**Agenda Item Details**

**Meeting**
Jan 14, 2014 - MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

**Category**
R. INFORMATION

**Subject**
1. Revised Superintendent's Rule 1110 - COMMUNITY RELATIONS: Communication with the Public-Publications, Radio, Television, and Digital Media

**Access**
Public

**Type**
Information

**Public Content**

[011414_Rule_1110.pdf](011414_Rule_1110.pdf) (23 KB)

**Administrative Content**

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**Executive Content**
COMMUNITY RELATIONS: Communication with the Public

Publications, Radio, Television, and DIGITAL MEDIA [Web Site]

I. PURPOSE

TO IMPLEMENT BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) POLICY 1110 BY ESTABLISHING GUIDELINES AND RESPONSIBILITIES FOR THE DISSEMINATION OF INFORMATION TO THE PUBLIC.

II. GUIDELINES [General]

A. THE DEPARTMENT OF COMMUNICATIONS AND COMMUNITY OUTREACH IS DESIGNATED BY THE SUPERINTENDENT TO OVERSEE ALL INFORMATIONAL SERVICES FOR BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS) AND PROVIDE GUIDANCE AND ASSISTANCE TO EMPLOYEES CONCERNING THE DISSEMINATION OF INFORMATION.

B. ALL COMMUNICATIONS ISSUED ON BEHALF OF BCPS OR AN INDIVIDUAL SCHOOL SHALL COMPLY WITH ALL FEDERAL, STATE, AND LOCAL LAWS, AND WELL AS BOARD POLICY AND SUPERINTENDENT’S RULES.

C. THE DEPARTMENT OF COMMUNICATIONS AND COMMUNITY OUTREACH SHALL APPROVE THE RELEASE OF INFORMATION CONCERNING ANY SCHOOL EMERGENCY.

D. THE MEDIA WILL HAVE ACCESS TO ALL SCHOOL EVENTS TO WHICH THE PUBLIC HAS BEEN INVITED.

[1. All employees shall comply with Board Policy and Superintendent’s Rule 6202 including Form A and Form E when communicating with the public. Communications shall not include abusive, harassing, libelous, obscene, offensive, profane, pornographic, threatening, sexually explicit, or illegal material.

2. Employees and students shall comply with Superintendent’s Rule 1111, Copyright and Intellectual Property, when communicating with the public.

3. All communications shall employ the conventions of Standard English or other applicable languages.]
III. [A.] PRESS AND MEDIA RELATIONS

A. THE DEPARTMENT OF COMMUNICATIONS AND COMMUNITY OUTREACH SHALL BE RESPONSIBLE FOR:
   1. COORDINATING THE DISSEMINATION OF INFORMATION ABOUT THE SCHOOL SYSTEM TO THE PRESS AND OTHER MEDIA. [The release of information concerning the school system to the press and other media shall be coordinated by the Office of Communications.]
   2. WHEN AUTHORIZED BY THE SUPERINTENDENT, TO PROVIDE A STATEMENT IN THE NAME OF THE SUPERINTENDENT.

B. OFFICES SHALL BE RESPONSIBLE FOR:
   1. SENDING TO THE DEPARTMENT OF COMMUNICATIONS AND COMMUNITY OUTREACH FOR PRIOR APPROVAL ALL INFORMATION PRIOR TO RELEASE.

C. INDIVIDUAL SCHOOLS
   1. THE SCHOOL PRINCIPAL SHALL BE RESPONSIBLE FOR the release of information to the media that relates exclusively to an individual school. [shall be the responsibility of the principal.]
      a. THE PRINCIPAL [Principal[s]] shall inform HIS/HER [their area] assistant superintendent[s] and the DEPARTMENT OF COMMUNICATIONS AND COMMUNITY OUTREACH [Office of Communications] PRIOR TO [when] conveying information to the media.
   2. THE SCHOOL PRINCIPAL, OR HIS/HER DESIGNEE, SHALL BE RESPONSIBLE FOR DISSEMINATING INFORMATION ABOUT THE SCHOOL TO PERSONS REPRESENTING THE MEDIA OR OTHER ORGANIZATIONS.
      a. THE PRINCIPAL OR HIS/HER DESIGNEE IS RESPONSIBLE FOR REVIEWING THE OPT-OUT DESIGNATION FOR STUDENTS FOR EVENTS OTHER THAN PUBLIC EVENTS AND ENSURING THAT THOSE STUDENTS ARE NOT PHOTOGRAPHED OR TAPED, OR OTHERWISE RECORDED.

[C. Publications, Events, Television, and Web site]
The Superintendent and designated staff shall communicate with the public directly through publications, events, television, and the Baltimore County Public Schools’ (BCPS) Web site.

1. The production/publication of systemwide information for presentation/distribution to the public shall be coordinated by the Office of Communications.

