

## **Summary of Changes to Policies and Implementation Procedures: 2013–2014 School Year**

### **1040 Safe and Supportive Schools**

(Formerly: Safe School Environments)

Effective: July 1, 2014

The Howard County Board of Education adopted revisions to the policy and implementation procedures on June 12, 2014. This revision clarifies that the purpose of this policy is to prohibit behaviors that interfere with a safe, engaging, and supportive school climate. Students, employees, parents, and third parties will be notified annually of this policy; violation of this policy will be addressed by the appropriate Board policy and the HCPSS Student Code of Conduct.

The revised implementation procedures delineate the procedures for reporting a student, employee, and third party violation of this policy.

### **1060 Bullying, Cyberbullying, Harassment, or Intimidation**

Effective: July 1, 2014

The Howard County Board of Education adopted modifications to the policy and implementation procedures on June 12, 2014. This modified policy adds a definition for hazing, which is a type of bullying, and specifies that students, parents, employees, and service providers are responsible for reporting incidents of hazing.

The modified implementation procedures specify that principals must provide annual written notice to students, parents, employees, and service providers at the beginning of each school year and to new students and their parents upon registration that hazing is prohibited in the Howard County Public School System.

### **2000 School Board Governance**

Effective: October 10, 2013

The Howard County Board of Education adopted revisions to Policy 2000 School Board Governance on October 10, 2013. This revision includes the addition of a definitions section that includes definitions of Howard County Public School System, Board of Education of Howard County, Department of Education, and Quarterly Agenda. The collaborative and distinct roles of the Board and the Superintendent, as well as, provisions for the Student Board Member to participate on Board committees, were also included in the revision.

This policy was issued in Circular Series 2013–2014, Circular No. 37 on December 6, 2013.

### **3030 Research Involving Employees and Students**

Effective: October 10, 2013

On October 10, 2013, the Superintendent provided to the Board modified implementation procedures for Policy 3030. This modification clarifies the persons who will approve research proposals, the process regarding how research can be requested, and updated office names and titles.

The implementation procedures were issued in Circular Series 2013–2014, Circular No. 37 on December 6, 2013.

### **4010 Donations**

Effective: July 1, 2014

The Howard County Board of Education adopted modifications to the policy and implementation procedures on June 12, 2014. This modified policy specifies donations must first be reviewed, inspected, and/or tested by staff prior to acceptance; the Superintendent/Designee will prepare a monthly donation report; and the Superintendent/Designee will prepare an annual fundraising and donations report.

The modified implementation procedures requires accepted donations of technology hardware and/or software will be delivered to and inventoried by the HCPSS warehouse and distributed as appropriate. Approval of all donations must be obtained prior to acceptance of donations to the HCPSS.

### **4070 Fund Balance**

(Formerly: Undesignated Fund Balance Reserve)

Effective: February 20, 2014

The Howard County Board of Education adopted revisions to Policy 4070 on February 20, 2014. This policy revision includes alignment of the financial management of Fund Balance with the Governmental Accounting Standards Board, Fund Balance Reporting and Governmental Fund Type Definitions (GASB-54). Definitions include Assigned Fund Balance, Capital Project Fund, Committed Fund Balance, Fund, Nonspendable, Proprietary Funds, Restricted Fund Balance, Restricted Programs Fund, Special Revenue Fund, and Unassigned Fund Balance. Fund Balance will be reported in the HCPSS Annual Audited Financial Statements and in the HCPSS Operating Budget each year.

The policy and implementation procedures were issued in Circular Series 2013–2014, Circular No. 47 on April 11, 2014.

### **6080 Sustainability (New)**

Effective: July 1, 2014

The Howard County Board of Education adopted the new Policy 6080 on December 17, 2013, to ensure that the HCPSS is an environmentally, economically, and socially sustainable organization. The policy encourages sustainable practices that create a healthy environment, engage staff and students in developing environmental literacy, and strengthen HCPSS operations.

### **7030 Employee Conduct and Discipline**

Effective: September 12, 2013

On September 12, 2013, the Superintendent provided to the Board modified implementation procedures for Policy 7030. The implementation procedures were updated throughout to substitute general titles for specific outdated titles. Appendices A and B were also revised to reflect changes made in the implementation procedures.

The implementation procedures were issued in Circular Series 2013–2014, Circular No. 37 on December 6, 2013.

### **8000 Curriculum**

Effective: July 1, 2014

The Howard County Board of Education adopted modifications to the policy and implementation procedures on June 12, 2014. This modified policy specifies students will receive world-class instruction based on curriculum standards and student achievement will be assessed using a variety of measures. Also, the definitions section was updated.

There were no substantive changes to the implementation procedures.

### **8020 Grading and Reporting: High School**

Effective: February 20, 2014

On September 12, 2013, the Superintendent provided to the Board modified implementation procedures for Policy 8020. This modification includes that the Central Admissions Committee will determine credit transfers for students assigned to alternate programs.

The implementation procedures were issued in Circular Series 2013–2014, Circular No. 37 on December 6, 2013.

