

Students

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POLICY TITLE: Student Attendance		
ADOPTION/EFFECTIVE DATE: 7/9/1990	MOST RECENTLY AMENDED: 5/20/2002	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

Philosophy and Rationale

The Harford County Public School System's Student Attendance Policy is based on the overriding premise that success in school is dependent upon continuous and consistent classroom instructional experience. In addition to participating in educational experiences that cannot be duplicated outside the school atmosphere, students need opportunities to develop an appropriate sense of self-worth and to establish satisfactory peer relationships. Schools are being held accountable not only for effectiveness in teaching State selected curricula, but for the regular attendance of students.

- Students should be expected to attend school and all classes regularly and to be punctual.
- There is a significant relationship between regular attendance and academic achievement and completion of a school program.
- Regular attendance assists students in the development of self-discipline and good work habits. These habits generally remain with the students as they enter the world of work. It is essential to teach the benefits of and encourage good attendance and punctuality during a student's educational career.
- Regular attendance is a shared responsibility by the community, the home, students and school personnel, and we must work together to promote it to the fullest extent possible.

The following policies and procedures reflect our commitment to the above philosophy and to helping all students in Harford County Schools receive the maximum benefit of their school experience as they strive to reach their potential.

Rules, Regulations, and Procedures

1. General Regulations - Annotated Code of Maryland – 7-301

.01 Attendance

- A. Each child who resides in this State and is five years old or older and under sixteen years of age shall attend a public school regularly during the entire school year unless the child is otherwise receiving regular, thorough

instruction during the school year in the studies usually taught in the public schools to children of the same age.

- B. Students shall be 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 or the school principal, or their designees.

2. Lawful/Unlawful Absences and Tardiness.

.03 Lawful Absences:

- A. 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.
- B. Illness of the student.
The principal may require a physician's certificate from the parent(s) caretaker(s) of a student reported continuously absent for illness. (Continuously absent means either a number of consecutive absences or a total absence in excess of the standard for regular attendance for which, in the principal's judgment, medical documentation is required.)
- C. Court Summons.
- D. Hazardous weather conditions.
Hazardous weather conditions which would endanger the health or safety of the student when in transit to and from school.
- E. Work approved or sponsored by the school, the local school system, or the State Department of Education, accepted by the local superintendent of schools or the school principal, or their designees, as reason for excusing the students.
- F. Observance of a religious holiday.
The absence of a student to participate in the observance of a major religious holiday shall not prevent him or her 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.
- G. State emergency.
- H. Suspension.

- I. Lack of authorized transportation.
This shall not include students denied authorized transportation for disciplinary reasons.
- J. Other emergency or 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 have little control over the time of the year when vacations or trips may be taken.

However, a parent/guardian must submit the request to have a student's absence lawfully excused to the principal or designee in writing at least ten (10) school days in advance of the proposed absence.

In making the determination as to whether the request shall be approved or denied, the principal or designee will review all relevant facts to include the student's attendance and academic record.

If approved, the maximum number of lawful days for family vacations and family trips for any school year shall not exceed five (5). If a family vacation or family trip is not approved, the parent may follow the appeals process in Section VIII. Requests that exceed five days per year may be approved by the superintendent's designee.

.04 Unlawful Absence

- A. An absence, including absence for any portion of the day, for any reason other than those cited as lawful are presumed to be unlawful and may constitute truancy.
- B. Truancy. A truant is a student who is absent without lawful cause as defined in Regulation 03 above from such attendance for a school day or portion thereof.
- C. Habitual Truant. A student is a habitual truant if he or she is unlawfully absent from school for a number of days or equivalent days in excess of six per cent of the school days within any marking period, semester, or year.

1. Repeated unlawful absences will require a school conference between the appropriate school personnel and parent(s)/caretaker(s) and may result in a referral to the pupil personnel worker.
2. Any student who meets or exceeds five days of unlawful absence in a quarter must be referred to the pupil personnel worker.

Tardiness

Any student/s arriving up to two hours late to school shall be considered late to school. Two hours or more late would be considered absent one-half day. Students arriving with less than two hours remaining in the school day would be considered absent the entire day. Students leaving school with more than two hours remaining would be considered absent one-half day.

3. 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 foster 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 four (4) total days absence per quarter.

The actions taken when the standard is not met should reflect a continuum of consequences for increasing absenteeism. School officials may waive these actions when they are aware of circumstances beyond the student's control such as documented chronic illnesses, etc.

A. All Schools

1. Beginning with the fifth absence and/or tardiness in any quarter, the parent will be notified in writing.
2. 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, student, and the principal or designee
 - Referral to pupil services team and/or the Pupil Personnel Worker for appropriate intervention
 - Probationary time period - verbal agreement
 - Written contract
 - After-school detention

- Saturday school (nonteaching day attendance)
- Removal of school privileges
- Restriction of extracurricular activities
- In-school suspension (due process procedures followed)
- Consideration of the Alternative Education Program
- Referral to student services for possible outside referral to court for violation of the compulsory attendance law or to Juvenile Services for intake services.

B. High Schools

1. Following the second day of unlawful absence in a semester course, the parent 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 will be notified in writing of the loss of credit and made aware of the appeals process.
2. Following the sixth day of unlawful absence in a full-year course, the parent will be notified in writing of the imminent danger of loss of the full one credit for the course. On the eleventh day of unlawful absence, the student loses credit for the full-year course. Parents will be notified in writing of the loss of credit and made aware of the appeals process.

C. Elementary and Middle Schools

Students who have been absent twenty days by the end of the third quarter must be reviewed for possible retention during promotion/non-promotion conferences.

4. Procedures to Monitor Attendance and Verify Absences/Tardiness

The principal of each school shall review the prescribed procedures in the Harford County Public Schools' Administrative Handbook, page 1611 (REV. 1994). These procedures are the minimal expectations related to student accounting.

A. Student Accounting on a Daily Basis

Accurate and close checking of student attendance requires attention, period by period. The two keys to successful accounting of students are (a) the teacher and

(b) the direction or plan given by the principal. The following procedures may be used to facilitate accurate student accounting.

1. At the beginning of the day, the homeroom teacher will send a list of all absentees to the office.
2. The office will issue, by the end of period one, a list of all absentees for the entire school.
3. Each period the teacher will check his/her class roll against this office list. Any student absent from class and not included on the list from the office will be recorded on the appropriate school form. This form should be returned to the office at the end of the day.
4. The follow-up checking on absentees will be handled by the principal, assistant principal, or some other administrative assistant who has been assigned this duty.
5. Further reporting of chronic absenteeism will be made to the pupil personnel worker. (Chronic absence means recurring, not necessarily consecutive, absence over time; i.e., habitual absence.)

B. Attendance - monitoring procedure

1. Record-keeping format

All schools will collect attendance data in terms of race, sex, and grade level. A systemwide attendance keeping format to comply with state and school system policy and regulations has been developed and will be incorporated in the student database.

2. Reporting absences

- a) A daily attendance record will be maintained of each student's tardiness or absence from school and all classes.
- b) A record of each student's lawful and unlawful absences from an individual class will be recorded and maintained.
- c) Upon returning to school from an absence, a student is required to bring a written note from his or her parent/caretaker stating the reason for each absence.
- d) Each course grade received by a secondary school student will include a report of his or her absence(s) for that course.

3. Intervention strategies and procedures for dealing with absenteeism
 - a) Recognition of problem by teacher, administrator, or data processing.
 - b) Student referred to guidance counselor.
 - c) Parent conference.
 - d) Referral to school pupil services team.
 - e) Referral to Pupil Personnel Worker.
 - f) Referral to appropriate agencies.
- C. Each school shall develop additional procedures to verify absences and tardiness. A copy of each school's current procedures must be on file with the Director of Student Services. In developing these procedures consideration might be given to the following:
 1. Place the burden of verification for any absence or tardiness on the part of the student and parent(s)/caretaker(s).
 2. Establish a maximum time limit that a student and parent/caretaker can have to verify an absence/tardiness after which the absence/tardiness is coded as unlawful or truancy.
 3. Specify a time limit that a written explanation will be acceptable upon a student's return from an absence.
 4. Require a written explanation of a student's tardiness from the parent/caretaker or eligible student the next school day following the tardiness.
 5. Require that the parent/guardian call the school on the morning of the absence(s) followed up with a written explanation.
 6. Establish a procedure for a medical verification of long term, consecutive, or repeated absences due to illness.
 7. Establish a procedure to accept an absence/tardiness verification from an eligible student (18 years or older) who lives with parent(s)/caretaker(s) or lives independently.
 8. Establish procedure for appropriate school staff when excessive absence/tardiness is verified as unlawful or truancy.

9. Establish a process to insure that all students and their parent(s)/caretaker(s) are informed of the procedure to verify absence/tardiness.

5. Make-Up Work Requirements

- A. There shall be no make-up work given to students who have been unlawfully absent.
- B. The make-up policy for short term (five days or less) lawful absence shall be:
 1. It will be the responsibility of the student/guardian to request missed assignments.
 2. Students will be given 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/caretaker 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.

- C. The make-up work policy for extended (six days or more) lawful absence shall require that the parent/caretaker request designated school officials to arrange for make-up work.
 1. 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.
 2. The student will be accountable to complete all assigned make-up work.
- D. 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.
- E. It is the responsibility of the student and the parent/caretaker to initiate the request and obtain work from the teachers and return the completed work within the allocated time frame.

6. Attendance Recognition

Each school shall establish strategies to encourage regular school attendance.

7. Information Dissemination

Students and parents/caretakers will be provided information regarding the Student Attendance Policy at the opening of school each year. Procedures will include:

- a student attendance policy brochure developed for systemwide use which outlines the "Student Attendance Policy,"
- information to be included in parent/student handbook, school handbooks, newsletters, school announcements, bulletin boards, etc.
- articles and news releases in local newspapers.

