

Highlights of Changes to Policies and Implementation Procedures: 2014–2015 School Year

Policy 1000 Civility

Effective: August 14, 2014

The Howard County Board of Education adopted a modification to the policy on August 14, 2014. This modification updates the Purpose statement changing “safe, welcoming, and nurturing environment” to “safe, engaging and supportive environment” to align with Policy 9200 Student Discipline.

The policy was issued in a Circular Series 2014–2015, Circular No. 27 on September 16, 2014.

Policy 1010 Discrimination

Effective: August 14, 2014

The Howard County Board of Education adopted modifications to the policy on August 14, 2014. This modification updates the Purpose statement changing “safe, welcoming, and nurturing environment” to “safe, engaging and supportive environment” to align with Policy 9200 Student Discipline. It also adds the word “agencies” to Standard L and requires reporting to the Maryland State Department of Education. The References section is modified to include COMAR 13A.08.01.15 (Reporting Delinquent Acts).

The policy was issued in a Circular Series 2014–2015, Circular No. 27 on September 16, 2014.

Policy 1020 Sexual Harassment

Effective: August 14, 2014

On August 14, 2014, the Howard County Board of Education adopted several modifications to the policy.

The policy was issued in a Circular Series 2014–2015, Circular No. 27 on September 16, 2014.

On June 11, 2015, the Howard County Board of Education adopted additional modifications to Policy 1020 Sexual Harassment, including a title change to Sexual Discrimination. This modification replaces the word “harassment” with the word “discrimination” throughout the policy and implementation procedures. It updates the definitions of Parent and of Sexual Harassment and adds definitions for Sexual Assault, Sexual Discrimination, Sexual Violence, and Title VII. It also clarifies that all sexual discrimination reports will be forwarded to the Title IX Coordinator who will oversee and support the investigations, and adds a Resolution of Complaints section.

The modified implementation procedures delineate how violations should be investigated and reported and it provides timelines for investigators. The modified procedures specify that the

accused will be provided written findings within (30) days of the receipt of the complaint. The modified procedures include remedies that may be provided as an outcome of the investigation.

This revised policy and implementation procedures adopted on June 11, 2015, are effective July 1, 2015.

Policy 1030 Child Abuse and Neglect

Effective: August 14, 2014

The Howard County Board of Education adopted a modification to the policy on August 14, 2014. This modification updates the Policy statement changing “safe, welcoming, and nurturing environment” to “safe, engaging and supportive environment” to align with Policy 9200 Student Discipline.

The policy was issued in a Circular Series 2014–2015, Circular No. 27 on September 16, 2014.

Policy 1060 Bullying, Cyberbullying, Harassment, or Intimidation

Effective: August 14, 2014

The Howard County Board of Education adopted the modifications to the policy and implementation procedures on August 14, 2014. This modification adds the word “agency” to section V.E. and requires reporting to the Maryland State Department of Education.

The modification to implementation procedures removes “formal” and “Saturday School” and adds “or expulsion” to language requiring parent notification of student’s time being reallocated due to the student’s behavior. It also adds the Maryland State Department of Education to the list of agencies receiving reports of acts of bullying, cyberbullying, harassment, or intimidation.

The policy and implementation procedures were issued in a Circular Series 2014–2015, Circular No. 27 on September 16, 2014.

Policy 3000 Religious Observances

Effective August 14, 2014

The Howard County Board of Education adopted modifications to the policy and implementation procedures on August 14, 2014. This policy was modified in section IV.H to reflect Maryland State Board of Education Opinion No. 14–29.

The modification to the implementation procedures adds section VII to specify what “a moment of silence” is and who may implement it.

The policy and implementation procedures were issued in a Circular Series 2014–2015, Circular No. 27 on September 16, 2014.

Policy 3030 Research Involving Employees and Students

Effective: July 1, 2015

The Howard County Board of Education adopted revisions to the policy and implementation procedures on February 12, 2015. The revised policy statement includes that research conducted meets high quality, rigorous standards, safeguards the confidentiality of individuals, and aligns with current system goals and priorities. The revision delineates the approval process for research proposals and provides standards for how researchers conduct and report research.

The revised implementation procedures delineate the approval process, timeline, and reporting requirements of external research as well as action research in separate sections.