### **8030 Graduation Requirements**

Effective: July 1, 2014

The Howard County Board of Education adopted modifications to the policy on March 13, 2014. Modifications were made to the policy in order to comply with state requirements for the number of mathematics credits required for graduation from high school.

### **8100 Field Trips, Domestic**

(Formerly: Field Trips and Student Activity Trips)

Effective: July 1, 2014

The Howard County Board of Education adopted revisions to the policy and implementation procedures on March 13, 2014. This policy revision defines a field trip as an educational experience that occurs off of school grounds; specifies a field trip must have a teacher-in-charge; and includes that

the Superintendent/Designee will review all applications for a field trip and develop implementation procedures for field trips to ensure the safety, health, and well-being of participants.

The revised implementation procedures delineate the planning and approval process for a field trip and specify the requirements for Extended Day Field Trips and Overnight Field Trips.

### **8110 Student International Educational Travel**

(Formerly: Foreign Travel)

Effective: July 1, 2014

The Howard County Board of Education adopted revisions to the policy and implementation procedures on March 13, 2014. This revised policy provides the criteria for the planning, the approval, and for student participation in international travel. It also gives the responsibility to the International Educational Travel Committee (IETC) to review and recommend international educational travel opportunities for students.

The revised implementation procedures clarify who will be on the IETC and details the responsibilities of the IETC and the responsibilities of travel leaders.

### **9020 Students' Rights and Responsibilities**

Effective: July 1, 2014

The Howard County Board of Education adopted revisions to the policy and implementation procedures on February 20, 2014. The revised policy provides a summary and overview of students' rights and responsibilities. This policy updates the definitions section to define Confidential, Confidentiality, Grievance, Legitimate Educational Interest, School Official, and Student Record. Also, this policy revision specifies that students have the right to a response from the school-based administration regarding inquiries, concerns or complaints within three (3) school days and that students have thirty (30) calendar days for submitting a grievance or appeal.

The revised implementation procedures sections were reorganized to align with the policy standards, and language was updated in the Non-Discriminatory Practices section.

### **9090 Wellness Through Nutrition and Physical Activity**

Effective: July 1, 2014

The Howard County Board of Education adopted revisions to the policy and implementation procedures on April 10, 2014. This revision provides direction to HCPSS staff regarding staff and student wellness through nutrition education, physical education, physical activity, and the selection of nourishing foods and beverages that fulfill the requirements of the Healthy Hunger-Free Kids Act of 2010. This revised policy specifies that food and beverages provided during the school day will comply with the Institute of Medicine (IOM) Nutrition Standards. This revision also prohibits withholding recess as a punishment, except in matters involving student safety, and prohibits the use of physical activity as a punishment.

The revised implementation procedures extend elementary recess to 30 minutes and add daily recess to the middle school schedule when appropriate. This revision also clarifies that all food and beverages sold in high school vending machines that are accessible to students will meet the IOM Nutrition Standards.

### **9200 Student Discipline**

Effective: October 10, 2013

First, on October 10, 2013, the Superintendent provided to the Board revised implementation procedures for Policy 9200 to clarify the appeal of a student suspension of ten (10) days or less. (This procedure applies to students not receiving special education services or not having a 504 Plan.)

The implementation procedures were issued in Circular Series 2013–2014, Circular No. 37 on December 6, 2013.

Secondly, on June 12, 2014, the Howard County Board of Education adopted revisions to both the policy and implementation procedures in response to the mandate of COMAR 13A.08.01 General Regulations. Revisions include definitions for Detention, Imminent Threat of Serious Harm, and In-School Interventions. HCPSS will provide alternatives to suspension as part of the range of consequences of a Student Code of Conduct violation, and educational services will be provided to a student during short-term, long-term, extended suspension, and expulsion.

The revised implementation procedures clarifies that students serving in-school suspension may be prohibited from attending classes and from participating in school-related or extracurricular activities. It also updates the general provisions and procedures for expulsions and for suspensions of more than ten days.

This revised policy adopted on June 12, 2014, was effective July 1, 2014.

### **9260 Student Search and Seizure**

Effective: July 1, 2014

The Howard County Board of Education adopted revisions to the policy and implementation procedures on June 12, 2014. The revised policy emphasizes the Board's commitment to provide a safe and supportive learning environment. Revised standards include that certain school officials have the authority to search a student or a student's possessions; Authorized Searchers will conduct searches; at the beginning of each school year, school officials will notify students of school officials' authority to search students and their possessions.

The revised implementation procedures add definitions for Intimate Areas, Security Assistant, and Strip Search. This revision specifies who is an Authorized Searcher and who is not; it delineates the two components of a constitutional search; and it specifies procedures for Authorized Searches on Domestic and International Travel.

## **10040 Charter Schools**

Effective: May 8, 2014

On May 8, 2014, the Superintendent provided to the Board the modified implementation procedures for Policy 10040 Charter Schools. The implementation procedures were modified to align with language in the HCPSS Public Charter School Application.

The implementation procedures were issued in Circular Series 2013–2014, Circular No.51 on June 29, 2014.