policy.

Legal Reference:

- 13A.01.04 Section 3 (Public School Standards)
- Title IX of Education Amendments of 1972
- Title VII of Civil Rights Act 1964
- Education Article of Annotated Code of Maryland
- Section 504 of the Rehabilitation Act Of 1973
- Americans with Disabilities Act (ADA)
- Age Discrimination in Employment Act (ADEA)
- Letter – Office of Civil Rights, U.S. Department of Education, December 9, 1996

Policy

Adopted: 12/12/73

Amended: 1/21/98

Amended: 1/14/02

Reaffirmed: 5/6/02

Amended: 10/27/03

Cross Reference: Administrative Handbook, pgs 1848-1853

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

Subcategory: SEXUAL HARASSMENT

Policy Statement

The Board of Education of Harford County affirms that harassment on the basis of sex is a violation of both Federal and State laws. The Board believes that sexual harassment is both morally wrong and offensive and declares that it will not tolerate such conduct on the part of any student, volunteer, vendor, employee, or others having business or contacts with the school system. It is the intent of the Board of Education that all students and employees are entitled to a learning and working environment free from sexual harassment.

DEFINITION

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (a) submission to such conduct is made a term or condition of an individual's employment; or
- (b) submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting such individual; or
- (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment.

Forms of sexual harassment include the following:

- (a) verbal harassment, such as derogatory comments, jokes, or slurs; and
- (b) physical harassment, such as unnecessary or offensive touching, or impeding or blocking movement; and
- (c) visual harassment, such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures.

The Board of Education of Harford County directs the Superintendent of Schools to develop administrative procedures to address sexual harassment. The administrative procedures will include complaint procedures, investigative guidelines, staff and student training, and disciplinary action.

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.142

Subcategory: SEXUAL HARASSMENT

Policy Statement - continued

Legal Reference:

Policy

Adopted: 9/14/92

Amended: 4/18/94

Amended: 1/21/98

Reaffirmed: 5/6/02

Cross Reference: Administrative Handbook, pgs. 1515, 1851

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

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.145

Subcategory: COMMUNICABLE DISEASES, INFESTATIONS, AND OTHER HEALTH
EMERGENCIES

Policy Statement

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

Legal Reference:

Policy

Adopted: 7/13/88

Amended: 1/21/98

Reaffirmed: 5/6/02

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

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.146

Subcategory: EQUITY FOR INDIVIDUALS WITH DISABILITIES

Policy Statement

The Board of Education of Harford County directs that the treatment of individuals with disabilities be nondiscriminatory.

Legal Reference:

Policy
Adopted: 1/21/98
Reaffirmed: 5/6/02

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

Category: GENERAL ADMINISTRATION

Descriptor Code: 02.09.147

Subcategory: PUBLIC CHARTER SCHOOLS

Policy Statement

A public charter school may be established in Harford County in accordance with Maryland law.

Definition

“Public Charter School” means a public school that:

1. Is nonsectarian in all its programs, policies, and operations.
2. Is a school to which parents choose to send their children.
3. Is open to all students on a space-available basis and admits students on a lottery basis if more students apply than can be accommodated.
4. Is a new public school or a conversion of an existing public school.
5. Provides a program of elementary or secondary education or both.
6. Operates in pursuit of a specific set of educational objectives.
7. Is tuition-free for all students who are eligible to attend any other Harford County school tuition-free.
8. Is subject to federal and state laws prohibiting discrimination.
9. Is in compliance with all applicable health and safety laws.
10. Requires students to be physically present on school premises for a period of time substantially similar to that which other Harford County Public School students spend on school premises.
11. Is created in accordance with state law and regulations, and under the control of the Board of Education of Harford County.

A Superintendent’s Charter School Advisory Committee shall be appointed by the Superintendent to facilitate the review of public charter school applications and submit its findings to the Superintendent for her recommendation and subsequent consideration by the Board of Education.

Legal Reference:

Section 9-101 *et seq.* of the Education Article of the Maryland Annotated Code.

Policy

Adopted: 10/13/03

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

Cross Reference: Administrative Handbook, pg. 2734

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.148

Subcategory: SOLICITATION AND ACCEPTANCE OF EXTERNAL FUNDS AND OTHER RESOURCES

Policy Statement

The Board of Education recognizes the need to enhance the resources available to schools for programs that support specific school, instructional or system-wide goals. Additionally, the Board recognizes that individuals, businesses and community organizations external to the school system may wish to contribute resources in the form of monetary donations, equipment, materials, services and/or capital items which may be accessed through:

- I. Solicitation
- II. Grants
- III. Sponsorship
- IV. Advertising
- V. Monetary Gifts/Donations
- VI. In-kind Gifts
- VII. School-based Fund Raising Activities

The Board of Education prohibits the solicitation and/or acceptance of any external funds or resources inconsistent with the educational mission of Harford County Public Schools. The Board of Education directs the Superintendent to implement the administrative procedures necessary to insure compliance with this policy.

Legal Reference:

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

Policy
Adopted: 09/13/04

Subcategory: SCHOOL WELLNESS

I. Policy Statement

The Board of Education recognizes that providing healthy and nourishing foods and appropriate physical activity for students promotes student attendance, education and achievement, and lifelong healthy habits. Therefore, the Board expresses its commitment to maintaining school environments that promote and protect student health by providing appropriate nutrition education, physical education, a variety of healthy food and beverage choices, and encouraging all Harford County Public School employees to model healthy behaviors.

II. Goals

In support of the policy statement, the Board adopts the following policy goals.

