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# Substitute Teacher Handbook



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*W*elcome to Harford County Public Schools. On behalf of the Board of Education, the Superintendent, Faculty, Staff and Students, we wish to express our sincere thanks for the assistance that you provide in our classrooms.

Designed to provide you with basic information regarding your employment with Harford County Public Schools (HCPS), this handbook does not contain all policies, procedures, and terms to which apply to employees. In addition, the contents of this handbook are subject to change. You should review this handbook so that you will be familiar with these basic policies and procedures. School administrators will provide you with specific information about your assignment.

### **EMPLOYMENT AT WILL**

Employment as a substitute at Harford County Public Schools is employment at-will. This means that employment can be terminated at any time, with or without cause, either by the substitute or by HCPS. Nothing in any document or statement now in existence or hereafter created shall limit the right to terminate the employment at-will status. No other officer, agent, or employee of HCPS has the authority to revise, waive, or alter this at-will employment policy.

## **The Vision, Mission and Goals of Harford County Public Schools**

Harford County is a community of learners where educating everyone takes everyone. We empower all students to contribute to a diverse, democratic and change-oriented society. Our public schools, parents, public officials, businesses, community organizations, and citizens actively commit to educate all students to become caring, respectful, and responsible citizens.

The mission of HCPS is to foster a quality educational system that challenges students to develop knowledge and skills, and inspires them to become life-long learners and good citizens.

### **Goals:**

1. Ensure a safe, positive learning environment for students and staff in our schools.
2. Improve student achievement with a focus on closing the minority achievement gap.
3. Ensure the effective use of all resources focusing on the areas of technology, fiscal and budgetary management, and community partnerships.

4. Understanding that all employees contribute to the learning environment, we will maintain a highly qualified workforce.

### **What is a Substitute Teacher?**

A substitute teacher is an individual who provides coverage on a short-term basis for instructional assignments. Quality teaching and learning within a classroom is the primary responsibility of a substitute teacher. The plans, materials, and instructions left by the regular teacher will include the learning activities to be used during their absence. As a substitute teacher, you play an important role in the education of our children. Your success as a substitute teacher in the classroom will depend upon the effort, direction, and value that you give to the task. The role you play can be challenging and rewarding. School administrators are available to assist you in preparing for your role as a substitute teacher.

### **Statement of Professional Conduct**

Each HCPS employee in every position serves an important role in fulfilling the Vision, Mission, and Goals of the Board of Education. To contribute effectively in a quality educational system, all employees must conduct themselves in a professional manner at all times and convey a positive image to students, colleagues, and the community.

It is important that employees uphold and reflect the values and principles of the school system, the most essential element of a broader community of learners. While it is impossible to list every example of proper conduct, the following represent the manner in which our employees are expected to conduct themselves in the course of their employment with HCPS:

- act with honesty and integrity;
- demonstrate care and diligence in carrying out duties;
- treat students, colleagues, professional associates, and community members with courtesy and respect, without discrimination or harassment;
- serve as a model of good behavior for the students of HCPS;
- respect the diversity of the school community and the work place;
- be knowledgeable of, and comply with, all applicable laws, regulations, and policies of HCPS;
- disclose and take reasonable steps to avoid any conflicts of interest;
- use HCPS materials and resources in a proper manner;
- never make improper use of any school system information or your duties, status, power, or authority;
- accept and comply with any reasonable direction given by someone with the proper authority to do so; and
- behave at all times in a manner that upholds and reflects the values, integrity, and reputation of HCPS.

Although the time beyond your duty day is personal and private, please be mindful that actions undertaken outside of the workday may impact the school system or your ability to effectively perform your duties. Actions or activities that reflect negatively upon the Vision, Mission, and Goals of HCPS or impair your ability to

discharge your duties or function as a part of the school system community, even when occurring outside the school system setting or beyond the workday, may jeopardize your employment with HCPS.

### **Confidentiality**

Substitutes are prohibited from discussing all matters and inquiries related to students and staff that are protected under the Family Educational Rights and Privacy Act of 1974, known as the Buckley Amendment, as well as those rights protected under Section 438 of the General Educational Provisions Act, as amended. Inquiries and concerns regarding confidentiality should be directed to the school principal or their designee.

### **Criminal Background Investigation (CBI)**

Under the Family Law Article of Maryland, all HCPS employees must complete a fingerprint/background check prior to the first day of employment. Rejected fingerprints from Criminal Justice Information Systems (CJIS) must be resubmitted. Prospective employees will assume all costs associated with the processing of fingerprints. In addition, applicants are subject to a Child Protective Services Background Clearance.

All HCPS employees are expected to promote a positive professional and personal image. If during employment, an employee is arrested for or charged with any crime, including alcohol or drug related charges, with the exception of minor traffic violations, it is the responsibility of the employee to inform their immediate supervisor within 24 hours. In general, for substitutes this will be either the principal or their designee.

### **ID Badges**

All employees are to wear HCPS issued identification badges while on duty at any HCPS facility.

### **Professional Dress Code**

All HCPS employees are to dress in a manner that is appropriate to the educational and work setting. Therefore, it is important that all employees are aware of the importance of presenting a positive image through modest, neat, and professional appearance. Different tasks or assignments may influence the type of clothing worn. It is the responsibility of the administration to ensure that appropriate attire is worn in each school and/or department.