8. Appeals Process

Procedures for parent(s)/caretaker(s) in order to appeal attendance violation decisions related to the "Student Attendance Policy" at both the school and central office level:

- Step I. The parent(s)/caretaker(s) contact the school principal to arrange for an appointment to discuss their concern.
- Step II. If the problem is not resolved at Step I, the parent(s)/caretaker(s) contact the superintendent's designee to discuss the matter.
- Step III. If differences still exist, the parent(s)/caretaker(s) may elect to submit a written appeal to the Superintendent of Schools.
- Step IV. If parent(s)/caretaker(s) are not satisfied with the Superintendent's decision, they may submit a written request within ten days of receipt of the decision of the Superintendent of Schools for a hearing before a committee of the Board of Education.
- Step V. The decision of the Board of Education will be final.

Board Approval Acknowledged By:

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

Policy Action Dates					
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POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Students .07.01.001		

POLICY TITLE: Age at Entrance Prekindergarten, Kindergarten and First Grade		
ADOPTION/EFFECTIVE DATE: Statutory	MOST RECENTLY AMENDED: 7/8/2002	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

Prekindergarten

Prekindergarten programs are provided to support “at risk” four-year-olds with formal schooling. To be considered for the 2002-03 school year, a child admitted to the prekindergarten program in the public schools shall be 4 years old on or before:

- a) November 30, 2002, if the child applies for entrance for the 2002-03 school year;
- b) October 31, 2003, if the child applies for entrance for the 2003-04 school year; and
- c) September 30, 2004, if the child applies for entrance for the 2004-05 school year.

Beginning with the 2005-06 school year and each school year thereafter, children admitted to the prekindergarten program in the public schools shall be 4 years old on or before September 1st of the school year in which they apply for entrance.

Kindergarten

For the 2002-03 school year, the legal age of kindergarten attendance is five years of age by December 31st of the year of enrollment.

Beginning with the 2003-04 school year through the 2005-06 school year, a child admitted to the kindergarten program in the public schools shall be at least 5 years old on or before:

- a) November 30, 2003, if the child applies for entrance for the 2003-04 school year;
- b) October 31, 2004, if the child applies for entrance for the 2004-05 school year; and
- c) September 30, 2005, if the child applies for entrance for the 2005-06 school year.

Beginning with the 2006-07 school year, and each school year thereafter, children admitted to the kindergarten program in the public schools shall be at least five years old on or before September 1st of the school year in which they apply for entrance.

A four-year-old child, upon the request of the parent or guardian, may be admitted into kindergarten when it is documented by the school system that the child demonstrates capabilities warranting early entrance.

First Grade

Beginning with the 2004-05 school year through the 2006-07 school year, a child admitted to the first grade in the public schools shall be at least 6 years old on or before:

- a) November 30, 2004, if the child applies for entrance for the 2004-05 school year;
- b) October 31, 2005, if the child applies for entrance for the 2005-06 school year; and
- c) September 30, 2006, if the child applies for entrance for the 2006-07 school year.

Beginning with the 2007-08 school year and each school year thereafter, children admitted to the first grade in the public schools shall be at least 6 years old on or before September 1st of the school year in which they apply for entrance.

A five-year-old child, upon the request of the parent or guardian, may be admitted to the first grade when it is documented by the school system that the child's capabilities warrant advanced placement.

Board Approval Acknowledged By:

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

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POLICY TITLE: Admissions		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 5//2005	MOST RECENTLY REAFFIRMED: 5/20/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

1. Definitions

- a) Child means a person under the age of eighteen (18) and who is not fully emancipated.
- b) Domicile means the place of residence of a person with an intent to continue residing there.
- c) Caretaker means a person who is domiciled in Harford County and with whom a child resides who has a bona fide non-educational reason to reside with the caretaker.
- d) Informal kinship care has the same meaning as that set forth in Section 7-101 of the Education Article of the Maryland Annotated Code.

2. A child or individual five (5) years old or older and under twenty-one (21) shall be admitted to the Harford County Public Schools without payment of tuition under any of the following circumstances:

- a) The child is domiciled with a parent or legal guardian in Harford County.
- b) The individual is eighteen (18) years of age or emancipated pursuant to Maryland law and is domiciled in Harford County.
- c) The child or individual is in his or her senior year of high school and attended a Harford County public school the previous year tuition free and the child or individual remains domiciled in Harford County.
- d) The child or individual's parent, legal guardian or caretaker moves their domicile out of Harford County during an academic year and the child remains living with a person who is domiciled in Harford County or the individual remains domiciled in Harford County.
- e) When a child has been placed in a foster home or residential facility in Harford County by a state agency, a child placement agency licensed under Section 5-507 of the Family Law Article or pursuant to an order of court.
- f) When a child lives with a caretaker.

- g) When a child previously domiciled in Maryland with the child's parent or legal guardian lives with a relative providing informal kinship care in Harford County.
- 3. Homeless children shall be permitted to attend Harford County Public Schools in accordance with applicable law and Board policy.
- 4. During the pendency of any review procedure regarding the issue of whether an individual or child is eligible to attend a Harford County public school without payment of tuition, the individual or child shall be admitted to the Harford County Public Schools without being charged for tuition.

Board Approval Acknowledged By:

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

Policy Action Dates					
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POLICY TITLE: Nonresident Students		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 8/23/1999	MOST RECENTLY REAFFIRMED: 5/20/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

Students whose parent(s) or guardian(s) reside outside Harford County shall not be enrolled in any Harford County Public School without written approval from the Superintendent of Schools or his/her designee.

Board Approval Acknowledged By:

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

Policy Action Dates					
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POLICY TITLE: Nonresident Tuition		
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POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

Tuition for the enrollment of children of out-of-county residents shall be established at the Harford County Public School System's average cost per student for the preceding fiscal year.

Board Approval Acknowledged By:

Jacqueline C. Haas, Ed.D., Secretary and Treasurer
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Policy Action Dates					
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POLICY TITLE: Education of Homeless Students		
ADOPTION/EFFECTIVE DATE: 5/9/2005	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

The Board of Education of Harford County does not exclude any homeless student otherwise eligible to attend a public school from enrolling in a Harford County public school or from having equal access to educational programs offered by the Harford County public school system. The Board hereby affirms and adopts the provisions of the McKinney-Vento Homeless Education Assistance Improvement Act of 2001, 42 U.S. Code 11431 *et seq.* and the Code of Maryland Regulations (COMAR) Section 13A.05.09 regarding the requirements for providing educational programs to homeless students. The Superintendent shall designate a homeless education coordinator to ensure the identification of homeless students, the implementation of policy, coordination of student services, data collection, coordination with local agencies, staff training and all other activities related to the implementation of this policy.

Board Approval Acknowledged By:

Jacqueline C. Haas, Ed.D., Secretary and Treasurer
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REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Students .07.01.024		

POLICY TITLE: Discipline Policies - Introduction		
ADOPTION/EFFECTIVE DATE: 6/11/1990	MOST RECENTLY AMENDED: 4/14/1997	MOST RECENTLY REAFFIRMED: 4/22/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

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

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

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

Behavior Which Has Taken Place Off School Property

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

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

Restitution

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

Definitions:

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

Suspension . . .

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

Expulsion . . .

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

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

Expulsion . . .

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

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	6/11/1990	Amended	6/10/1996		
Amended	7/8/1991	Amended	4/14/1997		
Amended	5/10/1993	Reaffirmed	4/22/2002		
Amended	6/12/1995				

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: School Administration - .02.08.024		

POLICY TITLE: Prohibition of Gang Related Activities		
ADOPTION/EFFECTIVE DATE: 4/25/2005	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

1. Definitions

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

2. Prohibition of Gang Related Behavior

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

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

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

Board Approval Acknowledged By:

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

Policy Action Dates		
ACTION	DATE	ACTION DATE
Adopted	4/25/2005	

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. Section 4-101 Section 7-306	REFERENCE 1 DESCRIPTION: Education Article
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: School Administration - .02.08.026		

POLICY TITLE: Boundary Exceptions and School Transfers		
ADOPTION/EFFECTIVE DATE: 8/13/2001	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED: 3/7/2005
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

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. The Superintendent of Schools will develop and implement administrative guidelines for evaluating boundary exception and school transfer requests.

The Superintendent of Schools shall submit the *Administrative Guidelines for Evaluating Boundary Exception/School Transfer Requests* along with recommended changes to the Board of Education for review on an annual basis. The review will occur each winter prior to the March 1 application period for the next school year.

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	8/13/2001				
Reaffirmed	5/20/2002				
Reaffirmed	3/7/2005				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A			
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. Section 4-109	REFERENCE 1 DESCRIPTION: Annotated Code of Maryland			
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:			
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Students .07.01.027					

POLICY TITLE: Participation in Extracurricular Activities		
ADOPTION/EFFECTIVE DATE: 12/8/86	MOST RECENTLY AMENDED: 11/19/07	MOST RECENTLY REAFFIRMED: 4/22/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

I. Purpose

The purpose of this policy is to establish standards and requirements for participation by students in extracurricular activities.

II. Definitions

1. Extracurricular activity means a school sponsored activity that generally occurs after the regular school day, is not graded and for which a credit is not earned and is not described as a part of a course of study or subject offering in the course description guide including, but not limited to, interscholastic sports.
2. Probation means permission granted by a principal of a school to a student to continue to participate in extracurricular activities despite a student's ineligibility, conditioned upon the student's achieving grades on his or her interim grade report which restore the student's eligibility.

III. Policy Statement

A student is ineligible to participate in extracurricular activities for reasons based on scholastic status and/or citizenship as follows.

