

BOARD OF EDUCATION OF HARFORD COUNTY
INFORMATIONAL REPORT

DECISION ON

TEST ADMINISTRATION AND DATA REPORTING
POLICY NO. 04-0008-000

DRAMA PRODUCTION
POLICY NO. 04-0021-000

HOMEWORK
POLICY NO. 04-0025-000

OFFICE OF INTERNAL AUDIT
POLICY NO. 21-0021-000

SEPTEMBER 12, 2016

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:

04-0008-000 Test Administration and Data Reporting
04-0021-000 Drama Production
04-0025-000 Homework

Additionally, a new policy was presented to the Board for possible inclusion in the Board's manual titled:

21-0021-000 Office of Internal Audit

Discussion:

04-0008-000 Test Administration and Data Reporting

This policy was reviewed by the Board Policy Review Committee ("BPRC") at its May 9, 2016, meeting and recommended for revision. At the Board's business meeting of June 13, 2016, the proposed, revised policy was presented to the Board.

The proposed, revised policy includes a definition of testing or assessment and language to ensure the fairness and validity of testing and assessment materials. The proposed revised language comports with the Code of Maryland Regulations 13A.03.04 and provides authority to the Superintendent to appoint a Local Accountability Coordinator.

This policy was posted for public comment and none was received.

The Superintendent recommends that this proposed policy be adopted by the Board.

04-0021-000 Drama Production

This policy was reviewed by the BPRC at the October 26, 2015, meeting and recommended for deletion. The decision was made not to delete this policy, but rather revise same and bring it back to the BPRC for further review. At the May 9, 2016 meeting of the BPRC, this policy was again reviewed and a proposed, revised policy was presented to the Board for review at its June 13, 2016, meeting.

The policy, revised as to language and format, includes definitions of a student production and extracurricular activity and establishes an approval process for student productions.

This policy was posted for public comment and none was received.

The Superintendent recommends that this proposed revised policy be adopted by the Board.

04-0025-000 Homework

This policy was reviewed by the BPRC at the October 26, 2015, meeting and recommended for deletion. At that meeting, the BPRC recommended that the policy not be deleted, but rather revised and brought back to the BPRC for further review. At the May 9, 2016 meeting of the BPRC, this policy was reviewed and a proposed, revised policy was presented to the Board for review at its June 13, 2016, meeting.

Revised as to language and format, this policy defines homework as tasks or activities a student is assigned to perform outside of class time. It establishes that homework shall not require or involve fundraising and that homework shall be reasonable in extent.

This policy was posted for public comment and a total of 4 comments were received. Three comments were forwarded to Board members for review on July 7, 2016 and one was forwarded on August 4, 2016.

The Superintendent recommends that this proposed revised policy be adopted by the Board.

22-0021-000 Office of Internal Audit

This policy was drafted to establish the Office of Internal Audit and criteria related to that office. The policy sets forth the purpose of the Office of Internal Audit as well as the function of the office and an overview of the duties and authority of the Internal Auditor. The policy also establishes the authority of the Board, or its designee's, regarding appointment, replacement or dismissal and evaluation of performance of the Internal Auditor.

This policy was reviewed by the BPRC at its May 9, 2016, meeting. The BPRC recommended that this proposed policy be recommended to the Board at the June 13, 2016, business meeting.

This policy was posted for public comment, and no comments were received.

The Superintendent recommends that this proposed policy be adopted by the Board.

Attachments:

1. Current Board Policy 04-0008-000 entitled Test Administration and Data Reporting.
2. Proposed revised policy 04-0008-000 entitled Test Administration and Data Reporting.
3. Current Board Policy 04-0021-000 entitled Drama Production.
4. Proposed revised policy 04-0021-000 entitled Drama Production.
5. Current Board Policy 04-0025-000 entitled Homework.
6. Proposed revised policy 04-0025-000 entitled Homework.
7. Proposed new policy 22-0021-000 entitled Office of Internal Audit

Superintendent's Recommendation:

For the foregoing reasons, the Superintendent recommends the following.

- A. That the Board adopt revised policy 04-0008-000 entitled Test Administration and Data Reporting.
- B. That the Board adopt revised policy 04-0021-000 entitled Drama Production.
- C. That the Board adopt revised policy 04-0025-000 entitled Homework.
- D. That the Board adopt the proposed new policy 22-0021-000 entitled Office of Internal Audit.