### **Reporting For Your Assignment: Lesson Plans, Lunch, Parking, Workday Schedules**

The principal or their designee will greet substitutes; provide assignments, directions, and keys; as well as any guidance regarding which personnel can respond to questions. Lesson plan packets will generally be provided. This information may include each lesson's outline, class lists, seating charts, bell/lunch schedule, special/supervisory assignments, as well as an evaluation report or progress sheet. An orientation about school procedures, expectations, the facility, and other resources will be also be offered.

Lunch – A designated lunch period will be identified on the schedule for the day. Plan to purchase a lunch in the school cafeteria or bring a bag lunch. Substitutes may not leave the school premises for lunch. Lunch periods are duty-free.

Parking – Substitutes should park in the faculty/staff parking area. Any questions about parking should be directed to the school’s main office.

### **Workday Schedules**

High School	7:00 a.m. – 2:20 p.m.
Middle School*	7:45 a.m. – 3:05 p.m.
Elementary School	8:30 a.m. – 3:50 p.m.
4 <sup>th</sup> Tier Elementary**	9:00 a.m. – 4:20 p.m.
Harford Academy	8:30 a.m. – 3:20 p.m.
The CEO at Swan Creek	9:15 a.m. – 4:35 p.m.

\* North Harford Middle School operates on the same schedule as North Harford High School.

\*\* Havre de Grace, William S. James, Bakerfield, Bel Air, Forest Lakes, Red Pump and Deerfield elementary schools operate on the 4<sup>th</sup> tier busing schedule.

### **School Procedures for Substitute Teachers**

#### **Before Arriving to School**

- Make sure you are aware of the arrival time, where to park and where to report
- Best Practice: arrive 10-15 minutes early to your assignment
- Be on time
- Dress in a manner that is appropriate to the educational program and the work setting

#### **Upon Arrival**

- Check-in at the school’s main office
- Request information on school policies/procedures (schedule, fire drills, referrals, duties, etc.)

#### **Prepare for the Day**

- Check the teacher’s mailbox for lesson plans and materials to be distributed to students
- Review the teacher’s schedule and the plans for the day
- Make sure all equipment is in working order and that it is prepared for use (if applicable)
- Review routines and any special instructions left by the classroom teacher
- Review any specific modifications that might be necessary for the individual students
- If lesson plans are unclear, check with the Department Chairperson or neighboring teacher

#### **When students arrive**

- Introduce yourself
- Establish expectations
- Take attendance for each class and record names of students who are absent or late

- Follow the lesson plans left by the teacher
- Conduct the class in a professional manner
- Remain in the classroom and with the students at all times to provide a safe and orderly environment

#### **At the end of the day**

- Remain in the room until all students have gone
- Return all materials and supplies to the appropriate place
- Provide feedback to teacher (attendance information, work accomplished, any problems that were experienced, comments, etc.)
- Close all windows
- Turn off all equipment and lock the area upon exit

### **Pay Rates and Pay Dates**

Current pay rate information is available on the HCPS web site at [www.hcps.org](http://www.hcps.org). In general, there are two pay rates for substitute teachers: Non-degreed and Degreed. Substitute teachers who do not have a bachelor's degree are paid at the non-degreed pay rate. Substitute teachers who hold a four year bachelor's degree or higher are paid at the degreed pay rate. In general, assignments of more than 3.75 hours are paid at a full-day rate with the exception of pre-defined early dismissal days as outlined on the HCPS Calendar, in which substitutes are paid for actual hours worked.

Substitutes are paid bi-weekly for hours worked during the previous bi-weekly pay period. Social Security and income taxes are deducted from each check. Substitutes are not eligible to participate in employee benefit programs. Days worked for all schools during the pay period are consolidated into one check. Substitutes are encouraged to keep careful records of each day worked as well as the school in which the assignment took place and should contact the payroll office if any questions arise. Each school has a specific payroll contact; this information can be provided by the school secretary.

The following positions are paid on a different pay rate: paraeducators, inclusion helpers, and instructional aides. Pay rates for these positions can be found at [www.hcps.org](http://www.hcps.org). Please contact the Human Resources Talent Management Department at (410) 588-5238 for questions about these assignments or pay rates.

Substitutes are eligible to participate in a 403(b) and/or 457(b) tax deferred annuity program offered by HCPS by contributing a percentage of their salary towards these programs. A flat dollar amount per pay is not allowed. Anyone interested in participating should contact Lincoln Financial Group. Contact information can be found at [HCPS.org](http://HCPS.org).

Pursuant to the Maryland Healthy Working Families Act persons who are assigned to substitute on a daily basis will receive pay for one additional hour for each 30 hours worked in accordance with and subject to the requirements of the Act.

## **Long Term Substitutes**

Sixty college credits are required to qualify for a long-term substitute position. Individuals who want to be included in the long-term substitute pool should submit an on-line teacher application (Teacher – Long Term Substitute) at [www.hcps.org](http://www.hcps.org) annually. Proof of education must be attached to the on-line application. All applicable requirements must be completed prior to the beginning of the assignment. Questions about this process should be directed to the Human Resources Talent Management Department at (410) 588-5238.

Long-term substitute positions are for a minimum of 16 consecutive days for the same teacher and are arranged prior to the assignment start date by a school administrator. A special pay rate for these positions can be found at [www.hcps.org](http://www.hcps.org).