Policy 4100 Investments

Effective: July 1, 2015

The Howard County Board of Education adopted modifications to the policy and implementation procedures on May 7, 2015. The modified policy statement clarifies the Board of Education requirements to invest and deposit unexpended funds pursuant to the Annotated Code of Maryland. It includes Howard County Public School System (HCPSS) investments and that the HCPSS investment policy will be consistent with state law. It also specifies Board members and staff members responsible for managing financial investments need to complete a financial disclosure statement and adds a definition for Unexpended Funds.

The modified implementation procedures clarify that HCPSS has the authority to invest funds; it specifies investments instituting direct obligations will be made with federally insured institutions; and it appoints the Superintendent/Designee with the responsibility for all transactions undertaken and for establishing a system of controls that regulate the activities of subordinates.

Policy 5100 Health Services

(Formerly: School Health Services)

Effective: July 1, 2015

The Howard County Board of Education adopted modifications to the policy and implementation procedures on February 12, 2015. This modification moves “Under COMAR 10.27.11.03, the nurse may delegate the responsibility to perform a nursing task to a certified nursing assistant.” from the definition of Health Assistant to Standard F and changes “certified nursing assistant” to “health assistant.” The modified policy also specifies in Standard H that nurses and health assistants may provide emergency medication or treatment to employees for diagnosed medical conditions in accordance with the health service manual.

The modified implementation procedures specify that health services and the services of school-based wellness centers and TeleHealth Centers will be provided to students according to the health services manual. The modified implementation procedures also add the requirement that the health record of any HCPSS student who is totally engaged in education programs and

services off campus will be maintained at the student's assigned school. Information regarding health services will be published in the HCPSS Student & Parent Handbook and on the school system website.

Policy 5220 School Bus Contracts and School Bus Personnel

Effective: December 1, 2014

The Howard County Board of Education adopted revisions to the policy and implementation procedures on November 20, 2014. This revision updates the Definitions section and moves the definition of School Bus Inspection from the implementation procedures to the policy. It also clarifies that school bus contracts will be awarded in accordance with HCPSS Policy 4050 Procurement of Goods and/or Services and removes the condition for how many school bus contracts any individual or company can be awarded.

The revisions to the implementation procedures specify that school bus contracts are available for competitive bid and will be advertised in accordance with Policy 4050 Procurement of Goods and/or Services. The Pupil Transportation Office will ensure that school bus contractor personnel meet all federal, state, and local laws and regulations, and a school bus contractor must implement an alcohol and controlled substance use testing program either by establishing the contractor's own testing program or joining a consortium with a testing program.

The policy and implementation procedures were issued in a Circular Series 2014–2015, Circular No. 41 on December 5, 2014.

Policy 6020 School Planning/School Construction Programs

Effective August 14, 2014

The Howard County Board of Education adopted a modification to the policy on August 14, 2014. This modification updates the Policy statement changing “safe, welcoming, and nurturing environment” to “safe, engaging and supportive environment” to align with Policy 9200 Student Discipline.

The policy and implementation procedures were issued in a Circular Series 2014–2015, Circular No. 27 on September 16, 2014.

Policy 7010 Personnel Records

(Formerly: Confidentiality of Personnel Records and Files)

Effective: July 1, 2015

The Howard County Board of Education adopted revisions to the policy and implementation procedures on June 11, 2015. This revision updates the definitions of Confidential, Confidentiality, Disclosure, Legitimate Job-Related Interest, and Personnel Files; and it adds definitions for Personally Identifiable Information (PII), Personnel Records, and Vendor. It also adds a standard that all HCPSS Board members, employees, and vendors will adhere to federal, state, and local laws and regulations, as well as HCPSS policies and procedures regarding this

policy. Storage, retention and destruction of personnel records will adhere to federal, state, and local laws and regulations; Policy 3050 Records Management; and HCPSS procedures.

The newly developed implementation procedures provide lists of documents and information included in personnel records, the supervisor file, and other confidential personnel records; provides a section regarding the security of personnel records; gives guidelines for management of personnel records; and clarifies how employees have access to and can review their personnel records and supervisor file. The implementation procedures also specify certain conditions when an employee, as an applicant, may waive his/her right to inspect and review confidential materials included in his/her personnel records.

Policy 7020 Nepotism

Effective: July 1, 2015

The Howard County Board of Education adopted modifications to the policy on February 12, 2015. This modification updates the definitions of Immediate Family Member and Nepotism. Also, this modification specifies that an employee with supervising authority may not be in a position that directly supervises, evaluates, or disciplines an immediate family member.