POLICY

| | | |
|---|------------------------|--|
| POLICY TITLE: Test Administration and Data Reporting | | |
| ADOPTION/EFFECTIVE DATE: 1/14/2002 | MOST RECENTLY AMENDED: | MOST RECENTLY REAFFIRMED: 5/6/2002 |
| POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Instruction | | |

The Harford County Public Schools maintains a testing and accountability program that is in conformity with state law and Maryland State Board of Education regulations. Personnel whose duties involve test administration, data collection, or data reporting are accountable for compliance with these regulations. Violation of the regulations constitutes misconduct which may result in administrative disciplinary actions including personnel sanctions by the Maryland State Board of Education and/or the Harford County Board of Education.

Board Approval Acknowledged By:

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

| Policy Action Dates | | |
|---------------------|-------------|-------------|
| ACTION DATE | ACTION DATE | ACTION DATE |
| Adopted 1/14/2002 | | |
| 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. Section 2-205 | 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: Instructional Program .03.05.026 | | |

| | | |
|--|------------------------|---------------------------------------|
| POLICY TITLE: TEST ADMINISTRATION AND DATA REPORTING | | |
| ADOPTION/EFFECTIVE DATE: 1/14/2002 | MOST RECENTLY AMENDED: | MOST RECENTLY REAFFIRMED: 5/6/2002 |
| POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: INSTRUCTION | | |

~~The Harford County Public Schools maintains a testing and accountability program that is in conformity with state law and Maryland State Board of Education regulations. Personnel whose duties involve test administration, data collection, or data reporting are accountable for compliance with these regulations. Violation of the regulations constitutes misconduct which may result in administrative disciplinary actions including personnel sanctions by the Maryland State Board of Education and/or the Harford County Board of Education.~~

~~**Board Approval Acknowledged By:**~~

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

I. Purpose

The purpose of this policy is to establish the commitment of the Board to the fair, valid and secure administration of testing and assessments of students in Harford County Public Schools ("HCPS").

II. Definitions

A. **Testing or Assessment** means any instrument designed to measure student academic or functional performance or achievement.

III. Statement of Policy

A. All testing and assessment of HCPS students, whether school-based or administered as a result of federal, state or HCPS mandate, is to be administered so as to ensure the fairness and validity of the testing or assessment and all testing/assessment materials shall be maintained in a secure fashion.

B. HCPS shall comply with the requirements of Code of Maryland Regulations ("COMAR") 13A.03.04.

- C. The Superintendent shall appoint a Local Accountability Coordinator in accordance with COMAR 13A.03.04.
- D. The Superintendent shall establish procedures to implement this policy.

Board Approval Acknowledged By:

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

| Policy Action Dates | | |
|---------------------|-----------|-------------|
| ACTION | DATE | ACTION DATE |
| Adopted | 1/14/2002 | |
| Reaffirmed | 5/6/2002 | |
| | | |
| | | |

| Responsibility for Policy Maintenance & References | | |
|---|--|--------------------------|
| LAST EDITOR/DRAFTER NAME: Patrick P. Spicer, Esquire | JOB POSITION OF LAST EDITOR/DRAFTER: General Counsel | |
| PERSON RESPONSIBLE: Dr. Susan Brown | JOB POSITION OF PERSON RESPONSIBLE: Executive Director for Curriculum, Instruction and Assessment | |
| DESIGNEE NAME: | JOB POSITION OF DESIGNEE: | |
| REFERENCE 1 TYPE: | REFERENCE 1 NO. | REFERENCE 1 DESCRIPTION: |
| POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: | | |

LEGAL REFERENCES¹

All references are set forth in the Policy.

¹ All references are to specific federal or Maryland statutes or regulations. References are provided for convenience and informational purposes only and are not to be considered as exhaustive or as precluding Harford County Public Schools from relying upon any other statutes or regulations in support of a policy.

POLICY

| | | |
|---|------------------------|--|
| POLICY TITLE: Drama Production | | |
| ADOPTION/EFFECTIVE DATE: 7/1/1982 | MOST RECENTLY AMENDED: | MOST RECENTLY REAFFIRMED: 5/6/2002 |
| POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Instruction | | |

In the Harford County Public Schools, administrators have the responsibility to protect and foster students' rights to freedom of responsible expression and to free access of information. In the fulfillment of these responsibilities, school administrators must remember that youth are required to attend school, that youth are of impressionable ages, and that the public schools are supported by the parents of all students. In this regard, drama for performance by students must be selected to balance every student's rights to gain knowledge with those curricular goals and objectives established by school authorities for the promulgation of sound educational purposes and principles.

Appropriate procedures shall be developed to assist principals in the selection of drama for performance by students in the secondary schools.