## **Inclement Weather**

Procedures have been established to provide guidance for school closings, delayed openings, early dismissals, and cancellation of school activities due to inclement weather or other emergencies. Please consult local radio or television news programs as well as [www.hcps.org](http://www.hcps.org) for the latest information. If schools are closed, substitutes will not report. The following information will assist substitutes when normal school hours are disrupted:

**One or Two Hour Delays:** Under some circumstances, schools may open one or two hours late. Please report to your assignment one or two hours after the original start time of the assignment. Make sure to leave plenty of time to travel should weather conditions be difficult.

## **Corporal Punishment Policy**

Corporal punishment is 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.

HCPS strictly prohibits the use of corporal punishment. 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 other persons, the safeguarding of public school property, or the preservation of order.

## **Reporting Child Abuse and Child Neglect**

Each health practitioner, police officer, educator, or human service worker, acting in a professional capacity in this State:

- (1) who has reason to believe that a child has been subjected to abuse or neglect, shall notify the local department or the appropriate law enforcement agency; and
- (2) if acting as a staff member of a hospital, public health agency, child care institution, juvenile detention center, school, or similar institution, shall immediately notify and give all information required by this section to the head of the institution or the designee of the head.

An individual who notifies the appropriate authorities shall make:



- (1) an oral report, by telephone or direct communication, as soon as possible to the local department or appropriate law enforcement agency; and
- (2) a written report:
  - (a) to the local department not later than 48 hours after the contact, examination, attention, or treatment that caused the individual to believe that the child had been subjected to abuse or neglect; and
  - (b) with a copy to the local State's Attorney.

“Abuse” means: (1) the physical or mental injury of a child by any parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member, under circumstances that indicate that the child's health or welfare is harmed or at substantial risk of being harmed; or (2) sexual abuse of a child, whether physical injuries are sustained or not.

“Neglect” means: the leaving of a child unattended or other failure to give proper care and attention to a child by any parent or other person who has permanent or temporary care or custody or responsibility for supervision of the child under circumstances that indicate:

- (a) that the child's health or welfare is harmed or placed at substantial risk of harm; or
- (b) mental injury to the child or a substantial risk of mental injury.

“Sexual abuse” means: any act that involves sexual molestation or exploitation of a child by a parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member. “Sexual abuse” includes:

- (a) allowing or encouraging a child to engage in:
  1. obscene photography, films, poses, or similar activity;
  2. pornographic photography, films, poses, or similar activity; or
  3. prostitution;
- (b) human trafficking;
- (c) incest;
- (d) rape;
- (e) sexual offense in any degree;
- (f) sodomy; and
- (g) unnatural or perverted sexual practices.

If you suspect Child Abuse or Neglect, please contact the Department of Social Services during normal business hours at (410) 836-4713 or by FAX: (410) 836-4919. If it is after hours, please contact the Harford County Sheriff's Office at (410) 838-6600 or your appropriate local law enforcement agency.

### **Universal Precautions**

“Universal precautions,” as defined by the Centers for Disease Control (CDC), are a set of precautions designed to prevent transmissions of human immunodeficiency virus (HIV), hepatitis B virus (HBV), and other blood

borne pathogens when providing first aid or health care. Under universal precautions, blood and certain body fluids of all patients are considered potentially infectious for HIV, HBV, and other blood borne pathogens. Universal precautions must be observed by all employees, including substitutes, to prevent contact with blood and other potentially infectious materials.

In the event of exposure to blood, all school personnel should adhere to the following:

1. Barrier protection should be used at all times to prevent skin and mucous membrane contamination with blood, body fluids containing visible blood, or other body fluids.
2. Barrier protection should be used with all tissues. The type of barrier protection used should be appropriate for the type of procedures being performed and the type of exposure anticipated.

Below are examples of ways to protect yourself and others from exposure to infectious diseases or illness:

- Latex-free gloves should be worn when there is potential for hand or skin contact with blood, other potentially infectious material, or items and surfaces contaminated with these materials.
- Change clothing if another person's blood or body fluid gets onto your clothes.
- Wash hands or other skin surfaces thoroughly and immediately if contaminated with blood, body fluids containing visible blood, or other body fluids to which universal precautions apply.
- Wash hands immediately after gloves are removed.

Custodians are trained in proper procedures for clean up and should be called if any blood or body fluid spill occurs. As a temporary school employee you must react to an emergency not only with your heart, but also with your head. Take time to protect yourself while helping a child or co-worker in need.

## **Harford County Public Schools Drug-Free Workplace**

The Anti-Drug Abuse Act of 1988 which was passed into federal law on November 18, 1988, requires any agency receiving federal funds in excess of \$25,000 to provide a drug-free workplace.

In cooperation with the Maryland State Department of Education, and in recognition of the dangers of substance use and abuse, the Board of Education of Harford County adopted a resolution on drug-free schools on May 8, 1989 as a means to announce its commitment to the achievement of a drug-free workplace.

Accordingly, and in compliance with this legislation, each employee is hereby notified that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in any workplace or activity of the Harford County Public Schools. As an extension of the Board of Education's commitment to a drug-free workplace, these provisions will also apply to any employee whose work performance is affected by the use of a controlled substance.

Furthermore, the legislation mandates that all employees are required to abide by the terms of this statement and to notify the employer of any criminal drug statute conviction for a violation no later than five days after such conviction.

Employees found in violation of the prohibitions contained in this policy will be subject to actions consistent with the seriousness of the offense, including but not limited to termination of employment.

