

Highlights of Changes to Policies and Implementation Procedures: 2019–2020 School Year

Policy 1030 Child Abuse and Neglect

Effective: December 5, 2019

The Howard County Board of Education adopted modifications to the policy and implementation procedures on December 5, 2019. The modifications update and clarify terms and definitions and also adds failure to report consequences referenced in recently passed legislation.

The policy was issued in a Circular Series 2019–2020, Circular No. 34 on January 7, 2020.

Policy 1040 Safe and Supportive Schools

Effective: October 17, 2019

The Howard County Board of Education adopted modifications to the policy on October 17, 2019. The policy and implementation procedures were modified to comply with the Maryland Safe to Learn Act of 2018 requirement that school systems adopt a policy that establishes behavior threat assessment teams.

The policy was issued in a Circular Series 2019–2020, Circular No. 28 on October 23, 2019.

Policy 1050 Tobacco-Free Environment

Effective: September 5, 2019

The Howard County Board of Education was provided modifications to the implementation procedures on September 5, 2019. The modifications included language related to vaping and the use of electronic nicotine delivery systems (ENDS).

The policy was issued in a Circular Series 2019–2020, Circular No. 21 on September 12, 2019.

Policy 2020 Policy Development and Adoption

Effective: July 1, 2020

The Howard County Board of Education adopted revisions to the policy on September 5, 2019. The revisions to the policy include updates on how policy development, revision, or modification can be initiated; clarification of the policy development/revision process; policy format expectations.

The revised implementation procedures include examples of groups invited to the Policy Advisory Committees and a new section that notes the Division or Office responsible for overseeing the procedures are being executed as intended.

The policy was issued in a Circular Series 2020–2021, Circular No. 4 on August 4, 2020.

Policy 3020 Willful Disturbance or Trespassing

Effective: December 5, 2019

The Howard County Board of Education adopted revisions to the policy and implementation procedures on December 5, 2019. The modifications updated and clarified terms and definitions.

The policy was issued in a Circular Series 2019–2020, Circular No. 34 on January 7, 2020.

Policy 3040 Technology Security

Effective: February 13, 2020

The Howard County Board of Education was provided modifications to the implementation procedures on February 13, 2020. Modifications were made to represent current practices and update outdated terms.

The implementation procedures were issued in a Circular Series 2019–2020, Circular No. 39 on February 26, 2020.

Policy 4010 Donations

Effective: July 1, 2020

The Howard County Board of Education adopted revisions to the policy on June 11, 2020. The revisions to the policy include donations accepted become the property of the Board of Education; pre-approval is required for the use of crowdfunding platforms or donation campaigns; updated criteria required for donations and donation campaigns; donations from organizations and individuals must be compatible with the mission of the school system.

The revised implementation procedures include donations may remain anonymous, by request; a section addressing donation campaigns and reporting; excess funds from campaign target amounts will be applied to additional educational needs.

The policy was issued in a Circular Series 2020–2021, Circular No. 4 on August 4, 2020.

Policy 4020 Fundraising by Schools and School-Sponsored Organizations

(Formerly Fund Raising)

Effective: July 1, 2020

The Howard County Board of Education adopted revisions to the policy on May 14, 2020. The revisions to the policy include fundraising activities are separate from donations with the purpose being to generate money; revenue generated by fundraising activities may not be used to reinstate programs, services, or personnel that were cut as a result of budget deliberation; fundraising activities will not consist of advertising.

The revised implementation procedures include specific requirements regarding the Fundraising Event Application and all sponsors will plan and supervise their fundraising events.

The policy was issued in a Circular Series 2020–2021, Circular No. 4 on August 4, 2020.

Policy 4030 School Activity Funds

Effective: July 1, 2020

The Howard County Board of Education adopted revisions to the policy on June 11, 2020. The revisions to the policy include school activity funds will be used for the benefit of students currently enrolled in the HCPSS unless other purposes are specifically designed by a donor and will only be spent on education-related purposes; school activity funds will be audited pursuant to the Internal Audit Plan approved by the Board of Education.

The revised implementation procedures include staff will receive training on administering school activity funds; the Superintendent/designee will develop and implement a comprehensive HCPSS School Activity Funds Manual; updates the composition of the committee for school activity funds.

The policy was issued in a Circular Series 2020–2021, Circular No. 4 on August 4, 2020.

Policy 5100 Health Services

Effective: November 7, 2019

The Howard County Board of Education adopted modifications to the policy and implementation procedures on November 7, 2019. The modifications update and clarify terms and definitions.

The policy was issued in a Circular Series 2019–2020, Circular No. 34 on January 7, 2020.

Policy 5120 Communicable Diseases-Prevention and Control

Effective: November 7, 2019

The Howard County Board of Education adopted modifications to the policy and implementation procedures on November 7, 2019. The modifications update and clarify terms and definitions and also included updates to outdated names, departments, and office titles.

The policy was issued in a Circular Series 2019–2020, Circular No. 34 on January 7, 2020.

Policy 6050 Naming or Renaming of Schools

Effective: May 14, 2020

The Howard County Board of Education adopted modifications to the policy and implementation procedures on May 14, 200. The policy and implementation procedures were modified to update outdated terms and definitions and clarify that schools will not be named after a person.

The policy was issued in a Circular Series 2019–2020, Circular No. 43 on June 16, 2020.

Policy 7000 Workforce Diversity and Inclusion
(Formerly Workforce Diversity)

Effective: July 1, 2020

The Howard County Board of Education adopted revisions to the policy on June 11, 2020. The revisions to the policy strengthens the action of HCPSS to maintain a diverse and inclusive workforce in order to provide a more enriched experience for students, employees, educators, families, and community members and includes direction on how employees can file a discrimination complaint, per Policy 1010 Anti-Discrimination.