Board Approval Acknowledged By:

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

| Policy Action Dates | | |
|-----------------------|-------------|-------------|
| ACTION DATE | ACTION DATE | ACTION DATE |
| Adopted 7/1/1982 | | |
| Reaffirmed 10/26/1998 | | |
| 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: | 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: Instructional Program .03.05.095 | | |

POLICY

Harford County Public Schools

| | | |
|---|------------------------|--|
| POLICY TITLE: Drama Production | | |
| ADOPTION/EFFECTIVE DATE: 7/1/1982 | MOST RECENTLY AMENDED: | MOST RECENTLY REAFFIRMED: 5/6/2002 |
| POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Instruction | | |

~~In the Harford County Public Schools, administrators have the responsibility to protect and foster students' rights to freedom of responsible expression and to free access of information. In the fulfillment of these responsibilities, school administrators must remember that youth are required to attend school, that youth are of impressionable ages, and that the public schools are supported by the parents of all students. In this regard, drama for performance by students must be selected to balance every student's rights to gain knowledge with those curricular goals and objectives established by school authorities for the promulgation of sound educational purposes and principles.~~

~~Appropriate procedures shall be developed to assist principals in the selection of drama for performance by students in the secondary schools.~~

~~Board Approval Acknowledged By:~~

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

I. Purpose

The purpose of this policy is to establish a process and criteria for the selection of drama productions.

II. Definitions

A. Student Production means a performance on the part of Harford County Public School ("HCPS") students of a play, musical or other artistic work which is:

1. extracurricular in nature or is performed outside the normal school hours; and,
2. is open to persons other than students.

- B. Extracurricular activity means school sponsored events, programs or undertakings that:
1. generally occur after the regular school day;
 2. are 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;
 3. which is coached or supervised by HCPS staff paid pursuant to a collective bargaining agreement or a coach appointed pursuant to Code of Maryland Regulations (COMAR) 13A.06.03.04B.

III. Statement of Policy

- A. Student productions shall:
1. Have a relationship to the curriculum; and
 2. Shall offer the opportunity for participation for students in accordance with federal and state law relating to the education of students with disabilities.
- B. The principal, in consultation with the Executive Director of Elementary School Performance or the Executive Director of Middle and High School Performance, as appropriate, shall approve all student productions.

Board Approval Acknowledged By:

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

POLICY

Harford County Public Schools

| Policy Action Dates | | |
|---------------------|------------|-------------|
| ACTION | DATE | ACTION DATE |
| Adopted | 7/1/1982 | |
| Reaffirmed | 10/26/1998 | |
| Reaffirmed | 5/6/2002 | |
| | | |

| Responsibility for Policy Maintenance & References | | |
|---|---|--------------------------|
| LAST EDITOR/DRAFTER NAME: Patrick P. Spicer, Esquire | JOB POSITION OF LAST EDITOR/DRAFTER: General Counsel | |
| PERSON RESPONSIBLE: Dr. Susan Brown | JOB POSITION OF PERSON RESPONSIBLE: Executive Director of Curriculum, Instruction and Assessment | |
| DESIGNEE NAME: | JOB POSITION OF DESIGNEE: | |
| REFERENCE 1 TYPE: | REFERENCE 1 NO. | REFERENCE 1 DESCRIPTION: |
| POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: .03.05.095 | | |

LEGAL REFERENCES¹

All references are set forth in the Policy.

¹ All references are to specific federal or Maryland statutes or regulations. References are provided for convenience and informational purposes only and are not to be considered as exhaustive or as precluding Harford County Public Schools from relying upon any other statutes or regulations in support of a policy.

POLICY

| | | |
|---|---|---|
| POLICY TITLE: Homework | | |
| ADOPTION/EFFECTIVE DATE: | MOST RECENTLY AMENDED: 6/9/1997 | MOST RECENTLY REAFFIRMED: 4/22/2002 |
| POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Instruction | | |

Appropriate homework is the expectation for students at all levels of schooling. Properly planned homework assignments relate directly to classroom work and extend beyond the classroom. Homework provides the student valuable experience in following directions, making judgments, raising additional questions for study, and developing responsibility and self-discipline.

Board Approval Acknowledged By:

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

POLICY

| Policy Action Dates | | |
|----------------------|-------------|-------------|
| ACTION DATE | ACTION DATE | ACTION DATE |
| Reaffirmed 3/10/1980 | | |
| Amended 6/11/1990 | | |
| Amended 6/9/1997 | | |
| 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 - .02.08.075 | | |

POLICY

Harford County Public Schools

| | | |
|---|---|---|
| POLICY TITLE: Homework | | |
| ADOPTION/EFFECTIVE DATE: | MOST RECENTLY AMENDED: 6/9/1997 | MOST RECENTLY REAFFIRMED: 4/22/2002 |
| POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Instruction | | |

~~Appropriate homework is the expectation for students at all levels of schooling. Properly planned homework assignments relate directly to classroom work and extend beyond the classroom. Homework provides the student valuable experience in following directions, making judgments, raising additional questions for study, and developing responsibility and self discipline.~~

~~Board Approval Acknowledged By:~~

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

I. Purpose and Scope

The purpose of this policy is to establish the Board's commitment to the assignment of homework and to establish criteria related to homework.