## **Tobacco Use**

The sale or use of tobacco in any form, including e-cigarettes, is prohibited in school buildings, on school grounds, in all school system vehicles, in all school buses (whether owned by the school system, contracted, or leased) every day, 24 hours a day of the entire calendar year.

## **Policy Statement on Non-Discrimination**

The purpose of this policy is to set forth the following.

1. The Board's commitment to compliance with all federal and state anti-discrimination laws and regulations applicable to Maryland public schools.
2. The Board's prohibition of conduct by members of the school community that violates federal and state anti-discrimination laws or regulations applicable to Maryland public schools.

## **Definitions**

A. **Discrimination** means conduct, including harassment, as defined below, committed by a member of the school community, which violates federal and state law which prohibit discrimination or harassment in public schools, and which results in the unlawful exclusion from participation in, denial of the benefits of or unlawful differential treatment with respect to:

1. Programs, activities, or services provided by Harford County Public Schools ("HCPS"); or,

2. Employment or conditions of employment with HCPS.

B. **Federal And State Law And Regulations** which prohibit discrimination, and, in most cases, harassment, in Maryland public schools include:

1. Americans with Disabilities Act and its implementing regulations (42 U.S.C., Sections 12101-12103; 12111-12117 and 12131-12134; Code of Federal Regulations (C.F.R.) Title 29 Section 1630.1 to 1630.16 and Title 28 Section 35.101 to 35.178, which set forth protections against discrimination on the basis of disability.
2. Section 504 of the Rehabilitation Act of 1973 and its implementing regulations (29 U.S.C. Section 794 and 34 C.F.R. Section 104.1 to 104.39) which set forth protections against discrimination on the basis of disability.
3. Title VI of the Civil Rights Act of 1964 and its implementing regulations (42 U.S.C. Section 2000 d to 42 U.S.C. 2000 d 7, 34 C.F.R. 100.1 to 100.13 and 29 C.F.R. 1691.1 to 29 C.F.R. 1691.13) which set forth protections against discrimination on the basis of race, color or national origin.
4. Title VII of the Civil Rights Act of 1964 and its implementing regulations (42 U.S.C. Section 2000 to Section 2000 a-4 and 29 C.F.R. Part 1600 to Part 1690, *et seq.*) which set forth protections against discrimination in employment on the basis of race, color, national origin, sex and religion.
5. Title IX of the Education Amendment of 1972 and its implementing regulations (20 U.S.C. Section 1681 and 34 C.F.R. Section 106.1 to 106.71) which set forth protections against discrimination on the basis of sex, sexual orientation, or gender identity.
6. Age Discrimination Act of 1975 and its implementing regulations (42 U.S.C. Section 6101-6107 and 34 C.F.R. 110.0-110.39), which set forth protections against discrimination on the basis of age.
7. Age Discrimination in Employment Act and its implementing regulations (29 U.S.C. Section 621 to Section 623 and 29 C.F.R. Section 1625.1 to Section 1625.31), which set forth protections against discrimination on the basis of age.
8. Genetic Information Act of 2008 (29 U.S.C. 1001, *et seq.*, and 42 U.S.C. 300 gg, *et seq.*, and C.F.R. 1601, *et seq.*), which sets forth protections against discrimination on the basis of genetic information.
9. Title 20 of the State Government Article of Maryland Annotated Code which sets forth protections against discrimination in employment on the basis of race, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, genetic information, or disability.
10. Section 7-424.1 and 7-424.3 of the Education Article of Maryland Annotated Code which set forth protections for students against bullying, harassment or intimidation.

C. **Harassment** means:

1. Being subject to unwelcome conduct based on race, color, national origin, religion, age, disability, sex, sexual orientation, gender identity, or genetic information
  - a. which conduct is either made a condition of access to HCPS services, programs or activities or which conduct is either made a condition of access to HCPS services, programs or activities or employment or terms of employment; or,
  - b. which is severe or pervasive and objectively offensive so that it deprives a student or other person from access to HCPS programs, services or activities or is hostile and abusive so as to alter the condition of employment of a reasonable person; or
2. Being subject to cyberbullying, bullying, harassment or intimidation as defined in Board Policy Number 24-0006-000 entitled, “Cyberbullying, Bullying, Harassment and Intimidation of Students,” which is incorporated herein by reference.

D. **Member of School Community** means:

1. A Board of Education member.
2. An employee of HCPS.
3. An HCPS volunteer.
4. A student.
5. A person who participates in activities of HCPS or is present on HCPS grounds or premises and is under the authority or control of HCPS.

E. **Retaliation** means:

1. unfavorable differential treatment imposed by a member of the HCPS school community upon a person because that person has opposed any act or practice which is unlawful under federal or state law or regulations which prohibit discrimination, or has made a charge, testified, assisted or participated in an investigation, proceeding or other matter pursuant to federal or state law or regulations which prohibit discrimination; or
2. being subject to coercion, intimidation or interference by a member of the school community because that person has opposed any act or practice which is unlawful under federal or state law or regulations which prohibit discrimination or has made a charge, testified, assisted or participated in an investigation, proceeding or other matter pursuant to federal or state law or regulations which prohibit discrimination.

