

BOARD OF EDUCATION OF HARFORD COUNTY

INFORMATIONAL REPORT

RECOMMENDATION ON

**SCHOOL SPONSORED DANCES POLICY
POLICY NO. 06-0011-000**

**EDUCATIONAL FIELD TRIPS POLICY
POLICY NO. 06-0012-000**

**NON-SCHOOL SPONSORED TRIPS POLICY
POLICY NO. 06-0013-000**

SEPTEMBER 8, 2014

Background Information:

The Board maintains a manual which sets forth the various policies of the Harford County Public Schools. The manual contains policies which are either required by federal and state law and regulation or which are, in the Board's judgment, necessary and appropriate in order for the school system to operate in a lawful, appropriate and effective manner. Included among such policies are those entitled:

06-0011-000 School Sponsored Dances
06-0012-000 Educational Field Trips
06-0013-000 Non-School Sponsored Trips

Discussion:

I. 06-0011-000 School Sponsored Dances

In accordance with Board policy and direction, the School Management section of the Board Policy Manual is under revision. Included within the School Management section is the policy entitled School Sponsored Dances. At the July 28, 2014 meeting of the Board Policy Review Committee ("BPRC"), it was recommended that this policy be retitled to School Sponsored Social Events in order to encompass activities in addition to and other than dances within the scope of the policy. Language was revised to include principal approval of guests attending a school sponsored event, without establishing a specific age requirement for the guest.

II. 06-0012-000 Educational Field Trips

Because Board policy 06-0012-000, titled Educational Field Trips, is administrative and operational in nature, the BPRC, at its July 28, 2014 meeting, recommends that this policy be deleted and replaced with an administrative procedure entitled *Field Trips*. A copy of the procedure is attached for the Board's review.

III. 06-0013-000 Non-School Sponsored Trips

The Board Policy Review Committee, at the July 28, 2014 meeting, recommended that Board policy 06-0013-000, entitled Non-School Sponsored Trips remain as a Board policy, but with revision to its title and content. The proposed new title is Unauthorized Field Trips. Language was revised to more clearly express that school personnel or other persons may not use the schoolhouse to plan, collect funds, discuss or distribute information regarding a trip which is not sponsored by the school.

Attachments:

1. Current Board Policy 06-0011-000 entitled School Sponsored Dances.
2. Proposed retitled and revised policy 06-0011-000 School Sponsored Social Events.
3. Current Board Policy 06-0012-000 entitled Educational Field Trips.
4. Proposed procedure entitled *Field Trips*.
5. Current Board Policy 06-0013-000 entitled Non-School Sponsored Trips.
6. Proposed retitled and revised policy 06-0013-000 Unauthorized Trips.

Superintendent's Recommendation:

For the foregoing reasons, it is recommended that the Board review for potential approval at a subsequent Board meeting:

Proposed retitled and revised policy 06-0011-000 School Sponsored Social Events.
Deletion of current Board Policy 06-0012-000 entitled Educational Field Trips.
Proposed procedure entitled *Field Trips*.
Proposed retitled and revised policy 06-0013-000 Unauthorized Trips.

POLICY TITLE: School Sponsored Dances		
ADOPTION/EFFECTIVE DATE: 11/10/1980	MOST RECENTLY AMENDED: 4/19/2003	MOST RECENTLY REAFFIRMED: 4/14/1997
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: School Management		

Individuals 21 years or older may attend school sponsored dances as guests of Harford County Public Schools students provided they agree to follow all school policies and rules and have prior approval from the school administration.

High school principals, after a careful evaluation of alternatives, are permitted to conduct a prom at an off-campus facility.

Guidelines for safety for off-campus proms are to be developed. The guidelines will include, but not be limited to, such controls as:

- a) chaperons – faculty and parents
- b) travel arrangements – parents' responsibility
- c) security – school's responsibility
- d) notification of essential details – school's responsibility
- e) disruptive behavior management – school's responsibility

Board Approval Acknowledged By:

Patricia L. Skebeck, Secretary and Treasurer
Board of Education of Harford County

Policy Action Dates		
ACTION	DATE	ACTION DATE
Adopted	11/10/1980	
Reaffirmed	4/14/1997	
Amended	6/12/2000	
Amended	5/19/2003	

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 - .02.08.105		

POLICY TITLE: School Sponsored Dances Social Events		
ADOPTION/EFFECTIVE DATE: 11/10/1980	MOST RECENTLY AMENDED: 4/19/2003	MOST RECENTLY REAFFIRMED: 4/14/1997
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: School Management		

I. Purpose

The purpose of this policy is to authorize school sponsored social events, including off-campus dances and proms, and to establish criteria governing same.