- A. The school system will engage students, parents, teachers, food service professionals, health professionals and other interested community members in implementing, monitoring and reviewing district-wide nutrition and physical activity policies/procedures.
- B. All students in Pre-K through 12 will have opportunities, support and encouragement to be physically active on a regular basis.
- C. A variety of nutritional foods and beverages will be offered to students during the school day.
- D. Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious and appealing foods that meet the health and nutrition needs of a diverse student body.
- E. To the maximum extent practicable, all schools will participate in available federal school meal programs.
- F. Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and the school system will establish relationships between health education and school meal programs with community collaboration.

III. Actions

The following are actions which the Board and schools will undertake to accomplish the goals set forth above.

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A. School Health Council

The Board will seek the advice of the existing Coordinated School Health Council regarding school health, nutrition and wellness matters in connection with the development or revision of Board policy.

B. Nutritional Quality and Availability of Food and Beverages Sold/Served on Campus

1. No food or beverage of minimally nutritional value shall be sold at schools from 12:01 a.m. until dismissal.
2. Schools are encouraged to offer and promote nutritionally dense food when providing food and beverages free of charge between 12:01 a.m. and dismissal.
3. Paragraphs B(1) and (2) above shall not apply to food or beverages served as part of an approved curriculum.
4. Vending machines at schools or on school property shall not operate from 12:01 a.m. until dismissal with the following exceptions.
 - a. Vending machines accessible only to staff.
 - b. Vending machines that sell only unflavored water.
5. All vending machines not subject to the exceptions set forth above in paragraph 4(a) and (b) shall be equipped with timing devices which render the machine inoperable from 12:01 a.m. until dismissal.
6. All children shall have the opportunity to participate in school meals. Children with a disability which restricts their diet shall be provided specialized services by the Food and Nutrition Department.
7. Nutritional and ingredient information on all products served shall be available to the public so that students may make informed eating decisions.
8. Schools shall make all reasonable efforts to eliminate social stigma attached to, and prevent the overt identification of, students who are eligible for free or reduced priced meals.
9. The nutritional content of all reimbursable school meals shall be in accordance with applicable regulations issued by the United States Department of Agriculture and the Maryland State Department of Education.

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10. All a la carte items sold by the Food and Nutrition Services Department shall meet nutritional requirements approved by the Superintendent.
11. All schools are encouraged to include offerings that are of high nutritional value with respect to all foods sold or served after the period from 12:01 a.m. until dismissal, including food and beverages sold or served in connection with fundraising, athletic events, dances, performances and similar school sponsored events.
12. Schools/staff are strongly encouraged to refrain from using food or beverages at any time as either reward or punishment for academic or instructional achievement, performance, effort or activity in any respect or for behavior modification or punishment.

C. Nutrition and Physical Activity Education and Promotion

Schools shall provide nutrition education that is aligned with the Comprehensive School Health Education and the Voluntary State Curriculum in accordance with applicable law and regulation and shall engage in nutrition promotion. Such education and promotion shall:

1. be offered pre-K through 8 and in required health education and in other applicable courses as part of a sequential, comprehensive, standard based program designed to provide the students with the knowledge and skills necessary to promote and protect their health and which is aligned with the Voluntary State Curriculum. Nutrition education and nutrition promotion shall be part of both health education classes and classroom curriculum;
2. emphasize the present Dietary Guidelines for Americans;
3. emphasize caloric balance between food intake and energy expenditure;
4. develop and maintain collaboration with school meal programs and nutrition and health related agencies and organizations.

D. Staff Wellness

The Board highly values the health and wellbeing of every staff member and will plan and implement activities, policies and/or programs that support efforts by staff, school and systemic efforts to maintain a healthy lifestyle.

E. Physical Activity Opportunities and Physical Education

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1. A physical education program will be provided each year for all students in grades Pre-K through 8 and in grades 9 through 12 in order to enable students to meet graduation requirements and to select physical education electives.
 2. The physical education program shall be sequential and aligned with the Maryland Voluntary State Curriculum and meet the requirements of applicable law and regulation. Such physical education program, to the greatest extent possible, shall be aligned with the National Association for Sport and Physical Education (NASPE) standards. All physical education shall be taught by a certified physical education teacher.
 3. All students, including students with disabilities, special healthcare needs and in alternative education settings, shall participate in physical education. Student involvement in other activities involving physical movement, e.g. interscholastic or intramural sports, shall not be substituted for meeting the physical education requirement.
 4. All elementary school students will have at least fifteen (15) minutes **per day** of supervised recess during which school staff should encourage moderate to vigorous physical activity. School staff shall make reasonable efforts to avoid extended periods of student inactivity.
 5. All middle and high schools are encouraged to offer extracurricular physical activity programs such as physical activity clubs or intramural programs. Schools shall offer a range of activities that meet the needs, interests and abilities of all students including boys, girls, students with disabilities and students with special healthcare needs in accordance with applicable law and regulation.
- F. Schools shall have available to all students health services which promote the health of students through prevention, physical exams as appropriate, early intervention and remediation of specific health problems and direct services to students.

IV. Monitoring and Policy Review

- A. The Superintendent shall designate a member of the administrative staff who shall monitor compliance with this policy and related procedures. The Superintendent shall establish regulations which implement this policy. Such designee shall annually report to the Superintendent regarding the school system's compliance with this policy and related procedures.
- B. This policy shall be reviewed by the Board on an annual basis.

Category: GENERAL ADMINISTRATION

Descriptor Code: .02.09.149

Subcategory: SCHOOL WELLNESS

Policy
Adopted: 5/8/06

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