A. Scholastic

1. Ineligibility - A student is ineligible to participate in extracurricular activities if the student has received a failing grade in any subject on a quarterly report card or has received a failing grade in any subject as a final grade.
2. Notification - The student shall be notified in writing of his/her ineligibility.
3. Period of ineligibility - Ineligibility shall be effective the first day of school following the distribution of report cards. Such period of ineligibility shall continue until the first school day after the quarter the student was ineligible ends and the student meets eligibility requirements.

4. Summer School Grades - In the event a student, as a result of attendance at summer school, achieves passing grades which replace fourth quarter or final grades on his/her fourth quarter report card, such student shall be eligible for extracurricular activities the start of the next school year.
5. Probation - At the principal's discretion, any student declared ineligible for scholastic reasons may be placed on probation rather than being declared ineligible.
6. Appeal - A student declared ineligible may appeal his/her ineligibility to a school eligibility committee. Any such appeal must be filed in writing within three school days after the student has received written notification of his/her ineligibility unless the student's ineligibility occurs at the end of the fourth quarter of the school year in which case the student's appeal shall be filed in writing no later than the first day of tryouts for Fall sports.
7. Appeal Decision - The eligibility committee shall meet and decide all appeals no later than the sixth school day after report cards are issued except with respect to fourth quarter report cards in which case the eligibility committee shall meet and decide a student's appeal no later than the sixth school day after teachers have returned for duty. The eligibility committee may recommend to the principal that the student's eligibility be restored if it finds that circumstances beyond the student's reasonable control caused the failures which resulted in the student's ineligibility. The eligibility committee shall submit its recommendation to the principal who shall make a final decision regarding the student's eligibility appeal.
8. Eligibility Pending Appeal - A student declared ineligible shall not be eligible to participate pending the outcome of his/her appeal. A student, however, may try out for a team pending the outcome of his/her appeal.

B. Citizenship

1. Ineligibility - A student is ineligible to participate in or to try out for extracurricular activities if the student is suspended from school for any period of time.
2. Period of ineligibility - The student shall be ineligible from the first day of the suspension until the last day of the suspension, subject to the following. The eligibility committee shall review all

cases where a student has been declared ineligible for citizenship reasons and shall make a recommendation to the principal as to whether to extend the student's period of ineligibility beyond the period of suspension. The principal of the school shall make the final determination as to the period of such extended ineligibility.

3. Appeal – There is no appeal for students who are ineligible for citizenship reasons.

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	12/8/1986	Amended	12/20/2004		
Amended	7/22/1992	Amended	11/19/2007		
Reaffirmed	5/20/1997				
Reaffirmed	4/22/2002				

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: Patrick P. Spicer	JOB POSITION OF LAST EDITOR/DRAFTER: General Counsel	
PERSON RESPONSIBLE:	JOB POSITION OF PERSON RESPONSIBLE:	
DESIGNEE NAME:	JOB POSITION OF DESIGNEE:	
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: School Administration .02.08.083		

POLICY TITLE: Discipline for Certain Acts of Student Misconduct		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 10/22/2007	MOST RECENTLY REAFFIRMED: 4/22/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

I. Purpose

The purpose of this policy is to set forth mandatory suspension periods for specified acts of misconduct by students.

II. Definitions

- A. Verbal or Physical Threat means either verbal or physical conduct which places a school employee in reasonable fear of a physical attack as defined below whether or not such physical attack occurs.
- B. Physical attack means an 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.
- C. Dangerous Weapons means any object which reasonably could cause physical harm or injury to a person, or an object which is represented to be and a reasonable person would conclude was a dangerous weapon and for which there is no reasonable or legitimate cause for the student to possess or use on the property of the Harford County Public Schools. Dangerous weapons shall include, but are not limited to, the following: 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 (including, but not limited to, a switchblade knife, a star knife, a dirk knife, a hunting knife); a straight razor; a spiked glove, spiked wristband, or spiked ring; metal knuckles; nunchaku; explosive devices; chemical mace, tear gas, or pepper spray.
- D. Arson/Fire means attempting to, aiding in, or setting fire to a building or other school property.
- E. Gun-free Schools Act means the Gun-free Schools Act of 1994 and Section 7-305 of the Education Article of the Annotated Code of Maryland.

F. Firearm means:

1. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
2. the frame or receiver of any weapon described above;
3. any firearm muffler or firearm silencer;
4. any explosive, incendiary, or poison gas, including a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device;
5. any weapon which will, or which may be readily converted to, expel a projectile by the action of a propellant, and which has any barrel with a bore of more than one-half inch in diameter;
6. 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.

III. **Statement of Policy**

A. If a principal of a school determines that a student:

1. Has made a physical or verbal threat upon a school employee;
2. Has made a physical attack upon a school employee;
3. Has in his/her possession a dangerous weapon; or
4. Has committed arson/fire,

the student shall be suspended for a period of ten school days and shall be referred to the Office of the Superintendent of Schools with a recommendation for further disciplinary action. If the Superintendent concurs with the findings of the principal, the Superintendent may extend the suspension for a longer term or expel the student after considering the nature and severity of the conduct in question; the safety and security of the school environment; and the student's school record.

B. In compliance with the Gun-free Schools Act of 1994, a student who has been determined by the Superintendent of Schools to have brought a

firearm onto school property shall be suspended for a minimum of 365 consecutive days. However, the Superintendent retains the authority to suspend a student who has brought a firearm onto school property for a shorter period of time. Any student suspended for bringing a firearm onto school property shall not be permitted to enroll in the Alternative Education Program.

- C. This policy extends to student action both on school campus and off school campus when there is a reasonable relationship between the student's conduct and the safety and security of the school staff, students and environment.

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	3/10/1980	Amended	6/12/1995	Amended	10/22/2007
Amended	1/8/1990	Amended	6/10/1996		
Amended	6/11/1990	Amended	6/9/1997		
Amended	7/8/1991	Reaffirmed	4/22/2002		

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: Patrick P. Spicer, Esquire		JOB POSITION OF LAST EDITOR/DRAFTER: General Counsel
PERSON RESPONSIBLE: Patrick P. Spicer, Esquire		JOB POSITION OF PERSON RESPONSIBLE: General Counsel
DESIGNEE NAME:		JOB POSITION OF DESIGNEE:
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION: Section 7-305 of the Education Article
REFERENCE 2 TYPE: Legal	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION: Section 7-306 of the Education Article
REFERENCE 3 TYPE: Legal	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION: 18 U.S.C. Section 921, <i>et seq.</i>
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: School Administration - .02.08.025		

POLICY TITLE: Student Possession, Use, or Transference of Controlled Dangerous Substances, Medicines, and Alcohol		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 6/12/2006	MOST RECENTLY REAFFIRMED: 4/22/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

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

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

- ing the nature and severity of the behavior and other factors related to the student's school record. In addition, the appropriate police agency will be notified promptly.
4. A student who has been found to be either in possession of or to be using a controlled dangerous substance, alcohol, an inhalant or other intoxicant, or to be in possession of paraphernalia or a substance misrepresented to be a controlled dangerous substance or alcohol will be suspended for ten school days by the principal and referred to the office of the Superintendent of Schools for further disciplinary action. If the Superintendent concurs with the findings of the principal, a long-term suspension/expulsion will be imposed after considering the nature and severity of the behavior and other factors related to the student's school record. In addition, the appropriate police agency will be notified promptly.
 5. If the parent(s) and the student agree to participate in a substance abuse evaluation at the Harford County Mental Health and Addictions/Adolescent Addiction Services and agree to follow the recommendations for treatment made as part of that evaluation, at no cost to the Harford County Public Schools, the Superintendent of Schools will reduce the length of the suspension which would otherwise be imposed. This option is for a first offense only and will not be offered for transference or a second offense of the drug and alcohol policies.

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

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

the Superintendent of Schools with the recommendation for further disciplinary action. If the Superintendent concurs with the findings of the principal, the Superintendent may extend the suspension or expel the student after considering the nature and severity of the behavior and other factors related to the student's school record. In addition, the appropriate police agency will be notified promptly.

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

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	3/10/1980	Amended	7/8/1991	Reaffirmed	4/22/2002
Amended	10/10/1983	Amended	6/8/1992	Amended	6/12/2006
Reaffirmed	9/9/1985	Amended	6/10/1996		
Amended	6/11/1990	Amended	4/14/1997		

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: Patrick Spicer	JOB POSITION OF LAST EDITOR/DRAFTER: General Counsel	
PERSON RESPONSIBLE:	JOB POSITION OF PERSON RESPONSIBLE:	
DESIGNEE NAME: N/A	JOB POSITION OF DESIGNEE: N/A	
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION: Board of Education of Harford County, Adopted 8/27/1979
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: School Administration .02.08.030		

POLICY TITLE: Student Possession, Use, or Transference of Controlled Dangerous Substances, Medicines, and Alcohol – Meanings of Key Words and Phrases in Policy		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 5/14/1997	MOST RECENTLY REAFFIRMED: 4/22/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

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

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

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

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

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

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

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

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

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

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

Remember . .

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

But . . .

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

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	7/21/1980	Reaffirmed	6/10/1996		
Amended	10/10/1983	Amended	4/14/1997		
Reaffirmed	9/9/1985	Reaffirmed	4/22/2002		
Amended	6/11/1990				

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: Unknown	JOB POSITION OF LAST EDITOR/DRAFTER: Unknown	
PERSON RESPONSIBLE:	JOB POSITION OF PERSON RESPONSIBLE:	
DESIGNEE NAME: N/A	JOB POSITION OF DESIGNEE: N/A	
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: School Administration - .02.08.031		

POLICY TITLE: Participation of Students in General Elections		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 8/23/1999	MOST RECENTLY REAFFIRMED: 5/20/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

Juniors and seniors may participate in political campaign activities during a general election year. Guidelines reaffirmed by the Board of Education in August of 1994 and incorporated in the Administrative Handbook will be followed.