F. **Student** means any person enrolled in HCPS for the purpose of receiving education services.

## Statement of Policy

- A. The Board is committed to providing an environment that is safe and optimal for academic achievement and productive work activity and free from any form of unlawful discrimination. Accordingly, the Board:
  - 1. prohibits any conduct which constitutes discrimination or harassment in employment or in participation in or access to HCPS activities, programs or services.
  - 2. prohibits any conduct which constitutes retaliation.
- B. Any conduct by a member of the school community described in A above is a violation of this policy. HCPS will investigate all complaints of harassment, discrimination, or retaliation and will take appropriate disciplinary or other action against any member of the school community who is found to have committed an act of discrimination, harassment or retaliation.
- C. The Superintendent shall establish procedures to implement this policy.

## Title IX Complaint Process - Discrimination on the Basis of Sex and Prohibition of Sexual Harassment

### COMPLAINT PROCEDURES RELATING TO TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 AND ITS IMPLEMENTING REGULATIONS

#### I. Purpose

The purposes of these procedures are as follows.

- A. Provision of information regarding Title IX.
- B. Adoption of procedures for the prompt and equitable resolution of complaints which allege a violation of Title IX and its implementing regulations.
- C. Designation of a Title IX Coordinator responsible to coordinate efforts to comply with Title IX and its implementing regulations.

#### II. Definitions

- A. **Sex-Based Discrimination** means the following.
  - 1. Being, on the basis of sex, including sexual orientation and gender identity, unlawfully subject to: exclusion from participation in, denial of the benefits of, or unfavorable differential treatment with respect to, any academic, extra-curricular, research, occupational training, or other education program or activity provided by HCPS.
  - 2. Being, on the basis of sex, including sexual orientation and gender identity, unlawfully subject to: exclusion from, participation in, denial of the benefits of, or being subject to unfavorable differential treatment with respect to employment, recruitment, consideration or selection for employment by HCPS.
  - 3. Being subject to sexual harassment, including harassment on the basis of sexual orientation or gender identity, as defined below.
- B. **Complainant** is an individual, either student (K-12), employee, or other members of the HCPS school community who is alleged to be the victim of conduct that could constitute sexual harassment.
- C. **Sexual Harassment** means conduct on the basis of sex that satisfies one or more of the following:
  - 1. “Quid Pro Quo” – An employee of the recipient conditioning the provision of an aid,

- benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct; or,
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or,
  3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C.12291(a)(30).
- D. **Sex-based Discrimination** occurs when, within a HCPS education program or activity, a HCPS student or staff member is denied or limited in the ability to participate in or benefit from HCPS services, activities, or opportunities on the basis of sex, to include gender, sexual orientation, and gender identity.
- E. **Title IX** means Title IX of the Education Amendments of 1972, codified at 20 U.S. Code Section 1681, *et seq.* and its implementing regulations codified at 34 Code of Federal Regulations (CFR) Part 106.1, *et seq.* which, in pertinent part, prohibit discrimination on the basis of sex, sexual orientation or gender identity in employment; access to facilities, program or activities and prohibit sexual harassment.
- F. **Title IX Coordinators** means the application of Title IX, and its implementing regulations to Harford County Public Schools Involving **students, refer to:** Ken Miller, 102 South Hickory Avenue, Bel Air, MD 21014 at (410)375-0408 or Kenneth.miller@hcps.org; Involving **all other members of the school community, refer to:** Renee McGlothlin, 102 South Hickory Avenue, Bel Air, MD 21014 at (410)809-6087, or Renee.McGlothlin@hcps.org.
- G. **Retaliation** means:
1. Unfavorable differential treatment of a person because that person has opposed any act or practice which is unlawful under Title IX or has made a charge, testified, assisted or participated in an investigation, proceeding or other matter pursuant to Title IX; or
  2. Threatening, coercing, intimidating or interfering with any person because that person has opposed any act or practice which is unlawful under the Title IX or has made a charge, testified, assisted or participated in an investigation, proceeding or other matter pursuant to the Title IX.
- C. **Days** means business days, unless specified otherwise.
- D. **HCPS** means Harford County Public Schools.
- E. **Member of School Community** means:
1. Board of Education member.
  2. Any employee of Harford County Public Schools ("HCPS")
  3. Any HCPS volunteer.
  4. A student.
  5. Any other person who participates in activities of HCPS or is present on HCPS grounds or premises and is under the authority or control of HCPS.
- III. **Filing a Complaint**
- A. Any HCPS employee or member of school community with actual knowledge of sex discrimination, including sexual harassment in an education program or activity as defined in the Policy, must report the sex discrimination to the Title IX Coordinator in person, by telephone, or by electronic mail.
1. Based upon the allegation and information received from the Complainant, the Title