II. Definitions

- A. Homework means tasks or activities that a student is assigned to perform outside of class time.

III. Procedures

- A. Homework shall be directly related to the instructional objectives of the course or subject taught in the class for which the homework is assigned.

POLICY Harford County Public Schools

- B. No aspect of homework shall require or involve fundraising or the student or student's parents paying any sum of money to the school.
- C. Homework shall be reviewed by a teacher or designee who shall provide appropriate instructional follow-up regarding the homework.
- D. The Superintendent shall issue procedures to implement this policy.

Board Approval Acknowledged By:

Barbara P. Canavan
Superintendent

POLICY

Harford County Public Schools

| Policy Action Dates | | | | | |
|---------------------|--|-----------|--------|--|------|
| ACTION | | DATE | ACTION | | DATE |
| Reaffirmed | | 3/10/1980 | | | |
| Amended | | 6/11/1990 | | | |
| Reaffirmed | | 6/9/1997 | | | |
| 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: Dr. Susan Brown | JOB POSITION OF PERSON RESPONSIBLE: Executive Director of Curriculum, Instruction and Assessment |
| DESIGNEE NAME: N/A | JOB POSITION OF DESIGNEE: N/A |
| POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: School Administration - .02.08.075 | |

LEGAL REFERENCES¹

All references are set forth in the Policy.

¹ All references are to specific federal or Maryland statutes or regulations. References are provided for convenience and informational purposes only and are not to be considered as exhaustive or as precluding Harford County Public Schools from relying upon any other statutes or regulations in support of a policy.

| | | |
|--|------------------------|---------------------------|
| POLICY TITLE: OFFICE OF INTERNAL AUDIT | | |
| ADOPTION/EFFECTIVE DATE: | MOST RECENTLY AMENDED: | MOST RECENTLY REAFFIRMED: |
| POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: SCHOOL SYSTEM GOVERNANCE | | |

I. Purpose

The purpose of this policy is to establish the Office of Internal Audit and criteria related to this office.

II. Definitions

- A. **Internal Auditor** means the person appointed by the Board to operate and administer the Office of Internal Audit.
- B. **Board** means Board of Education of Harford County.

III. Statement of Policy

- A. The Office of Internal Audit is established by this policy.
- B. The Office of Internal Audit shall function as an independent office, a position which reports directly to the Board. The Office of Internal Audit shall be independent of the school system administration and is functionally **and operationally** subject to the authority of the **President of the Board of Education**.
- C. The Office of Internal Audit shall:
 - 1. ~~Assist the Board in the discharge of its duties and responsibilities.~~ **Develop, with input from the Board of Education's Audit Committee, an annual audit plan, to include goals, objectives, and an outline of activities for the year, subject to the approval of the Board of Education.**
 - 2. Complete audits of the school system **as defined by the annual audit plan.**

3. Furnish the Board, the school system and administrators with all audits performed with analysis, recommendations and information related thereto.
 4. ~~Facilitate and serve as liaison with regard to any external audits of the school system.~~
- D. The Office of Internal Audit shall have the authority to access all school system personnel, records, and property except when prohibited by law.
 - E. All Office of Internal Audit functions shall be conducted in accordance with applicable audit standards and professional rules.
 - F. The Board, or its designee, shall have the authority to appoint, replace or dismiss the Internal Auditor.
 - G. The Board, or its designee, shall evaluate the performance of the Internal Auditor.
 - H. For purposes of leave and ~~administrative~~ **other operational** matters, the Internal Auditor shall report to the Assistant Superintendent of Business Services.

Board Approval Acknowledged By:

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

| Policy Action Dates | | |
|---------------------|-------------|-------------|
| ACTION DATE | ACTION DATE | ACTION DATE |
| | | |
| | | |
| | | |
| | | |

| Responsibility for Policy Maintenance & References | |
|---|---|
| LAST EDITOR/DRAFTER NAME: Patrick P. Spicer, Esquire | JOB POSITION OF LAST EDITOR/DRAFTER: General Counsel |
| PERSON RESPONSIBLE: | JOB POSITION OF PERSON RESPONSIBLE: |
| DESIGNEE NAME: | JOB POSITION OF DESIGNEE: |
| POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: | |

LEGAL REFERENCES¹

All references are set forth in the Policy.

¹ All references are to specific federal or Maryland statutes or regulations. References are provided for convenience and informational purposes only and are not to be considered as exhaustive or as precluding Harford County Public Schools from relying upon any other statutes or regulations in support of a policy.