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	6/9/1980				
Amended	8/23/1999				
Reaffirmed	5/20/2002				

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: Unknown	JOB POSITION OF LAST EDITOR/DRAFTER: Unknown	
PERSON RESPONSIBLE:	JOB POSITION OF PERSON RESPONSIBLE:	
DESIGNEE NAME: N/A	JOB POSITION OF DESIGNEE: N/A	
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION: Board of Education of Harford County Resolution adopted 10/4/1972
REFERENCE 2 TYPE: Legal	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION: Maryland State Board of Education Resolution #39 adopted July 26, 1972
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Students .07.01.045		

POLICY TITLE: Student Lockers		
ADOPTION/EFFECTIVE DATE: 4/22/2002	MOST RECENTLY AMENDED: 9/13/2004	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

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 locker 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, the possession of which, constitute violations of school policy. Student lockers are subject to search in accordance with Policy .07.01.145.

Board Approval Acknowledged By:

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

Policy Action Dates		
ACTION	DATE	
Adopted	4/22/2002	
Amended	9/13/2004	

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. Section 7-308	REFERENCE 1 DESCRIPTION: Education Article, Annotated Code of Maryland
REFERENCE 2 TYPE: Legal	REFERENCE 2 NO. 13A.08.01.14	REFERENCE 2 DESCRIPTION: COMAR
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Students .07.01.050		

POLICY TITLE: Student Parking Privileges		
ADOPTION/EFFECTIVE DATE: 4/22/2002	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

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:

1. 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.
2. Rules, Definitions, and Procedures for Policy Implementation:
 - a) Each high school principal annually determines the number of parking spaces on the school premises which can be made available to students.
 - b) Only students with a valid driver's license may apply for a parking permit.
 - c) Students and parents must submit a completed, signed application form for a student parking permit.
 - d) Each high school that has parking spaces available for students will charge a uniform, non-refundable fee, as determined annually by the Superintendent of Schools.
 - e) Students with outstanding financial obligations to the school will not be issued a parking permit.
 - f) Each high school shall develop priorities of needs for the issuance of parking permits.
 - g) Each high school will establish campus traffic and parking rules

- h) Each high school will issue a parking permit for an assigned parking area. Students will be permitted to park only in assigned parking areas.
- i) Parking permits must be displayed at all times while on school property.
- j) 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.

Board Approval Acknowledged By:

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

Policy Action Dates		
ACTION	DATE	
Adopted	4/22/2002	

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. Section 7-308	REFERENCE 1 DESCRIPTION: Annotated Code of Maryland Education Article
REFERENCE 2 TYPE: Legal	REFERENCE 2 NO. 13A.08.01.14	REFERENCE 2 DESCRIPTION: COMAR
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Students .07.01.051		

POLICY TITLE: Student Property – Search and Seizure by Police Officers		
ADOPTION/EFFECTIVE DATE: Statutory	MOST RECENTLY AMENDED: 8/23/1999	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

Police officers, upon the authority of a search warrant, may make a search of that part of the school premises described in the search warrant. School officials should cooperate in performing such a search.

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	Statutory				
Amended	7/8/1996				
Amended	8/23/1999				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A			
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. 13A.08.01.14(A-3)	REFERENCE 1 DESCRIPTION: Maryland State Board of Education Bylaw			
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:			
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Students .07.01.055					

POLICY TITLE: Arrest and/or Questioning of Students on School Premises		
ADOPTION/EFFECTIVE DATE: Statutory	MOST RECENTLY AMENDED: 8/23/1999	MOST RECENTLY REAFFIRMED: 5/20/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

When possible and appropriate, arrest by police should be made during non-school hours and away from the school premises.

When an arrest on school premises during the school hours is necessary, the responsible school official shall ascertain such facts from the arresting officer as will enable him to fully advise the parent or guardian and other school officials of the nature of the charge, the identity of the arresting officer, and the location of the student.

An arrest on school premises should be accomplished in a manner that minimizes embarrassment to the arrested student and avoids jeopardizing the safety and welfare of other students.

An arrested student may not be questioned by police on school premises, and should be removed from the premises as soon as practicable after the arrest.

In the absence of an arrest, school officials may not authorize the removal of a student from school premises for the purposes of investigative questioning without the consent of the child's parent or guardian.

During a police investigation, students may not be questioned on school premises unless the questioning concerns an alleged violation of criminal law committed on the premises or unless the failure to question the student immediately would threaten the success of the investigation or endanger the safety of students or other persons. A school official shall be present during the questioning of any student. Except for child abuse or neglect investigations, all reasonable efforts will be made to notify a parent/guardian of the nature of the investigation prior to the initiation of police questioning concerning a school-related investigation unless delaying police questioning could result in jeopardizing the safety and welfare of others.

The above restrictions do not apply in investigations of suspected child abuse or neglect. When child abuse or neglect is suspected, police officers or local social service workers may question students on school premises. School officials are not required to notify parents or guardians of such investigations and may allow removal of any child who is a suspected victim of child abuse or neglect from school premises without parental consent, provided that the local department of social services has the legal authority to remove the child. Parents or guardians should be promptly notified after a child's removal under these circumstances.

Records and reports regarding child abuse and neglect are confidential, and their unauthorized disclosure is a criminal offense.

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	Statutory				
Amended	9/9/1996				
Amended	8/23/1999				
Reaffirmed	5/20/2002				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A			
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. 13A.08.01.12 13A.08.01.13	REFERENCE 1 DESCRIPTION: Code of Maryland Regulations			
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:			
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Students .07.01.060					

POLICY TITLE: Rights of Students Seeking to Overcome Drug Abuse		
ADOPTION/EFFECTIVE DATE: Statutory	MOST RECENTLY AMENDED: 8/23/1999	MOST RECENTLY REAFFIRMED: 5/20/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

If a student seeks information to overcome any form of drug abuse from a teacher, counselor, principal, or other professional educator employed by the Harford County Public Schools, a statement, whether oral or written, made by the student or an observation or conclusion derived from the statement, is not admissible against the student in any proceeding.

A rule, regulation, or order may not require disclosure of any report, statement, observation, conclusion, or other information that has been assembled or obtained by an educator through this contact.

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	Statutory				
Amended	8/23/1999				
Reaffirmed	5/20/2002				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A			
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. Section 7-412	REFERENCE 1 DESCRIPTION: Annotated Code of Maryland, Education Article			
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:			
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Students .07.01.065					

POLICY TITLE: Behavior on School Buses		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 8/23/1999	MOST RECENTLY REAFFIRMED: 6/9/1980
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

All students transported at public expense shall be expected to conform to the rules and regulations governing such service. Students who disobey the approved rules and regulations shall be subject to disciplinary action. This may result in suspension or revocation of the riding privilege depending on the nature and frequency of the offense. Parents shall be notified of any such action.

Board Approval Acknowledged By:

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

Policy Action Dates		
ACTION	DATE	
Reaffirmed	6/9/1980	
Amended	8/23/1999	

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. Section 7-305(a)	REFERENCE 1 DESCRIPTION: Annotated Code of Maryland
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Students .07.01.070		

POLICY TITLE: Student Behavior Interventions		
ADOPTION/EFFECTIVE DATE: 11/22/2004	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

Pursuant to COMAR 13A.08.04 entitled *Student Behavior Interventions* the Board is committed to providing a safe instructional environment for all students. In order to achieve this goal, a range of behavior interventions shall be available to staff. Such interventions shall be clearly delineated and progressive in nature ranging from positive behavior interventions to exclusion, seclusion and restraint as defined in the aforementioned COMAR regulation. In order to meet this commitment the Board directs that procedures be developed and implemented which:

1. establish a uniform continuum of positive behavioral interventions, strategies and supports to be used by school personnel before using exclusion, restraint or seclusion;
2. establish methods for identification and diffusion of potentially dangerous behaviors and prevention of self-injurious behaviors;
3. establish procedures for the use and documentation of exclusion, seclusion and restraint consistent with the aforementioned COMAR regulation;
4. establish a uniform format for monitoring use of exclusion, restraint and seclusion;
5. establish procedures for receiving, investigating and disposition of complaints regarding exclusion, restraint and seclusion practices.

The Board directs that this policy and all procedures related thereto be reviewed annually by the Superintendent and appropriate staff.

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	11/22/2004				

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: Unknown	JOB POSITION OF LAST EDITOR/DRAFTER: Unknown	
PERSON RESPONSIBLE:	JOB POSITION OF PERSON RESPONSIBLE:	
DESIGNEE NAME: N/A	JOB POSITION OF DESIGNEE: N/A	
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Students .07.01.071		

POLICY TITLE: Student Insurance		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 8/23/1999	MOST RECENTLY REAFFIRMED: 5/20/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

The Harford County Public Schools may make available on an annual basis student accident insurance. School personnel shall not be responsible for collecting funds for this purpose.

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	6/9/1980				
Amended	1/21/1998				
Amended	8/23/1999				
Reaffirmed	5/20/2002				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A			
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:			
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:			
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Students .07.01.075					

POLICY TITLE: Immunization Requirements to Attend School		
ADOPTION/EFFECTIVE DATE: Statutory	MOST RECENTLY AMENDED: 8/23/99	MOST RECENTLY REAFFIRMED: 5/20/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

All students enrolled in the Harford County Public Schools will be required to be immunized in accordance with applicable State laws.

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	Statutory				
Amended	8/23/1999				
Reaffirmed	5/20/2002				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A			
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. Section 7-403(a)	REFERENCE 1 DESCRIPTION: Annotated Code of Maryland, Education Article			
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:			
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Students .07.01.080					

POLICY TITLE: Physical Examination		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 8/23/1999	MOST RECENTLY REAFFIRMED: 5/20/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

Students entering the Maryland Public School System for the first time shall provide written verification that a physical examination has been completed within:

1. The 9-month period before entering the public school system; or
2. The 6-month period after entering the public school system.