- IX Coordinator will determine if there was a possible likelihood of sexual harassment, at which point, the Complainant and/or the Complainant's parent(s) or guardian(s) may decide to file a formal complaint.
2. The filing of a formal complaint does not preclude HCPS from responding to the complaint by applying other HCPS policy violations, such as the Student Code of Conduct or Employee Handbook, or allegations that are not related to sexual harassment. Nonsexual harassment allegations and/or findings shall be promptly reported to the principal of the student and/or the supervisor of the Respondent to process pursuant to the HCPS applicable policies, including its disciplinary policies.
  3. At the outset of filing the formal complaint, the Title IX Coordinator shall contact the Complainant, and if the Complainant is under the age of 18, the Complainant's parent or guardian, and inform them of the complaint. The Complainant/ parent will be notified that they have an option to contact an advisor throughout the process. If the Complainant is over the age of 18, the parent and guardian contact will be at the option of the Complainant, provided the Complainant has the capacity to make such a determination.
  4. If a student complainant and/or the complainant's parent(s) or guardian(s) elect not to file a formal complaint, the Title IX Coordinator will notify the school, and the incident will be handled at the school level. The Title IX Coordinator may file a formal complaint based on the nature of the incident or a possible pattern of behavior. If the allegations and information received involve sexual harassment of a student by an employee, the Title IX Coordinator must submit a signed, written formal complaint to initiate a formal investigation, regardless of the Complainant and/or the Complainant's parent's or guardian's consent.
  5. Offer supportive measures to the Complainant and Respondent, as defined in the Definition Section X. Supportive Measures.
  6. Once a formal complaint has been filed, the Title IX Coordinator will promptly provide the Complainant with a copy of the Policy and Procedure.
  7. Immediately following the filing of a Formal Complaint, the Title IX Coordinator will initiate the investigation of the allegations by a trained investigator/ school administrator.

#### **Americans with Disabilities Act/Section 504**

### **COMPLAINT PROCEDURES FOR VIOLATIONS OF THE AMERICANS WITH DISABILITIES ACT; SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THEIR IMPLEMENTING REGULATIONS**

#### **Purpose**

The purpose and scope of these procedures are as follows:

- A. Provision of information regarding the ADA and Section 504.
- B. Adoption of complaint procedures for the prompt and equitable resolution of complaints which allege a violation of the ADA, Section 504 and their implementing regulations.
- C. Designation of persons responsible to coordinate efforts to comply with the ADA or Section 504 and their implementing regulations.



## Definitions

- A. **ADA** means the Americans with Disabilities Act codified at 20 United States Code (U.S.C.) Section 12101, et seq.; and its implementing regulations codified at 29 Code of Federal Regulations (“CFR”) 1630.1 to 1630.16 and 28 CFR Section 35.101 to 35.140.
- B. **Section 504** means Section 504 of the Rehabilitation Act of 1973 codified at 29 U.S.C. Section 794 and its implementing regulations codified at 34 CFR Section 104.1 to 104.39.
- C. **Complainant** means any person holding the job position responsible for the coordination of these procedures either in whole or in part.
- D. **Designated Person** means the person holding the job position responsible for the coordination of these procedures either in whole or in part.
- E. **Discrimination** means:
1. Being on the basis of disability, unlawfully subject to: exclusion from participation in, denial of the benefits of or unfavorable differential treatment with respect to any academic, extra-curricular, research, or occupational training, or other education program or activity operated by HCPS; or,
  2. Being on the basis of disability, unlawfully subject to exclusion from participation in, denial in the benefits of, or unfavorable differential treatment with respect to employment, recruitment, consideration or selection for employment by HCPS; or,
  3. Being subject to harassment as defined below.
- F. **Disability Harassment** means:
1. Being subject to the conduct by a member of the school community that is based on a person’s disability, is unwelcome, and submission to such conduct is used as the basis or a condition for decisions affecting a student’s or other person’s participation in academic programs, services or activities provided by HCPS.
  2. Being subject to conduct by a member of the school community that is based on the person’s disability, is severe or pervasive and is objectively offensive so that it deprives a student with a disability or other person with a disability access to, participation in, or benefit from programs, services or activities provided by HCPS.
  3. Being subject to conduct by a member of the school community that is based on a person’s disability, is unwelcome, and submission to such conduct is made a condition of a person’s employment or any aspect of the individual’s employment.
  4. Being subject to conduct by a member of the school community that is based on a person’s disability, is unwelcome, is severe or pervasive, that is hostile and/or abusive to the degree that such conduct would alter the conditions of employment of a reasonable person.

- G. **Complaint** means a written or verbal statement which sets forth the nature and basis of an allegation that a person has been discriminated against; subject to retaliation, or unlawfully denied a reasonable accommodation, by a member of the school community in violation of the ADA or Section 504.
- H. **Days** means calendar days.
- I. **HCPS** means Harford County Public Schools.
- J. **Member of School Community** means:
1. A Board of Education member.
  2. An employee of Harford County Public Schools (“HCPS”)
  3. An HCPS volunteer.
  4. A student.
  5. A person who participates in activities of HCPS or is present on HCPS grounds or premises and is under the authority or control of HCPS.

**Retaliation** means: (1) unfavorable differential treatment imposed by a member of the HCPS school community upon a person because that person has opposed any act or practice which is unlawful under the ADA or Section 504 or has made a charge, testified, assisted or participated in an investigation, proceeding or other matter pursuant to the ADA or Section 504; or (2) being subject to coercion, intimidation or interference by a member of the school community because a person has opposed any act or practice which is unlawful under the ADA or Section 504 or has made a charge, testified, assisted or participated in an investigation, proceeding or other matter pursuant to the ADA or Section 504.

## **Procedures**

### **ADA or Section 504 Protections**

1. **Employment Discrimination:** Any person who believes a member of the school community has discriminated against them on the basis of disability or retaliated against them in violation of the ADA or Section 504 with respect to matters relating to employment may file a complaint with the Designated Person for ADA/Section 504 employment discrimination identified herein.
2. **Programs; activities; services accessibility discrimination**
  - a. Any person who believes a member of the school community has discriminated against them or retaliated against them on the basis of disability in violation of the ADA/Section 504 with respect to access to HCPS programs, activities or services may file a complaint with the Designated Person for access to services, programs and activities identified herein.
  - b. Any person who believes a member of the school community has discriminated or retaliated against them on the basis of disability against them in violation of the

ADA/Section 504 with respect to physical accessibility to HCPS programs, activities or services may file a complaint with the Designated Person for physical accessibility to programs, activities or services identified herein.

