

**BOARD OF EDUCATION OF HARFORD COUNTY**

**INFORMATIONAL REPORT**

**RECOMMENDATION ON**

**SCHOOL ACTIVITY FUNDS  
POLICY NO. 06-0021-000**

**SCHOOL MEDIA CENTERS  
POLICY NO. 06-0022-000**

**USE OF VOLUNTEERS IN THE SCHOOLS  
POLICY NO. 06-0023-000**

**BALLOON ASCENSIONS  
POLICY NO. 06-0027-000**

**EMPLOYMENT OF TEMPORARY EMERGENCY COACHES  
POLICY NO. 06-0028-000**

**VISITORS  
POLICY NO. 06-0029-000**

**PHYSICAL EDUCATION AND ATHLETIC PROGRAMS FOR STUDENTS WITH  
DISABILITIES  
POLICY NO. 06-0030-000**

**NOVEMBER 17, 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:

06-0021-000 School Activity Funds  
06-0022-000 School Media Centers  
06-0023-000 Use of Volunteers in the Schools  
06-0027-000 Balloon Ascensions  
06-0028-000 Employment of Temporary Emergency Coaches  
06-0029-000 Visitors

06-0030-000 Physical Education and Athletic Programs for Students with Disabilities

Discussion:

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 are the following policies which were reviewed by the Board Policy Review Committee (“BPRC”) at its September 15, 2014 meeting. Following are the recommendations made by the BPRC regarding each policy reviewed.

**06-0021-000 School Activity Funds**

Upon review of board policy entitled School Activity Funds, the BPRC recommends that the policy be reaffirmed as written. This policy was most recently amended on December 3, 2012, and no revisions were recommended.

**06-0022-000 School Media Centers**

The BPRC recommends that Board policy entitled School Media Centers be deleted as the provisions of the policy are set forth in the Code of Maryland Regulations (“COMAR”) 13A.05.04.01. A copy of this COMAR provision is attached for reference. This recommendation is consistent with the Board’s charge that Board policy not duplicate or conflict with state law.

**06-0023-000 Use of Volunteers in the Schools**

The subject matter of the Board policy entitled Use of Volunteers in the Schools is addressed in Section 6-106 of the Education Article of the Maryland Code. Therefore, the BPRC recommends that this policy be deleted. A copy of this Education Article section is attached for reference. This recommendation is consistent with the Board’s charge that Board policy not duplicate or conflict with state law.

**06-0027-000 Balloon Ascensions**

There is an existing procedure entitled *Aircraft and Balloon Ascensions* which encompasses protocols for schools to use regarding aircraft on school property. A copy of this administrative procedure is attached for review. The BPRC recommends that the board policy titled Balloon Ascensions be deleted as this is an operational matter.

**06-0028-000 Employment of Temporary Emergency Coaches**

The BPRC recommends that Board policy entitled Employment of Temporary Emergency Coaches be deleted as the provisions of the policy are set forth in COMAR Section

13A.06.03.04. A copy of this COMAR section is attached for reference. This recommendation is consistent with the Board's charge that Board policy not duplicate or conflict with state law.

### **06-0029-000 Visitors**

The BPRC recommends that this policy be deleted as the subject matter of the policy is administrative or operational.

### **06-0030-000 Physical Education and Athletic Programs for Students with Disabilities**

The BPRC recommends that Board policy entitled Physical Education and Athletic Programs for Students with Disabilities be reaffirmed by the Board with the term "handicapped person" in the Definitions section, number 5, of the current policy replaced with "disabled person." While the term "handicapped person" is used within 45 Code of Federal Regulations (C.F.R.) Section 84.3(j), it was determined by the BPRC that the term be replaced with "disabled person" as the latter phrase is current and preferred usage.

#### Attachments:

1. Current Board Policy 06-0021-000 entitled School Activity Funds.
2. Current Board Policy 06-0022-000 entitled School Media Centers.
3. Copy of COMAR 13A.05.04.01.
4. Current Board Policy 06-0023-000 entitled Use of Volunteers in the Schools.
5. Copy of Section 6-106 of the Education Article of the Maryland Code.
6. Current Board Policy 06-0027-000 entitled Balloon Ascensions.
7. Current Administrative Procedure entitled *Aircraft*.
8. Current Board Policy 06-0028-000 entitled Employment of Temporary Emergency Coaches.
9. Copy of COMAR Section 13A.06.03.04.
10. Current Board Policy 06-0029-000 entitled Visitors.
11. Current Board Policy 06-0030-000 entitled Physical Education and Athletic Programs for Students with Disabilities.
12. Amended Board Policy 06-0030-000 entitled Physical Education and Athletic Programs for Students with Disabilities with term 'handicapped person' replaced with 'disabled person' in the Definitions Section, Number 5.