The physical examination shall be completed by a physician, or certified nurse practitioner.

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	6/9/1980				
Amended	8/23/1999				
Reaffirmed	5/20/2002				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A			
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. Section 7-402(a)	REFERENCE 1 DESCRIPTION: Annotated Code of Maryland, Education Article			
REFERENCE 2 TYPE: Legal	REFERENCE 2 NO. 13A.05.05.07A	REFERENCE 2 DESCRIPTION: COMAR			
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Students .07.01.085					

POLICY TITLE: Student Rights and Responsibilities - Preamble		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 8/23/1999	MOST RECENTLY REAFFIRMED: 5/20/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

The Harford County Public Schools provide a challenging and stimulating environment where students learn and practice the rights and responsibilities of American citizenship. The rights of students in public schools are continuing to be defined through legislation and through the courts. As student rights are defined, those who must develop policies, and those who must administer these policies, must always understand that the public school environment is a limited open forum where the rights of all students are to be protected and respected. Consequently, education about responsible citizenship must also include instruction about freedoms that are stated in the Constitution.

The Board of Education policies on Student Rights and Responsibilities should not be interpreted as being all inclusive because students have rights that are guaranteed by the Constitution and by law. In addition to defining student rights, the Harford County Public Schools are responsible for ensuring that policies and procedures specify safeguards which protect individual rights and which provide a school environment that is conducive to learning. These policies include provisions for students to exercise their rights, and the policies serve as the foundation for the development of school rules and procedures. Students, school faculties, and parents are encouraged to participate in the process of modifying and adopting school rules and practices that can improve conditions for learning for all students.

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	6/9/1980				
Amended	7/8/1996				
Amended	8/23/1999				
Reaffirmed	5/20/2002				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A			
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. 13A.08.01.10	REFERENCE 1 DESCRIPTION: COMAR			
REFERENCE 2 TYPE: Legal	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION: Statement on Rights and Responsibilities for Harford County Secondary School Students, Adopted December 6, 1972; Revised July 10, 1978; Revised April 15, 1996			
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Students .07.01.090					

POLICY TITLE: Student Rights and Responsibilities - Education		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 8/23/1999	MOST RECENTLY REAFFIRMED: 5/20/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

Each student has the right to an education as well as the responsibility not to interfere with or threaten the education of others.

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	6/9/1980				
Amended	7/8/1996				
Amended	8/23/1999				
Reaffirmed	5/20/2002				

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LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. 13A.08.01.10	REFERENCE 1 DESCRIPTION: COMAR
REFERENCE 2 TYPE: Legal	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION: Statement on Rights and Responsibilities for Harford Schools, 1982
REFERENCE 3 TYPE: Legal	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION: Maryland State Guidelines for Students' Rights and Responsibilities, 1994
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Students .07.01.095		

POLICY TITLE: Student Rights and Responsibilities - Expression		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 8/23/1999	MOST RECENTLY REAFFIRMED: 5/20/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

The school recognizes that students have the right to form and express opinions, to take stands on issues, and to support causes both publicly or privately. The school will not unlawfully interfere with these liberties, and will allow students to freely express controversial points of view. When necessary, the school may abridge the free rights of students using methods designed only to adjust these rights to the needs of the school community. The school has the right to impose restrictions to insure that the rights of all students are protected. It is the student's responsibility to see that his/her freedom of expression does not hinder the education or the rights of others, but should contribute to an atmosphere where all members of the educational community can share opinions and beliefs.

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	6/9/1980				
Amended	7/8/1996				
Amended	8/23/1999				
Reaffirmed	5/20/2002				

Responsibility for Policy Maintenance & References					
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PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A			
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. 13A.08.01.10	REFERENCE 1 DESCRIPTION: COMAR			
REFERENCE 2 TYPE: Legal	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION: Statement on Rights and Responsibilities for Harford County Schools 1982			
REFERENCE 3 TYPE: Legal	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION: Maryland State Guidelines for Students' Rights and Responsibilities, 1994			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Students .07.01.100					

POLICY TITLE: Student Rights and Responsibilities - Speech		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 8/23/1999	MOST RECENTLY REAFFIRMED: 5/20/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

Every student has a right to search for the truth and to form opinions about that truth. They have the right to express opinions both verbally and symbolically, as long as they do it in a peaceful and orderly manner, and at the appropriate time and place. The student shall in no way be penalized for holding and properly expressing a point of view.

Exercising this right must not damage the reputation of others, provoke or inflict injury, contain any form of obscenity, or disrupt school operations.

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	6/9/1980				
Amended	7/8/1996				
Amended	8/23/1999				
Reaffirmed	5/20/2002				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A			
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. 13A.08.01.10	REFERENCE 1 DESCRIPTION: COMAR			
REFERENCE 2 TYPE: Legal	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION: Statement on Rights and Responsibilities for Harford County Schools, 1982			
REFERENCE 3 TYPE: Legal	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION: Maryland State Guideline for Students' Rights and Responsibilities, 1994			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Students .07.01.105					

POLICY TITLE: Student Rights and Responsibilities - Petition		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 8/23/1999	MOST RECENTLY REAFFIRMED: 5/20/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

Students have the right to present petitions. The collecting of signatures on petitions shall not disrupt classroom procedures nor interfere with school operations.

Students shall not be disciplined for starting or signing a petition provided that the petition is free from obscenities, libelous statements, and personal attack.

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	6/9/1980				
Amended	7/8/1996				
Amended	8/23/1999				
Reaffirmed	5/20/2002				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A			
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. 13A.08.01.10	REFERENCE 1 DESCRIPTION: COMAR			
REFERENCE 2 TYPE: Legal	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION: Maryland State Guidelines for Students' Rights and Responsibilities, 1994			
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Students .07.01.110					

POLICY TITLE: Student Rights and Responsibilities - Press		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 7/8/1996	MOST RECENTLY REAFFIRMED: 5/20/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

School-Sponsored Publications

Student publications are guaranteed the First Amendment Right of Freedom of the Press. Students shall not publish:

1. Libelous materials by current legal definition
2. Obscene material by current legal definition
3. Materials which incite others to damage property or harm others
4. Materials which disrupt school activities or operations.

The responsibility and authority for decisions based on the standards mentioned above are vested with the principal or designee.

Nonschool-Sponsored Publications

The school administration and faculty shall protect the right of students to distribute student-produced publications not having school sponsorship. However, distribution of any printed material that is considered libelous, obscene, disruptive to school operations, or any hate literature is prohibited. Students may be restricted as to the time and place of distribution. The rights of students to distribute school-sponsored and nonschool-sponsored material must be protected equally pending the approval of the principal or designee. Students have the right to appeal the principal's decision through the grievance process.

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	6/9/1980				
Amended	7/8/1996				
Reaffirmed	5/20/2002				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A			
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. 13A.08.01.10	REFERENCE 1 DESCRIPTION: COMAR			
REFERENCE 2 TYPE: Legal	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION: Maryland State Guidelines for Students' Rights and Responsibilities, 1994			
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Students .07.01.115					

POLICY TITLE: Student Rights and Responsibilities - Assembly		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 8/23/1999	MOST RECENTLY REAFFIRMED: 5/20/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

Students have the right to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Students who wish to assemble must recognize the rights of fellow students who do not wish to participate in such activities. Therefore, school authorities have a right to set reasonable limits as to the time, place, and manner of such activities to ensure proper protection of the school community.

The student has the responsibility to ensure that all student meetings in school buildings or on school grounds are approved in advance by the principal.

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	6/9/1980				
Amended	7/8/1996				
Amended	8/23/1999				
Reaffirmed	5/20/2002				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A			
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. 13A.08.01.10	REFERENCE 1 DESCRIPTION: COMAR			
REFERENCE 2 TYPE: Legal	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION: Maryland State Guidelines for Students' Rights and Responsibilities, 1994			
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Students .07.01.120					

POLICY TITLE: Student Rights and Responsibilities – Use of School Facilities		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 8/23/1999	MOST RECENTLY REAFFIRMED: 6/9/1980
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

Students may be allowed use of school facilities with appropriate adult supervision as long as use does not interfere with regular school operations. This request may be denied if it appears that the requested use is likely to promote a breach of peace or create a clear and present danger to public peace and welfare. Each student or student organization must have the principal's authorization to use school facilities.

Persons using school premises shall leave the premises in the same condition as they were prior to such use. The student(s) who applied to use the school facilities are responsible for any damage sustained beyond normal use. The principal may refuse authorization to any student or student organization which has failed to use school facilities in a responsible, safe, and orderly manner.

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	6/9/1980				
Amended	7/8/1996				
Amended	8/23/1999				
Reaffirmed	5/20/2002				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A			
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. 13A.08.01.10	REFERENCE 1 DESCRIPTION: COMAR			
REFERENCE 2 TYPE: Legal	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION: Maryland State Guidelines for Students' Rights and Responsibilities, 1994			
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Students .07.01.123					

POLICY TITLE: Student Rights and Responsibilities - Religion		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 8/23/1999	MOST RECENTLY REAFFIRMED: 5/20/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

Students have the right to practice their own religious beliefs provided they neither violate the rights of others nor disrupt or interfere with school operations.

Students have the right to study, examine, discuss, and analyze religious ideas and institutions just as they might study any other subject.

Schools shall neither conduct religious exercises nor encourage or support any religious beliefs or practices. However, equal access to students who wish to conduct a meeting shall not be denied.

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	6/9/1980				
Amended	7/8/1996				
Amended	8/23/1999				
Reaffirmed	5/20/2002				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A			
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. 13A.08.01.10	REFERENCE 1 DESCRIPTION: COMAR			
REFERENCE 2 TYPE: Legal	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION: Maryland State Guidelines for Students' Rights and Responsibilities, 1994			
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Students .07.01.125					

POLICY TITLE: Student Rights and Responsibilities – Patriotic Exercises		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 8/23/1999	MOST RECENTLY REAFFIRMED: 5/20/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

Schools are to encourage the devotion to their flag and their country by displaying and properly caring for the American flag on the school site and in each classroom.