Policy 7050 Drug Use By Employees: Illegal Drugs, Drug Paraphernalia, and Controlled Substances

Effective: August 14, 2014

The Howard County Board of Education adopted a modification to the policy on August 14, 2014. This modification updates the Policy statement changing “safe, welcoming, and nurturing environment” to “safe, engaging and supportive environment” to align with Policy 9200 Student Discipline.

The policy was issued in a Circular Series 2014–2015, Circular No. 27 on September 16, 2014.

Policy 8020 Grading and Reporting: High School

Effective: August 14, 2014

The Howard County Board of Education was provided modified implementation procedures on August 14, 2014. These modified implementation procedures clarify that a student who is expelled from school at examination time will be permitted to take the examination and will remain eligible to qualify for the awarding of course credit.

The implementation procedures were issued in a Circular Series 2014–2015, Circular No. 27 on September 16, 2014.

Secondly, on September 11, 2014, the Howard County Board of Education was provided modifications to Policy 8020 implementation procedures. This modification updates language in section II.A.4 regarding reviewing grading practices. The modified implementation procedures became effective immediately.

The implementation procedures were issued in a Circular Series 2014–2015, Circular No. 31 on October 2, 2014.

Policy 8030 Graduation Requirements

Effective: October 9, 2014

The Howard County Board of Education was provided modified implementation procedures on October 9, 2014. This modification clarifies that an administrator may request that the Superintendent/Designee waive the requirement for a student to have a least 14 credits to participate in the Bridge Plan for Academic Validation in section III.B.3.

The implementation procedures were issued in a Circular Series 2014–2015, Circular No. 35 on October 14, 2014.

Secondly, on February 12, 2015, the Howard County Board of Education adopted revisions to both the policy and implementation procedures. The policy revision clarifies the MSDE changes for the mathematics requirements for freshmen (entered high school in 2014–2015) and beyond: three mathematics credits are required for graduation but students must be enrolled in a mathematics course in each year of high school.

For students enrolled in high school for more than 4 years the requirement is to complete 4 years of mathematics. No additional mathematics courses are required for additional years enrolled in high school.

The revised implementation procedures delineate changes to credit and grade protocols for high school courses taken in middle school. The changes are the following:

- High school courses taken in middle school **beginning in the 2015–2016 school year:**
 - passed courses will count toward the 21 credit requirement.
 - grades and credits will be reflected on the high school transcript.
 - grades earned will NOT calculate into the GPA.

- If a high school student retakes a course that was taken in middle school:
 - the high school grade will be calculated into the GPA.
 - only one credit will be awarded.

Also this revision adds tuition reimbursement opportunities for students who meet HCPSS guidelines for dual enrollment.

This revised policy adopted on February 12, 2015, is effective July 1, 2015.

Policy 8120 Testing: State and Local Responsibilities and Protocols

Effective: July 1, 2015

The Howard County Board of Education adopted revisions to the policy and implementation procedures on May 7, 2015. This revision adds definitions for Accommodation, Anonymity, Approved Assessments, Designated School, Diagnostic Tool, Testing Violation (by Staff), and

Testing Violation (by Students); it updates the definitions of District-Selected Assessments, Local Accountability Coordinator (LAC), Mandated Assessments, Proctor, School Test Coordinator (STC), and State-Mandated Assessments; it moves the definition of Testing Window to the Implementation Procedures; and deletes the definitions for Approved Test, Coach, Cheating/Academic Dishonesty (student), and Scanner Representative.

The policy revision also provides criteria for placing assessments on the approved assessment list and clarifies when electronic devices can be used during assessments. It creates a general statement for the responsibilities of the LAC, STC, and staff members who are involved with assessment administration or data collection and reporting.

The revised implementation procedures add definitions for Accommodator, Chain of Custody, and Testing Window. It also creates an “Approval of District-Selected and District-Designed Assessments” section that gives clarity as to how assessments will be evaluated and placed on the approved assessment list. It includes expectations for the Superintendent/Designee, LAC, Principals, STC, Test Examiners, Proctors, and Accommodators for training, administering, and reporting of assessments in HCPSS. The section for Local Assessment is deleted as this program no longer exists.