#### Superintendent's Recommendation:

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

- Proposed reaffirmation of policy 06-0021-000 entitled School Activity Funds.
- Proposed deletion of policy 06-0022-000 entitled School Media Centers.
- Proposed deletion of policy 06-0023-000 entitled Use of Volunteers in the Schools.
- Proposed deletion of policy 06-0027-000 entitled Balloon Ascensions.

- Proposed deletion of policy 06-0028-000 entitled Employment of Temporary Emergency Coaches.
- Proposed deletion of policy 06-0029-000 entitled Visitors.
- Proposed reaffirmation of policy 06-0030-000 entitled Physical Education and Athletic Programs for Students with Disabilities as amended.

POLICY TITLE: <b>School Activity Funds</b>		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: <b>12/03/2012</b>	MOST RECENTLY REAFFIRMED: <b>04/22/2002</b>
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>School Management</b>		

### I. Purpose

The purpose of this policy is to authorize and establish criteria related to school activity funds.

### II. Definitions

- A. School activity funds means all funds held in the name of the school, derived from school sponsored activities and maintained in the school bank account(s). This includes fund raising proceeds, cash donations and other funds received at the school level that are not allocated through the HCPS operating budget.
- B. School sponsored means authorized, supervised and controlled by Harford County Public Schools (HCPS) or the school's administration.

### III. Policy Statement

- A. School activity funds shall be used for school-related purposes and shall promote the general welfare, education and morale of the students and staff of the school.
- B. Effort shall be made to spend funds within the school year in which they were received or within a reasonable amount of time after receipt. Funds may be set aside for a specific future purpose provided the purpose is clear and legitimate.
- C. Fund raising projects in support of school sponsored activities must contribute directly to the educational experience of the students and may not conflict with the instructional program. School activity funds shall be used solely in accordance with the purpose for which such funds are collected.
- D. Student representation is encouraged in the management of funds raised by the student body and spent for its benefit. This management is subject to supervision by HCPS employees.
- E. School activity funds shall be managed by the school principal in accordance with sound business practices, including strict control over cash receipts and disbursements and adherence to accepted accounting practices.

- F. All funds collected from students on school property, with the exception of direct sales to students by vendors as authorized in Policy 06-0032, should be deposited into, separately accounted for, and disbursed from the school activity fund for control purposes. All funds collected should be deposited into the school's checking account without delay. Un-deposited funds must be secured in the school safe.
  
- G. The Superintendent of Schools shall have responsibility and authority to implement all procedures pertaining to the management of school activity funds.

**Board Approval Acknowledged By:**



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Robert M. Tomback, Ph.D., Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates		
ACTION	DATE	
Reaffirmed	3/10/1980	
Reaffirmed	4/14/1997	
Reaffirmed	4/22/2002	
Amended	12/03/2012	

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: <b>Jennifer Birkelien</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>Internal Auditor</b>
PERSON RESPONSIBLE: <b>Jennifer Birkelien</b>		JOB POSITION OF PERSON RESPONSIBLE: <b>Internal Auditor</b>
DESIGNEE NAME: <b>N/A</b>		JOB POSITION OF DESIGNEE: <b>N/A</b>
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 - .02.08.135		

POLICY TITLE: <b>School Media Centers</b>		
ADOPTION/EFFECTIVE DATE	MOST RECENTLY AMENDED: <b>10/26/1998</b>	MOST RECENTLY REAFFIRMED: <b>5/6/2002</b>
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>School Management</b>		

Media centers shall be established and maintained in the Harford County Public Schools.