Students have the right to participate in or observe patriotic exercises in their schools. They shall not, however, be required to take part in such exercises nor may they interrupt the participation of other students in such exercises. Students shall not be penalized in any way for exercising such rights.

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	6/9/1980				
Amended	7/8/1996				
Amended	8/23/1999				
Reaffirmed	5/20/2002				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A			
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. 13A.08.01.10	REFERENCE 1 DESCRIPTION: COMAR			
REFERENCE 2 TYPE: Legal	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION: Maryland State Guidelines for Students' Rights and Responsibilities, 1994			
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Students .07.01.130					

POLICY TITLE: Dress Code		
ADOPTION/EFFECTIVE DATE: 5/20/2002	MOST RECENTLY AMENDED: 6/9/2003	MOST RECENTLY REAFFIRMED: 3/21/2005
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

Students have the responsibility to choose their attire and to arrange their personal appearance in a manner that is safe, healthy, inoffensive, 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 Superintendent of Schools is directed to develop regulations and procedures to implement this policy. The school administration shall have the authority to make all decisions required to enforce this policy.

School Uniforms

The Board of Education supports the voluntary use of uniforms at the elementary, middle, and high school levels, pending approval by the school principal and adherence to the guidelines established by the Superintendent of Schools.

Annual Review

This policy along with its administrative procedures will be reviewed by the Board of Education annually.

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	5/20/2002				
Amended	6/9/2003				
Reaffirmed	4/26/2004				
Reaffirmed	3/21/2005				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A			
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. 13A.08.01.11	REFERENCE 1 DESCRIPTION: COMAR			
REFERENCE 2 TYPE: Legal	REFERENCE 2 NO. Section 7-306	REFERENCE 2 DESCRIPTION: Annotated Code of Maryland, Education Article			
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Students .07.01.135					

POLICY TITLE: Student Backpack Use		
ADOPTION/EFFECTIVE DATE: 5/20/2002	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

Students are permitted to use backpacks or similar items to carry their schoolbooks, materials, or 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.

1. Bookbags, backpacks, etc. shall be stored in the student's assigned locker or designated area.
2. Musical instrument cases shall be stored in the music room or designated storage area.
3. 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
- Initiating progressive disciplinary action for repeated violations or insubordination as appropriate, which may include suspension from school.

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 a rule or policy of the Board of Education. This search shall be made in the presence of a third party.

Board Approval Acknowledged By:

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

Policy Action Dates		
ACTION	DATE	
Adopted	5/20/2002	

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. 13A.08.01.14	REFERENCE 1 DESCRIPTION: COMAR
REFERENCE 2 TYPE: Legal	REFERENCE 2 NO. Section 7-308	REFERENCE 2 DESCRIPTION: Education Article, Annotated Code of Maryland
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Students .07.01.136		

POLICY TITLE: Student Rights and Responsibilities – Student Activities		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 7/8/1996	MOST RECENTLY REAFFIRMED: 5/20/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

Students have the right to participate in school activities regardless of race, religion, ethnic origin, gender, disability, economic status or program of study. Secret, exclusive, or self-perpetuating organizations which otherwise limit membership may not conduct activities on school premises.

Students may not be denied participation in any activity for any reason other than those established by state, county, and school eligibility requirements and those requirements legitimately related to the purpose of the activity.

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	6/9/1980				
Amended	7/8/1996				
Reaffirmed	1/24/2000				
Reaffirmed	5/20/2002				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A			
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. 13A.08.01.09	REFERENCE 1 DESCRIPTION: COMAR			
REFERENCE 2 TYPE: Legal	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION: Maryland State Guidelines on Students' Rights and Responsibilities, 1994			
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Students .07.01.140					

POLICY TITLE: Student Rights and Responsibilities – Searches of Students – Search and Seizure by School Personnel		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 9/13/2004	MOST RECENTLY REAFFIRMED: 5/20/2004
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

The Board of Education has the responsibility to provide students and staff with a safe and secure learning environment. The Board recognizes that there are circumstances that will justify the search of students and their possessions and herein establishes the following provisions for such searches.

1. A principal, assistant principal, or school security guard 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 or a rule or regulation of the Board of Education. Any such search shall be made in the presence of a third party.
2. A principal, assistant principal, or school security guard may make a search of the physical plant of the school and its appurtenances including the lockers of students. The right of the school official to search the locker shall be announced or published previously in the school.
3. If designated in writing by the principal, a teacher may make a reasonable search of a student on a school-sponsored trip if the teacher 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 or a violation of any other State law or a rule or regulation of the Board of Education.
 - a) To qualify to conduct a search under this section, a teacher must receive appropriate training to conduct a search.
 - b) Any search conducted pursuant to paragraph 3 above shall be made in the presence of a third party.
4. General housekeeping inspection of school property may be conducted with reasonable notice.
5. Illegal items (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

6. Items which are used to disrupt or interfere with the educational process may be temporarily removed from the student's possession.

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	6/9/1980	Amended	9/13/2004		
Amended	7/8/1996				
Amended	7/13/1998				
Reaffirmed	5/20/2002				

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. 13A.08.01.14	REFERENCE 1 DESCRIPTION: COMAR
REFERENCE 2 TYPE: Legal	REFERENCE 2 NO. Section 7-308	REFERENCE 2 DESCRIPTION: Maryland Annotated Code, Educational Article
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Students .07.01.145		

POLICY TITLE: Student Rights and Responsibilities - Grievance		
ADOPTION/EFFECTIVE DATE: 6/9/1980	MOST RECENTLY AMENDED: 8/23/1999	MOST RECENTLY REAFFIRMED: 5/20/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

Students have the right to seek changes in school policies and rules. Students also have the right to air grievances related to school policies and rules through a democratically elected representative student government. A principal's decision may be appealed. Only in those cases wherein the rights of students, as defined in this document, are allegedly violated may an appeal be made beyond the school to the Superintendent of Schools of Harford County. Such an appeal shall be made in the following manner.

1. A written appeal or grievance should be directed to the appropriate director or assistant superintendent within thirty (30) calendar days. If unresolved at this level, the appeal or grievance will proceed to Step 2.
2. A written appeal or grievance should be directed to the Superintendent of Schools within fifteen (15) calendar days.

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	6/9/1980				
Amended	7/8/1996				
Amended	8/23/1999				
Reaffirmed	5/20/2002				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A			
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. 13A.08.01.10	REFERENCE 1 DESCRIPTION: COMAR			
REFERENCE 2 TYPE: Legal	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION: Statement on Rights and Responsibilities for Harford County School Students, Adopted December 6, 1972; Revised July 10, 1978; Reaffirmed July 9, 1980			
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Students .07.01.150					

POLICY TITLE: Student Rights and Responsibilities – Student Discipline		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 8/23/1999	MOST RECENTLY REAFFIRMED: 5/20/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

The school is a community and the rules, regulations, and codes of conduct of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community. Regulations and rules concerning appropriate student behavior shall be developed with representatives from the school community either within each school or on a county-wide basis. School discipline regulations shall be adopted which ensure equitable treatment for students and a safe, healthy learning environment. These regulations should be clearly and precisely written and distributed to the students and to their parents. Some rules are provided by state law, bylaw, or county board of education policy. It is the responsibility of every staff member, student, and parent to be informed of the school disciplinary procedures and to work cooperatively with the school administration to see that these procedures are followed.

Previous court decisions have stated clearly that young people in the United States have the right to receive a free public education, and depriving anyone of that right may occur only for just cause and in accordance with due process of law.

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	6/9/1980				
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Amended	8/23/1999				
Reaffirmed	5/20/2002				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown			
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DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A			
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. 13A.08.01.10	REFERENCE 1 DESCRIPTION: COMAR			
REFERENCE 2 TYPE: Legal	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION: Maryland State Guidelines for Students' Rights and Responsibilities, 1994			
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Students .07.01.155					

POLICY TITLE: Student Rights and Responsibilities – Corporal Punishment		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 8/23/1999	MOST RECENTLY REAFFIRMED: 5/20/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

Corporal punishment is defined as the intentional use of physical force upon a student for any alleged offense or behavior, or the use of physical force in an attempt to modify the behavior, thoughts, or attitudes of a student.

The use of corporal punishment in any form is strictly prohibited in the Harford County Public Schools. No student will be subject to the infliction of corporal punishment by any teacher, other student, administrator, or other school personnel.

No teacher, administrator, student, or other person will subject a student to corporal punishment or condone the use of corporal punishment by any person under his or her supervision or control. Permission to administer corporal punishment will neither be sought nor accepted from any parent, guardian, or school official.

School personnel may, however, use physical force against a student when it is essential for self-defense, the protection of the other persons, the safeguarding of public school property, or the preservation of order.

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	6/9/1980	Reaffirmed	5/20/2002		
Amended	12/12/1988				
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REFERENCE 2 TYPE: Legal	REFERENCE 2 NO. Section 7-306 Section 7-307	REFERENCE 2 DESCRIPTION: Annotated Code of Maryland, Education Article
REFERENCE 3 TYPE: Legal	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION: Maryland State Guidelines for Students' Rights and Responsibilities, 1994
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Students .07.01.160		

POLICY TITLE: Student Rights and Responsibilities – Due Process		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 5/20/2002	MOST RECENTLY REAFFIRMED: 7/8/1995
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

Suspension/Expulsion

1. Suspension of ten (10) days or less

A public school principal may suspend a student for cause for not more than ten (10) days. At the time of the suspension, the principal or assistant principal must:

- a) Afford the student the opportunity to learn what he or she is accused of doing and be given the chance to offer an explanation for those actions;
- b) Notify the parents of the suspension and give the student and his/her parents the opportunity to attend a conference.