Policy 9050 Student Records

(Formerly: Student Records and Confidentiality)

Effective: July 1, 2015

The Howard County Board of Education adopted revisions to the policy and implementation procedures on June 25, 2015. This policy revision updates definitions for Confidential, Confidentiality, Disclosure, Gradebook, Legitimate Educational Interest, Parent, Personally Identifiable Information (PII), School System Official, and Student Education Records. It also adds a definition of Record and updates the References section.

The revised implementation procedures update the definitions for Confidential File and Discipline Records, and deletes the definition for School-Related Information Provided to a Custodial Parent. The revisions also include an updated list of records that may be included in a FERPA-protected student education record and clarifies that a parent or eligible student has the right to have a hearing when it is determined no changes were necessary to the FERPA-protected student education record. It also delineates what constitutes directory information.

Policy 9090 Wellness Through Nutrition and Physical Activity

Effective: May 19, 2015

The Howard County Board of Education was provided modified implementation procedures on June 11, 2015. This modification allows all schools to hold an annual celebration that is exempt from following the Institute of Medicine (IOM) Nutrition Standards.

Policy 9200 Student Discipline

Effective: August 14, 2014

The Howard County Board of Education adopted modifications to the policy on August 14, 2014. This modification adds “or expulsion” to Standard J.5 for clarity and updates the References to add titles to legal references.

The policy was issued in a Circular Series 2014–2015, Circular No. 27 on September 16, 2014.

Policy 9230 Alcohol, Other Drugs, Prescription Medication and Over The Counter Products

Effective: August 14, 2014

The Howard County Board of Education adopted the modifications to the policy and implementation procedures on August 14, 2014. This modification updates section V.B.4 to include reporting criminal activity and adding the Maryland Department of Education to the agencies that receive a report regarding criminal activity.

The modification to the implementation procedures adds a Definitions section with definitions for Expulsion and Suspension; it modifies language in Sections V.A.1, V.B.1.a, and D.1.b; and it deletes “for a suspension of not less than 45 school days or expulsion” in Section V.C.1.a.

The policy and implementation procedures were issued in a Circular Series 2014–2015, Circular No. 27 on September 16, 2014.

Policy 9240 Student Use and Possession of Tobacco Products

Effective: August 14, 2014

The Howard County Board of Education adopted a modification to the policy and implementation procedures on August 14, 2014. This modification adds electronic cigarette products to the definitions of Possession and Use of Tobacco Products. It also includes electronic cigarette products in Standard B.

The modification to the implementation procedures adds a Definitions section that includes the definition for Suspension.

The policy and implementation procedures were issued in a Circular Series 2014–2015, Circular No. 27 on September 16, 2014.

Secondly, on June 25, 2015, the Howard County Board of Education was provided modified implementation procedures. Section III Violation of Policy was modified to align with HCPSS best practices.

The modified implementation procedures are effective July 1, 2015.

Policy 9250 Weapons

Effective: August 14, 2014

The Howard County Board of Education adopted modifications to the policy on August 14, 2014. The modification adds a definition for Expulsion and adds COMAR 13A.08.01.11 and 13A.08.01.12.1 to the References section.

The policy was issued in a Circular Series 2014–2015, Circular No. 27 on September 16, 2014.

Policy 9270 Student Assault and/or Battery on Staff

Effective: August 14, 2014

The Howard County Board of Education adopted modifications to the policy and implementation procedures on August 14, 2014. This modification adds a definition for Expulsion and updates the definition of Suspension. It also modifies language in Standard C to state a violation of this policy will be administered in accordance with the HCPSS Student Code of Conduct and Policy 9200 Student Discipline.

The modification to the implementation procedures updates language in the consequences for Battery I and Battery II. It also updates the language in section IV.E to specify that a student, who is expelled or suspended out-of-school, will not be able to participate in or attend any after-school HCPSS school-related or extracurricular activities during the period of the suspension or expulsion.

The policy and implementation procedures were issued in a Circular Series 2014–2015, Circular No. 27 on September 16, 2014.

The Howard County Board of Education approved the following policies to include a “Reviewed” date of July 1, 2015.

Policy 4060 Medicaid Reimbursement for Health-Related Services

Policy 6060 Community Improvements to School Sites or School Facilities

Policy 6070 Discontinuation of School Use

Policy 7100 Family and Medical Leave

Policy 7130 Substitute Teachers