**Board Approval Acknowledged By:**

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



Policy Action Dates		
ACTION DATE	ACTION DATE	ACTION DATE
Reaffirmed 5/12/1980		
Amended 10/26/1998		
Reaffirmed 5/6/2002		

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: <b>Unknown</b>	JOB POSITION OF LAST EDITOR/DRAFTER: <b>Unknown</b>	
PERSON RESPONSIBLE:	JOB POSITION OF PERSON RESPONSIBLE:	
DESIGNEE NAME: <b>N/A</b>	JOB POSITION OF DESIGNEE: <b>N/A</b>	
REFERENCE 1 TYPE: <b>Legal</b>	REFERENCE 1 NO. <b>13A.05.04.01</b>	REFERENCE 1 DESCRIPTION: <b>Code of Maryland Regulations</b>
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: <b>Instructional Program .03.05.070</b>		

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13A.05.04.01

## **.01 Public School Library Programs.**

A. Each local school system shall establish in each school a unified school library media program for the use of all students which shall include, but not be limited to:

- (1) An organized and centrally managed collection of instructional materials and technologies;
- (2) Instruction emphasizing information literacy skills integrated into all content areas;
- (3) Appropriate materials and technologies to support the instructional programs of the local school systems; and
- (4) Certified school library media personnel and support staff.

B. The school library media program shall be integrated with the local school system's instructional programs by having certified school library media personnel:

- (1) Participate in the development and implementation of all educational programs;
- (2) Instruct students, in cooperation with other teachers, in information literacy skills including reading, research, and critical thinking skills which have been integrated into other areas of the curriculum.

C. Each local school system shall develop and implement a plan for its school library media program which shall include the following goals and subgoals to:

- (1) Provide direct instruction to help students become information literate through the achievement of the following learner outcomes:
  - (a) Locating and using information resources including technologies,
  - (b) Reviewing, evaluating, and selecting materials for an identified information need,
  - (c) Learning and applying reading, research, and critical thinking skills to organize information,
  - (d) Comprehending content in various types of media,
  - (e) Retrieving and managing information,
  - (f) Demonstrating an appreciation of literature and other creative expressions as sources of information and recreation,
  - (g) Creating materials in various formats,
  - (h) Applying ethical behavior to the use of information;
- (2) Support instruction by:
  - (a) Collaborating with school and system level staff as well as with other individuals and organizations,
  - (b) Participating in curriculum development implementation and evaluation,
  - (c) Providing resources to support instruction,
  - (d) Providing professional development services;
- (3) Provide services which include but are not limited to:
  - (a) Evaluating and selecting instructional materials and technologies in accordance with local board of education policies,
  - (b) Implementing procedures for the acquisition, organization, circulation, and removal of instructional materials and technologies,
  - (c) Providing reference and information assistance for specific requests,

(d) Promoting instructional materials, technologies, and services to students, staff, parents, and the community,

(e) Providing access to people and information outside the school community;

(4) Provide personnel who include:

(a) Certified school library media personnel with technical and clerical assistance at the school building level to organize and operate a school library media program,

(b) Central office leadership and technical and clerical assistance to support and coordinate the school library media program;

(5) Make accessible a comprehensive and organized collection of selected instructional materials and technologies according to policies established by local boards of education;

(6) Provide an adequate physical facility which is accessible and conducive to learning.

D. Each local school system shall have school library media program implementation documents which are reviewed and updated on a periodic basis. These documents shall include:

(1) Selection and removal policies and procedures;

(2) Curriculum and instruction documents for teaching information literacy skills including reading, research, and critical thinking skills;

(3) Handbooks or manuals of operational procedures.

E. Each local school system superintendent shall certify to the State Superintendent that the elementary and secondary school library media programs meet or are working towards meeting the requirements set forth in these regulations, according to the periodic review schedule established by the State Department of Education.

F. The State Department of Education shall implement a procedure for conducting periodic reviews of local school system school library media programs in order to identify program and professional development needs that exist in library media programs. The Department shall submit a copy of the results of its periodic review to the appropriate local school system superintendent.

POLICY TITLE: <b>Use of Volunteers in the Schools</b>		
ADOPTION/EFFECTIVE DATE: <b>5/5/1972</b>	MOST RECENTLY AMENDED: <b>10/26/1998</b>	MOST RECENTLY REAFFIRMED: <b>5/6/2002</b>
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>School Management</b>		

The Superintendent of Schools shall encourage the use of volunteers when to do so is in the best interest of the Harford County Public Schools.

**Board Approval Acknowledged By:**

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