2. Suspension of more than ten (10) days or expulsion

- a) If a principal finds that a suspension of more than ten (10) days or expulsion is warranted, he/she shall immediately report the matter in writing to the local superintendent.
- b) The local superintendent or designee shall promptly make a thorough investigation of the matter.
- c) If, after the investigation, the local superintendent finds that a longer suspension or expulsion is warranted, the superintendent or designee shall promptly arrange a conference with the student and his/her parent or guardian.
- d) If, after the conference, the local superintendent or the designated representative finds that a suspension of more than ten (10) school days or expulsion is warranted, the student or his/her parent or guardian may:
 - (1) appeal to the local board within ten (10) days after the determination;
 - (2) be heard before the local board or its designated committee; and
 - (3) bring counsel and witnesses to the hearing.

- e) Unless a public hearing is requested by the parent or guardian of the student, a hearing shall be held out of the presence of all individuals except those whose presence is considered necessary or desirable by the board.
 - f) The appeal to the local board does not stay the decision of the local superintendent.
 - g) The decision of the local board is final.
3. The county superintendent may deny attendance to any student who is currently expelled from another school system in the state for a length of time equal to that expulsion.
4. The school system will forward information to another school system relating to the discipline of a student, including information on an expulsion of the student, on receipt of the request for information.

Suspension and expulsion procedures are enumerated in detail in Education Article of the Maryland Annotated Code 7-3045. It should also be noted that special procedures govern the suspension of students with disabilities.

Due Process of Children with Disabilities

Local education agency decisions concerning the identification, evaluation, and educational placement of children with disabilities are subject to comprehensive procedural requirements (COMAR 13A.05.01.08 and 13A.08.01.11[G]). Such students and their parents may be entitled to due process safeguards which require notice to and consent of parents before decisions regarding educational placement are made and the availability of a hearing upon request of the parent. These detailed procedural requirements are enumerated in Education Article 8-415 and COMAR 13A.05.01.08 and 13A.08.01.11(G).

General Due Process

Any interested party who has standing may appeal a decision rendered by the local county superintendent to the local board of education within thirty (30) days. The decision of the local board may be appealed to the State Board, in writing, within thirty (30) days.

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
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REFERENCE 2 TYPE: Legal	REFERENCE 2 NO. Section 7-305	REFERENCE 2 DESCRIPTION: Annotated Code of Maryland, Education Article			
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Students .07.01.162					

POLICY TITLE: Student Rights and Responsibilities – Non-Discriminatory Practices		
ADOPTION/EFFECTIVE DATE: 7/8/1996	MOST RECENTLY AMENDED: 1/24/00	MOST RECENTLY REAFFIRMED: 5/20/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

A primary task of the school is to create a stimulating learning environment for all students. All students have and shall be accorded the right to freedom from discrimination. In addition, the United States Bill of Rights guarantees basic freedoms such as speech, press, assembly, and religion. These laws exist to help protect the rights of students in the school community, as an integral part of the county, the state, and the nation.

The school system will not tolerate discrimination on the basis of race, color, religion, national origin, gender, or disability. This includes students whose home language is not English and covers admission to courses and activities.

The school system will not tolerate discrimination on the basis of gender. This guarantees equal opportunities in areas including but not limited to course enrollment, guidance, physical education, vocational-technical programs, student rules and policies, and treatment of pregnant students. Students are also protected from sexual harassment. Students shall not engage in offensive or unwelcome behavior.

The school system will not tolerate discrimination on the basis of disability. Students with disabilities should be educated in the least restrictive environment. Furthermore, students will be provided the opportunity to participate in available classes and activities.

The school system will not tolerate discrimination on the basis of language. Speakers of other languages shall be provided assistance to overcome barriers when such barriers would inhibit them from receiving an equal education.

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
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Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown			
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REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. 13A.08.01.10	REFERENCE 1 DESCRIPTION: COMAR			
REFERENCE 2 TYPE: Legal	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION: Maryland State Guidelines on Students' Rights and Responsibilities, 1994			
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Students .07.01.163					

POLICY TITLE: Privacy Rights of Students and Parents		
ADOPTION/EFFECTIVE DATE: 6/24/2002	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

Federal and State laws give students and their parents the right to inspect and review the student's educational records and to have school record inaccuracies corrected. Schools have the responsibility to maintain the confidentiality of student records.

Records shall be kept for individual students in accordance with rules and regulations of the Maryland State Board of Education.

Individual student records maintained by teachers or other school personnel are to be confidential in nature, and access to such records may be granted in accordance with applicable laws and regulations. Individual student records, with the exception of such records as are designated as permanent, and with such other exceptions as provided by the law, should be destroyed when they are no longer able to serve such legitimate and recognized educational ends.

All educational records of a student maintained under the provisions of the Code of Maryland Regulations (COMAR), including confidential records, shall be made available to eligible students, approved caretakers, custodial and non-custodial parents, or legal guardians except as otherwise provided herein. -

Definitions

1. *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 student organization or school publication; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; student's name and photograph as they appear in individual school or school system publications.
2. *Disclosure* - permitting access, transfer, or release of educational records of the student.
3. *Eligible Students* - a student who has attained eighteen years of age or is attending an institution of post-secondary education.
4. *Local School Personnel* means all officers, employees, and agents of the Board of Education of Harford County
5. *Parents* - custodial or non-custodial parents or approved caretakers of the student may

inspect the educational records unless the Harford County Public Schools have been provided with a legally binding instrument that provides to the contrary. This includes a legal guardian or approved caretaker in the absence of a parent or guardian.

6. *Party* - individual, agency, institution, or organization.
7. *Personally Identifiable* - 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.
8. *Post-Secondary Education* - beyond grade 12.
9. *Record* - any information recorded in any medium such as handwriting, print, film, microfilm, microfiche, photographs, papers, correspondence, reports, forms, photostats, electronic recordings, sound recordings, computer data, and copies that are made, received, or filed in a classroom, school office, or elsewhere.
10. *Student* - any individual who has been or is enrolled at a public school in Harford County for whom educational records are maintained.
11. *Student Records* - Records that are: (a) directly related to a student; and (b) maintained by Harford County Public Schools or by a party acting for the Harford County Public Schools.

Privacy and Disclosure Rights

The Family Educational Rights and Privacy Act of 1974, known as the Buckley Amendment, requires that parents of students in all public schools and public school students age 18 or over be notified each year as to what information regarding students has been designated as directory information (see 1. under Definitions)

Information designated as directory information will be considered public information unless the parents of a student or a student age 18 or over inform their school principal in writing no later than ten school days of public notice that such information is not to be designated as directory information with respect to that student.

In accordance with section 9528 of the No Child Left Behind Act of 2001, the Harford County Public Schools shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings. All requests for student names, addresses and telephone listings must be made in writing to the Superintendent of schools or his/her designee.

A secondary school student or the parent/guardian of the student may request that the student's name address and telephone listing not be released without prior written consent

of the parent or eligible student. Parents shall be given public notice of the right to refuse release of these records and the Harford County Public Schools shall comply with any such request on the part of a parent. The parents of a student or an eligible student must inform the Harford County Public Schools, in writing no later than 10 days of public notice, that such information is not to be released to military recruiters or an institution of higher education without prior written consent.

Maintenance of Educational Records

Student records provide a written picture of the academic performance of a child. Therefore, the orderly and complete maintenance of these records is necessary to insure accurate information is available to plan for a child's education.

Responsibilities of the Principal:

1. Providing for the collection of required data
2. Establishing and maintaining complete and accurate records
3. Assuring the security of each student's educational record
4. Permitting a party who is legally authorized to do so, to review and inspect a student's educational record which contains personally identifiable information.

All student records are to be maintained in accordance with the Family Educational Rights and Privacy Act and the COMAR Regulations 13A.08.02.

1. Records that must be maintained permanently are certain data elements of student record card #1, side 1 and 2 (personal data), and student record card #3, side 1 and 2 (annual school performance data summary, grade levels 9-12). All other student records are to be maintained until the student reaches his/her 21st birthday.
2. Transfer student records are maintained in the same manner as for all students: student record card #1, side 1 and 2 (personal data) and student record card #3, side 1 and 2 (annual school performance data summary, grade levels 9-12). All other record cards are to be maintained until the student reaches his/her 21st birthday.
3. Educational records of students that are required by law to be kept permanently after a student reaches the age of 21 years will be kept by the school the student last attended. When student records are microfilmed, a second copy is to be stored in a central file for the school system as long as educational records are required to be maintained. If there is an outstanding request to inspect and review these particular records, this

request must be documented.

4. Educational records prescribed in the Maryland State Board of Education, Special Education Bylaw 13.04.01, require that specific items be in the student folder for audit purposes.
5. The student's educational record will be filed in the principal's or counselor's office or, with the principal's permission, in a teacher's classroom, and is accessible only to authorized personnel.
6. All data may be filed in a single folder or, if local conditions make such action desirable, there may be separate folders for the student's health records and educational management and assessment plans.
7. Educational records are reviewed at the time of a student's admission and prior to their transfer to another school in or out of Harford County and also just prior to a student's graduation to ensure that:
 - a) Prescribed data are being maintained for each student in the school
 - b) Student records information remains current and accurate and that inappropriate or inaccurate information is removed and destroyed.
8. Student discipline records that document an out-of-school suspension must be maintained until the student graduates or completes his/her education program or the student becomes 21 years of age, whichever comes first. Discipline records and other discipline information that exist in the student record when a transfer request is received will be sent to a school in which a student seeks or intends to enroll.
9. The principal of each school is responsible for the records in the Harford County Public Schools; the Superintendent of Schools is responsible for all records maintained by the central office.