II. Definitions

School Social Event means a voluntary activity where Harford County Public School (HCPS) students convene to interact among themselves; including dances and proms.

School Sponsored means authorized, supervised and controlled by HCPS or a school administration.

III. Statement of Policy

~~A. Individuals who do not attend HCPS of any age 21 years or older may attend school sponsored dances social events as guests of Harford County Public Schools HCPS students provided they agree to follow all school policies and rules and have prior approval from the school administration.~~

A. Attendance

1. At the elementary and middle schools, except for authorized school staff and chaperones authorized by the principal, only students

of the school in question may attend a school sponsored social event at ~~the elementary and middle school level.~~

2. At the high school level, except for ~~authorized~~ school staff and ~~authorized~~ chaperones, authorized by the principal only students of the school in question and a guest of ~~the~~ a student may attend a school sponsored social event ~~at the high school level.~~ Guests shall be approved by the school principal.

3. All guests at a school sponsored social event shall be subject to the policies, procedures and rules of Harford County Public Schools and the school in question.

B. Transportation shall not be provided by Harford County Public Schools to any school sponsored social event.

C. At the discretion of the principal, ~~High school principals, after a careful evaluation of alternatives, are permitted to conduct a prom a school~~ sponsored social event may occur at an off-campus facility.

- D. ~~Guidelines for safety for off-campus proms are to be developed. The guidelines will include, but not be limited to, such controls as:~~

Principals shall establish procedures to protect and provide for safety and security at school sponsored social events.

Board Approval Acknowledged By:

Barbara P. Canavan, Superintendent
Board of Education of Harford County

Policy Action Dates		
ACTION	DATE	ACTION DATE
Adopted	11/10/1980	
Reaffirmed	4/14/1997	
Amended	6/12/2000	
Amended	5/19/2003	

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: 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 - .02.08.105		

POLICY TITLE: Educational Field Trips		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 4/14/1997	MOST RECENTLY REAFFIRMED: 4/22/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: School Management		

All field trips must be carefully planned so that they support curricular purposes and insure appropriate chaperonage throughout each field trip experience.

Field trips planned and sponsored by the public schools of Harford County shall comply with established procedures.

The Superintendent shall maintain administrative policies and procedures to implement this policy and to continue to provide appropriate educational field trips for our students.

Board Approval Acknowledged By:

Patricia L. Skebeck, Secretary and Treasurer
Board of Education of Harford County

Policy Action Dates		
ACTION	DATE	
Reaffirmed	3/10/1980	
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: Legal	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION: Board of Education of Harford County Resolutions 1/5/1972 and 6/14/1977
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 - .02.08.110		

PROCEDURE

PROCEDURE TITLE: Field Trips		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED::	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY:		

I. Purpose and Scope

This procedure is established to authorize and to establish criteria relating to and governing field trips sponsored by Harford County Public Schools (HCPS). Unless a field trip has been approved and carried out pursuant to this procedure, it is not sponsored by HCPS and is not recognized as an authorized field trip.

II. Definitions

- A. Field Trip means a school sponsored ~~activity~~ **trip** which occurs off school premises, ~~within the United States~~ and which is directly related to the instructional program **other than a trip which is ancillary to an HCPS extra-curricular or club activity.**
- B. Day Field Trip means a field trip whereby students arrive at their school after the beginning of the regular school day and leave for and return from their field trip before dismissal time.
- C. Extended Day Field Trip means a field trip which extends beyond the regular school day but which does not involve students staying in overnight lodging.
- D. Overnight Field Trip means a field trip which will involve students staying in overnight lodging.

- E. Sponsoring Teacher or Administrator means the teacher or administrator who has been designated by the school principal as having overall responsibility for the planning and the implementation of the field trip.
- F. Chaperone means a parent of Harford County Public School student or a person aged 21 or over who agrees to participate with a sponsoring teacher or administrator in a field trip and who has been approved to do so by the school principal.
- G. Field Trip Proposal means information set forth on an approved form which sets forth at least the following information:
1. Destination.
 2. Name of group.
 3. The sponsoring teacher or administrator.
 4. Objectives of the trip and the anticipated outcomes.
 5. Cost per pupil.
 6. Transportation to be used.
 7. Date of trip.
 8. Times of departure and return.
 9. Arrangements for meals.
 10. Ratio of chaperones to students.
 11. Names of all staff members involved in the field trip.
 12. Plans for informing all chaperones or potential chaperones regarding information concerning the field trip.
 13. Plans for emergencies.