3. Student Instruction/Services

Any complaints regarding the identification, evaluation or educational placement of a student under Section 504 are addressed under separate procedures issued by the Office of Student Services and should be submitted to the Director of Student Services.

### **Inquiries**

Any person with an inquiry regarding the ADA or Section 504 may contact the persons designated below.

### **Complaint Procedure**

1. A Complainant shall file a complaint within ninety (90) days of the date the alleged act of disability discrimination occurred.
2. The Designated Person shall attempt to informally resolve a complaint within thirty (30) days of receipt of same.
3. If an informal resolution cannot be reached, the Designated Person shall issue a written decision setting forth in concise fashion his/her decision regarding the complaint and the reasons for the decision. Such written decision shall be issued within sixty (60) days of receipt of the complaint.
4. All decisions of the Designated Person may be appealed to the Superintendent pursuant to section 4-205 of the Education Article of the Maryland Annotated Code.
5. The complaint procedure described herein is in addition to any other administrative or judicial action the Complainant may pursue.

### **Designated Persons**

1. Employment Discrimination: Assistant Superintendent for Human Resources, 102 South Hickory Avenue, Bel Air, Maryland, 21014, at 410-588-5226; or,
2. Service, Program or Activity Discrimination (including complaints regarding physical accessibility or architectural barriers): Risk Manager, 102 South Hickory Avenue, Bel Air, Maryland, 21014, at 410-588-5286, or Director of Student Services, 102 South Hickory Avenue, Bel Air, Maryland, 21014, at 410-588-5334; or,
3. Identification, Evaluation of or Educational Placement of Students under Section 504: Director of Student Services, 102 South Hickory Avenue, Bel Air, Maryland, 21014, at 410-588-5334.

## **Responsible Use Regarding Telecommunications Equipment**

### **Purpose and Scope**

This procedure sets forth the criteria, terms, and conditions with which the Harford County Public Schools community must comply when utilizing HCPS telecommunication devices and/or resources.

## Definitions

- A. Telecommunication devices means any electronic or battery powered instrument which transmits or receives voice, text, data or information in any form including, but not limited to cell phones, computers, smart phones, tablets, electronic readers or language translators.
- B. Telecommunication resources means any HCPS computer network; software; application(s); software as a service or any other system which permits the transmission of any form of communication whether through wireless or wired means.
- C. Personal telecommunication devices means a telecommunication device owned by a person or entity other than HCPS.
- D. Networks means a system which transmits data between computers or computer systems, including wired and wireless technologies.
- E. Internet means the collective public network of computers and computer networks.
- F. Software means any application or script that can be executed on a computer system, server, or other electronic device.
- G. Content filter means a software or device designed to block access to material based on its content.
- H. CIPA means the Children's Internet Protection Act (Pub. L. No. 106-554 (2000) (codified at 20 U.S.C. §§ 6801, 6777, 9134 (2003); 47 U.S.C. § 254 (2003)).
- I. FERPA means the Family Educational Rights and Privacy Act (20 U.S.C §1232g; 34 CFR Part 99).
- J. HCPS community means HCPS employees, students, volunteers, or any person who is permitted access to HCPS telecommunication devices or resources.

## Procedures

HCPS community shall be required when accessing HCPS telecommunication resources to agree to and comply with the following terms and conditions.

- A. HCPS community use of HCPS telecommunication devices or resources:
  - 1. Use for educational purposes only. The HCPS community agrees to:
    - i. Access and exchange information to promote research and instruction for educational purposes only.
    - ii. Protect and care for all technology and devices.
    - iii. The review of all communications, files, and data by the system administrators, principal, and district officials.
    - iv. Practice responsible, ethical, and legal behavior when downloading files from the Internet or other sources for educational purposes and agree to avoid the intentional introduction of computer viruses and other malicious software.
    - v. The content filtering of all Internet access pursuant to, but not limited to, CIPA.
    - vi. Evaluate the legitimacy of information presented or certain actions (like "downloadable files") initiated online via content filter.

- vii. Report inappropriate use of technology immediately. It is important to report misuse, damage, and/or inappropriate content to teachers or staff members who can address the issue, submit work orders or fix problems in a timely manner.

2. Digital citizenship and cyber-safety. The HCPS community agrees to:

- i. Keep personal information (including but not limited to, home/mobile phone number, mailing address, photos, and password(s)) and that of others private in accordance with FERPA and other applicable laws and resolutions. The HCPS community agrees to:
  - 1. Communicate only with people I know.
  - 2. Follow safety guidelines posted by sites to which I subscribe.
  - 3. Be aware of and/or modify the privacy settings on any website to I which subscribe.
  - 4. Understand that anything I do online or electronically is not private and can be monitored.
- ii. Show respect for myself and others when using technology including social media. It is important to:
  - 1. Use appropriate language in all communications. Profanity, obscenity and offensive or inflammatory speech and/or tone are prohibited.
  - 2. Seek help if I feel unsafe, bullied or witness unkind behavior in accordance with the Board of Education of Harford County's Bullying, Cyberbullying, Harassment or Intimidation of Students Policies and Procedures.
- iii. Integrity and attribution. The HCPS community agrees to:
  - 1. Evaluate and cross-reference sources for bias and credibility.
  - 2. Foster innovation by challenging ideas, supporting tolerance, and honoring independent thought.