Inspection and Review of Educational Records

When a student first enrolls in a public school in Harford County, the student's parents or eligible student will be informed of their rights to inspect and review the educational records of the student either in person by the principal or his designee, or by the use of a Harford County Public Schools' publication. Appropriate school personnel will help interpret the information contained in the record. This right will also be extended to the eligible student who had been in attendance in the schools of Harford County.

Parents (custodial or non-custodial), guardians, and other authorized representatives of the parent or student, or eligible students have the right to inspect and review the student

record within 45 days of the date the school or school system receives a request. In the absence of a court order stating otherwise, either parent of a student has the same rights as the other concerning access to the student's record. Parents or eligible students should submit a written request to the school principal or other designee identifying the record(s) they wish to inspect. The principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

If, for any valid reason, a parent cannot personally inspect and review a student's education record, the school will arrange for the parent or eligible student to obtain copies of the record. Initial copies of the item(s) contained within the educational record will be provided at no cost. Requests for additional copies in a given school year will be provided at the rate of ten (10) cents per page plus postage as appropriate. Parent requests for a copy of the student's educational record must be submitted in writing to the school principal identifying the record(s) they wish to copy. All such requests must be completed within a period of time not to exceed forty-five (45) days after the request has been received. If the educational records of a student contain information on more than one student, the parents or eligible student may inspect and review, receive copies of, or be informed of only the specific information which pertains to that student.

Additional Rights of Parents of Children with Disabilities

Under federal law parents/guardians/eligible student have the right to inspect and review education records related to the student that are collected, maintained or used by the school system before any meeting regarding an IEP or due process hearing, and in no case more than forty-five (45) days after the school receives the request.

Copies of a student's education record will not be provided unless failure to do so would prevent the parent from exercising the right to inspect and review the records. Initial copies of the item(s) contained within the educational record will be provided at no cost. Requests for additional copies in a given school year will be provided at the rate of ten (10) cents per page plus postage as appropriate. Parent requests for a copy of the student's educational record must be submitted in writing to the school principal identifying the record (s) they wish to copy.

Amendment of Educational Records

Parents of a student or an eligible student have the right to challenge for cause any materials in the student's educational record and to present evidence or argument that such materials should be changed or removed. This request is to be made directly to the principal of the school the student is attending or to the Superintendent of Schools in a case where a student has withdrawn or graduated from high school. These persons will determine whether to amend the educational record of the student in accordance with the request within a reasonable period of time not to exceed twenty (20) days from the receipt of the request.

When any such request to amend records is denied, the eligible student or parents of a student will be informed in writing of the refusal and advised of their right to a hearing before the Superintendent or his designee. Upon receiving a request for a hearing to challenge the contents of the student's record, a hearing will be held within thirty (30) days of the receipt of the request. The parents of a student or eligible student will be notified within ten (10) days prior to the hearing of the date, place, and time of the hearing.

If a decision is made to amend the educational record, the parents of the student or the eligible student shall be informed in writing. A copy of the amended record will be provided upon request. In the event a decision is made not to amend the record, the parents of the student or the eligible student shall also be informed in writing of their right to place in the educational records of the student a statement commenting upon the information in the record and setting forth any reasons for disagreeing with the decision. This statement shall remain a part of the educational records of the student as long as the record or contested portion thereof is maintained.

Disclosure of Personally Identifiable Information with Parental Consent

Personally identifiable information, other than directory information from the student educational record, must be disclosed with the written consent of the student's parent(s), legal guardian, or eligible student subject to exceptions related to child abuse/neglect and alcohol/drug treatment records as provided by law. The written consent must be signed and dated by the parents or eligible student and include:

1. A specification of the records to be disclosed;
2. The purpose or purposes of the disclosure; and
3. The party or class of parties to whom the disclosure may be made.

Upon request, a principal shall provide a copy of the record which is disclosed to the parents or eligible student, and to the student who is not an eligible student, if so requested by the student's parents.

A copy of each request for and each disclosure of personally identifiable information of a student is to be maintained as part of the educational record of a student. This record of disclosure may be inspected by:

1. Parents or eligible student;
2. School officials who are responsible for the custody of the records;
3. Parties authorized to audit the record keeping procedures of the Board of Education of Harford County.

Prior Parental Consent for Disclosure Not Required

The principal/designee may disclose personally identifiable information from the student records without the consent of the parent or guardian of the student or the eligible

student, if the disclosure is:

1. To other school personnel, including teachers within the Harford County Public School System, who have been determined by the school system to have a legitimate educational interest.
2. To officials of another school or school system in which the student seeks or intends to enroll.
3. To authorized federal and state education officials including state health officials in connection with the audit and evaluation of federally-supported education programs or in connection with the enforcement of or compliance with federal or state legal requirements which relate to these programs.
4. In connection with financial aid for which a student has applied or which a student has received, if personally identifiable information from the student records may be disclosed only as may be necessary for purposes such as:
 - a) to determine the eligibility of the student for financial aid.
 - b) to determine the amount of financial aid.
 - c) to determine the conditions which will be imposed regarding the financial aid.
 - d) to enforce the terms or conditions of the financial aid.
5. To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed pursuant to state statute.
6. To organizations conducting research studies as authorized by the Harford County Public Schools.
7. To accrediting institutions in order to carry out their accrediting functions.
8. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954.
9. To comply with a judicial order or lawfully issued subpoena provided that school officials make a reasonable effort to notify the parent.
10. To appropriate parties in connection with a health or safety emergency, subject to consideration of the following factors:
 - a) the seriousness of the threat to the health or safety of the student or other persons;

- b) the need for such records to meet the emergency;
- c) whether the persons to whom the information is disclosed are in a position to deal with the emergency; and
- d) the extent to which time is of the essence in dealing with the emergency.

Conditions For Disclosure of Directory Information

The public schools of Harford County may disclose personally identifiable information from the education records of a student who is enrolled at a public school in Harford County, if that information has been designated as directory information under definitions of this policy. The Harford County Public Schools shall give public notice annually of the categories of personally identifiable information which have been designated as directory information. Parents or an eligible student have the right to refuse to permit the designation of any or all of the categories of personally identifiable information with respect to that student as directory information. Parents or the eligible student must, in writing, inform the student's principal within ten (10) school days of public notice or personal receipt of such notice that such personally identifiable information is not to be designated as directory information with respect to that student.

The Harford County Public School System may disclose directory information from the education records of an individual who is no longer enrolled without following the above procedure.

Copies of this policy shall be made available to public libraries in Harford County, and copies shall be on file in each school's main office, guidance office, and library. An annual notice of this policy shall be made available to parents and eligible students enrolled by the end of September of each school year. A news article shall be published in a newspaper of local circulation indicating when the policy will be made available and where copies of the policies may be obtained.

Board Approval Acknowledged By:

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

Policy Action Dates		
ACTION	DATE	
Adopted	6/24/2002	

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REFERENCE 2 TYPE: Legal	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION: Family Educational Rights and Privacy Act (FERPA)
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REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Students .07.01.165		

POLICY TITLE: Instructional Technology Acceptable Use Policy for Students		
ADOPTION/EFFECTIVE DATE: 9/11/2000	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED: 4/6/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

The Harford County Public School System shall provide telecommunications resources to its students for educational purposes: the acquisition of information/resources, communications and collaboration with experts, and career development activities. Telecommunications resources shall be used in accordance with the educational goals of the school system.

Student use of the resources provided shall be under the direct supervision of the teacher and shall be instructionally related. Reasonable precautions will be taken to ensure that the Internet is a safe learning environment for students. Students will be expected to demonstrate responsible and ethical behavior in the use of the resources.

The Superintendent shall be responsible for ensuring that administrative procedures for acceptable student use of telecommunications resources are effectively implemented throughout the system.

Board Approval Acknowledged By:

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

Policy Action Dates		
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REFERENCE 2 TYPE: Legal	REFERENCE 2 NO. 13A.05.04.01 13A.08.01.10 13A.08.01.11 13A.08.01.11B 13A.08.01.14	REFERENCE 2 DESCRIPTION: State Board of Education Bylaws
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
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REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: Instructional Program .03.05.021		

POLICY TITLE: Possession and Self-Administration of Medication		
ADOPTION/EFFECTIVE DATE: 6/12/2006	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

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

1. Definitions

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

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

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

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

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

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

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

5. Except as allowed pursuant to paragraph 2 above, no student shall possess or administer emergency medication or medication. All medications and emergency medications not authorized under paragraph 2 shall be delivered by parents to the school; stored by the school nurse; and administered by appropriate school personnel.
6. A student and/or his/her parents/guardians who qualifies to possess and self-administer emergency medication pursuant to this policy shall complete such forms as the Superintendent/designee may direct in order to meet the needs of the student and protect the safety of the overall school environment, including contracts for self-administration of medication.
7. Any student who violates this policy is subject to disciplinary action.

Board Approval Acknowledged By:

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

Policy Action Dates							
ACTION		DATE		ACTION		DATE	
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REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005:		

POLICY TITLE: Student Services and Activities		
ADOPTION/EFFECTIVE DATE: 12/12/1973	MOST RECENTLY AMENDED: 1/28/1998	MOST RECENTLY REAFFIRMED: 5/6/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

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.

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	12/12/1973				
Amended	1/28/1998				
Reaffirmed	5/6/2002				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A			
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. 13A.04.05.01-.07	REFERENCE 1 DESCRIPTION: COMAR			
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:			
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: General Administration .02.09.130					

POLICY TITLE: Sexual Harassment		
ADOPTION/EFFECTIVE DATE: 5/10/1993	MOST RECENTLY AMENDED: 5/10/1996	MOST RECENTLY REAFFIRMED: 4/22/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students		

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

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

Board Approval Acknowledged By:

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

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	5/10/1993				
Amended	5/10/1996				
Amended	4/14/1997				
Reaffirmed	4/22/2002				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A			
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:			
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:			
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: School Administration - .02.08.034					