The revised implementation procedures replaces the Affirmative Action Program with a Workforce Diversity and Inclusion Plan and clarifies responsibilities of the Division of School Management and Instructional Leadership; the Office of Diversity, Equity and Inclusion; the Office of Human Resources; and the Office of Public Information.

The policy was issued in a Circular Series 2020–2021, Circular No. 4 on August 4, 2020.

Policy 7020 Nepotism

Effective: July 1, 2020

The Howard County Board of Education adopted revisions to the policy and implementation procedures on December 5, 2020. The revisions to the policy include an employee with supervising authority will not be in a position that directly or indirectly supervises, evaluates, disciplines, and/or makes decisions that impact the employment status of a family member; Board members and employees must notify the Executive Director of Human Resources within 10 business days of becoming aware that they are or have become a family member of another HCPSS employee or member of the Board; employees must not be in a position where they are able to influence the work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of employment of a family member.

New implementation procedures were developed to include guidelines for disclosure of family members, reporting suspected policy violations, hiring/promoting/transferring family members, supervising and monitoring employees who are family members, and guidelines for contracted services.

The policy was issued in a Circular Series 2020–2021, Circular No. 4 on August 4, 2020.

Policy 7120 Selection Coaches and Advisors of High School Extracurricular Activities
(Formerly Coaches and Advisors of High School Extracurricular Activities)

Effective: July 1, 2020

The Howard County Board of Education adopted revisions to the policy on May 14, 2020. The revisions to the policy include clarification on the number of volunteer coaches/advisors allowed; new training requirements for all coaches; new responsibilities for principals, the Coordinator of Athletics, and the Office of Human Resources.

The revised implementation procedures update the length of advertising for coaching vacancies from thirty to fourteen calendar days.

The policy was issued in a Circular Series 2020–2021, Circular No. 4 on August 4, 2020.

Policy 8050 Teaching of Controversial Issues

Effective: July 1, 2020

The Howard County Board of Education adopted revisions to the policy and implementation procedures on February 13, 2020. The revisions to the policy include requirements for presenting controversial issues and addressing a sensitive issue; teachers may seek assistance about methods for facilitating a discussion about a controversial issue; present information in an objective manner, ensure multiple perspectives are represented, models citizenship, and maintains adherence to related HCPSS policies.

The revised implementation procedures include the development of procedures and training for teaching of controversial issues; a controversial issue should be significant and related to written curriculum and should not adversely impact instruction or pacing; the treatment of the issue in question will be within range, knowledge, maturity, and civic discourse skills of the students.

The policy was issued in a Circular Series 2020–2021, Circular No. 4 on August 4, 2020.

Policy 8080 Responsible Use of Technology, Digital Tools, and Social Media *(Formerly Responsible Use of Technology and Social Media)*

Effective: July 11, 2019

The Howard County Board of Education was provided modifications to the implementation procedures on July 11, 2019. The modification aligns with new HCPSS best practices and provides more transparency for staff in regard to their responsibilities for laptops and other mobile devices assigned to them.

The policy was issued in a Circular Series 2019–2020, Circular No. 10 on July 18, 2019.

Secondly, the Board adopted revisions to the policy and implementation procedures on June 25, 2020. The revisions to the policy include expectations for the use of technology, digital tools, and social media; specifications for acceptable use of HCPSS technology; a Student-Use Technology section and a Student-Use Social Media section.

The revisions to the implementation procedures include updated language under the Dissemination of Information and updated responsibilities for individuals, employees, and student.

The policy was issued in a Circular Series 2020–2021, Circular No. 4 on August 4, 2020.

Policy 8100 Field Trips

Effective: July 1, 2020

The Howard County Board of Education adopted revisions to the policy on June 25, 2020. The revisions to the policy include field trips will align with at least one of the field trip categories; curriculum field trip; culturally-related field trip; community building field trip; service learning field trip; personal growth and leadership development field trip. Students who are suspended or expelled shall be excluded from any field trip occurring during that time frame that they would have otherwise participated in.

The revised implementation procedures increase the approval period for field trips from 15 to 30 school days or may be subject to denial; specify when field trips are planned, consideration must be given to families who may not be able to afford payment for the trip; update the guidelines and provisions for overnight field trips; update the safety, emergency, and security procedures by including a student orientation prior to the field trip.

The policy was issued in a Circular Series 2020–2021, Circular No. 4 on August 4, 2020.

Policy 9010 Attendance

Effective: July 1, 2020

The Howard County Board of Education adopted revisions to the policy on June 11, 2020. The revisions to the policy include the removing denial of credit and removing that students are responsible for making up work when they are absent. The policy was further revised to include that proactive supports and interventions will be provided through the HCPSS attendance strategies and school problem-solving teams for all students.

The revised implementation procedures specify students enrolled for a partial day must be present for at least half of the scheduled hours to receive credit for a half day and missing a class for more than 35 minutes or a 90 minute class will be treated as an absence for the class. Students can receive credit for make-up work when a student has an unlawful absence.

The policy was issued in a Circular Series 2020–2021, Circular No. 4 on August 4, 2020.

Policy 9400 Student Behavior Intervention

Effective: September 5, 2019

The Howard County Board of Education adopted modifications to the policy and implementation procedures on September 5, 2019. The modifications align with MSDE requirements regarding guidelines and regulations for restraint and seclusion.

The policy was issued in a Circular Series 2019–2020, Circular No. 21 on September 12, 2019.