B. HCPS community use of personal telecommunication devices:

The use of personal telecommunication devices to support education is a privilege. Adherence to this procedure will enhance the learning environment as a whole. In addition to the terms and conditions stated above, the HCPS community agrees to:

- 1. Take full responsibility for personal devices. HCPS is not responsible for the security of personal technology devices. Personal telecommunication devices may not be left at school before or after school hours.
- 2. Use personal devices for an instructional purpose in accordance with the HCPS Personal Communication Device Policy.
- 3. Immediately comply with teachers' requests to shut down devices or close the screen. Devices must be in "silent" mode and put away when asked by teachers.
- 4. Transmit or post photographic images/videos only when such action is for a legitimate instructional purpose.

5. Charge personal telecommunication devices prior to bringing them to school and operate from their own batteries while at school. Charging will be available on a limited basis and at the teacher's discretion.
6. Use the HCPS wireless (Wi-Fi) connection in order to comply with the use of content filters. The HCPS community will not bypass the network restriction by using an external network.
7. Understand that bringing personal telecommunication devices on premises with the intent to infect the network with a virus, worm or other program designed to alter, damage, destroy, or provide access to unauthorized data or information is in violation of the Responsible Use Procedure and will result in disciplinary actions. HCPS has the right to collect and examine any device that is suspected of causing problems or is the source of an attack or virus infections.
8. Understand that HCPS will not support personal telecommunication devices.

## **Workers' Compensation**

Workers' Compensation is an insurance program required by state law for employers to cover their employees in the event of a workplace injury. The law dictates how workplace injuries are covered by this program through guidelines for wage replacement, medical benefits, and returning employees to work. Workers' Compensation insurance coverage is paid for directly by the Harford County Public School System. There is no payroll deduction from an employee's paycheck to fund this program.

If an employee is injured in the course of their employment they are required to do the following:

- A. The employee has a duty to report any incident immediately to their supervisor, even if medical treatment is not needed. The employee must complete an Employee Statement of Accident/Illness/Injury even if medical treatment is not needed.
- B. If medical treatment is necessary, please contact the Worker's Compensation coordinator at your school/department or call the Risk Management Office at 410-588-5326.

If you have any questions about the information contained in this handbook,  
please contact your principal, their designee, or the  
Human Resources Talent Management Department at (410) 588-5238.

## **Substitute Termination and Deactivation Policy**

**Termination Policy:** Effective January 1, 2013, a policy was instituted whereby a substitute could be terminated when, within two years, three administrators requested that they be prohibited from substituting in their building. However, it should be noted that each block is reviewed by Human Resources, and if the block is the result of severely egregious behavior, that substitute can be terminated immediately.

School administrators have the authority to request that an individual be prohibited from substituting in their building when it has been determined that they have not met expectations for a Harford County Public Schools substitute.

In general, when an administrator blocks a substitute for failing to follow procedure, the administrator will:

- Verbally inform the substitute of the infraction for a first offense.
- Verbally inform the substitute for a subsequent infraction and report it to Human Resources. The administrator will also provide written notification to the substitute with a copy to Human Resources outlining the specific nature of the infraction and why the substitute's behavior was not in accordance with HCPS policy and procedure. This notification will be placed in the substitute teacher's personnel file.

When the substitute is blocked for the final time, Human Resources will send a letter to the substitute notifying them of the termination. All future substitute assignments will be cancelled immediately.

**Deactivation Policy:** The goal of Harford County Public Schools is to meet the educational needs of students by staffing classrooms in a timely manner whenever a regular teacher is not available by filling assignments as quickly as possible. To meet this goal, Human Resources will monitor the number of assignments accepted by substitute teachers. If it is determined that a substitute is not regularly accepting assignments, that substitute may be deactivated in order to provide an opportunity for others who are accepting substitute assignments on a more regular basis.

Effective November 1, 2015 substitute teachers **MUST** work five days during the school year, otherwise they will be deactivated as a substitute. If a substitute is going to be temporarily unavailable, the substitute should update their availability in SmartFind Express. Please consult the SmartFind Express Online Help or contact [SubSupport@hcps.org](mailto:SubSupport@hcps.org) for assistance.

## **Non-Discrimination in Employment**

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, et seq.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools involving students, refer to: Ken Miller, 102 South Hickory Avenue, Bel Air, MD 21014 at (410) 375-0408 or [Kenneth.miller@hcps.org](mailto:Kenneth.miller@hcps.org); Involving all other members of the school community, refer to: Renee McGlothlin, 102 South Hickory Avenue, Bel Air, MD 21014 at (410)



809-6087 or [Renee.McGlothlin@hcps.org](mailto:Renee.McGlothlin@hcps.org). Discrimination complaints may also be filed with other agencies, such as the Office of Civil Rights in the United States Department of Education. Assistant Secretary for the Office of Civil Rights: 400 Maryland Avenue, SW, Washington, D.C. 20202, 1-800-421-3481. For updated information on the Board of Education, visit [www.hcps.org](http://www.hcps.org).