2. The production/publication of information pertaining exclusively to an individual school/office for presentation/distribution to the public shall be the responsibility of the principal/office head. Principals/office heads shall inform their area assistant superintendent/division head as well as the Office of Communications when sharing productions/publications with the public.
   
   a. Staff and students who act as representatives of a school/office shall obtain prior permission of the principal/office head prior to communicating information to the public.
   
   b. Principals shall designate an employee (webmaster) to coordinate and monitor electronic publications, such as a school web site. The webmaster shall comply with Policy and Rule 6202, including form A and Form E, as well as Rule 4006, Form B.

IV. COMPLIANCE

ANY EMPLOYEE DEEMED TO HAVE VIOLATED BOARD POLICY 1110 OR THIS RULE MAY BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION.

LEGAL REFERENCES: 20 U.S.C. §1232G. FAMILY EDUCATIONAL RIGHT AND PRIVACY ACT (FERPA)
COMAR 13A.08.02, STUDENT RECORDS
RULE 1110

RELATED POLICIES: BOARD OF EDUCATION POLICY 1100, COMMUNICATIONS WITH THE PUBLIC
                   BOARD OF EDUCATION POLICY 1270, PARENT AND FAMILY INVOLVEMENT

RELATED RULE: SUPERINTENDENT'S RULE 1120, COPYRIGHT

[Legal References: Federal Laws
                  Copyright Act of 1976, 17 U.S.C. §101
                  Family Educational Right and Privacy Act of 1974,
                  20 U.S.C. §1232G
                  State Law
                  Annotated Code of Maryland, State Government Article,
                  §10-611-628
                  COMAR 13A.08.02

Related Policies: Board of Education Policy 4006
                  Board of Education Policy 6202]

Rule
Approved: 10/09/69                      Superintendent of Schools
Revised:  06/09/97
Revised:  01/13/04
Revised:  03/10/09
REVISED: ______________________________
**Agenda Item Details**

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Jan 14, 2014 - MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>R. INFORMATION</td>
</tr>
<tr>
<td>Subject</td>
<td>2. Revised Superintendent's Rule 3230 - NON-INSTRUCTIONAL SERVICES: Purchasing-Qualification of Vendors</td>
</tr>
<tr>
<td>Access</td>
<td>Public</td>
</tr>
<tr>
<td>Type</td>
<td>Information</td>
</tr>
</tbody>
</table>

**Public Content**

`011414_Rule_3230.pdf (18 KB)`

**Administrative Content**

**Executive Content**
NON-INSTRUCTIONAL SERVICES: Purchasing

Qualification of Vendors

I. PURPOSE

TO IMPLEMENT BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) POLICY 3230 BY ESTABLISHING GUIDELINES FOR BUSINESSES SEEKING TO DO BUSINESS WITH BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS). [In accordance with Board Policy 3230, the Office of Purchasing shall establish procedures for prospective vendors who seek to be qualified to submit proposals for solicitations issued by the school system.]

II. GUIDELINES

A. Contractors - CONSTRUCTION AND RENOVATION PROJECTS

1. VENDORS [Contractors] wishing to submit proposals for BCPS construction and renovation projects [issued by the school system] MUST MEET THE FOLLOWING CRITERIA:
   a. THE VENDOR shall be prequalified by the Baltimore County Department of Public Works (BCDPW) prior to the bid opening date; and
   b. THE VENDOR must not have been debarred, suspended, or terminated from work for cause by a public entity in the last five years.

2. VENDORS WHO SUBMIT PROPOSALS WITHOUT THE REQUISITE [Proposals from vendors who have failed to obtain the required] BCDPW prequalification shall be rejected as non-responsive.

B. Construction Managers and Consultants

1. Construction managers and consultants shall be selected through a Qualification Committee and a Selection Committee in accordance with BOARD Policy and SUPERINTENDENT’S Rule 3250, Selection of Construction Consultants.

[II. Vendors – Qualified by Baltimore County Public Schools (BCPS)]

C. Vendors – NON-CONSTRUCTION

1. ALL VENDORS, OTHER THAN THOSE OUTLINED ABOVE, [wishing to submit proposals for general maintenance, minor renovation, or miscellaneous building services] shall complete and submit [their] qualifications in accordance with the bid specifications issued by the Office of Purchasing with the bid
RULE 3230

solicitation.

2. The vendor's qualifications WILL [shall] be evaluated by designated representatives of the school system AND [.] failure to provide valid and complete information may result in the proposal being rejected as non-responsive.

[III. Vendors – Qualified by Bid Specification

Vendors wishing to submit proposals for general commodities, equipment, supplies, and services shall become qualified through submission of materials and/or information defined in the bid solicitation. Required documentation may include: financial statements, years in business, certificate of insurance, client references, product samples, factory training certificates, prior performance on state or local contracts, and copies of appropriate licenses. Proposals which fail to include the required information will be rejected as non-responsive.

IV. Consultants (Non-Construction)

A. Specific technical evaluation criteria shall be provided by the department or office requesting the consulting services.

B. At the discretion of the Office of Purchasing, proposals may be solicited.]

II. [V.] SUSPENSION OR DEBARMENT [Disqualification or Debar From Bidding]

A. [With cause,] The Office of Purchasing SHALL ESTABLISH PROCEDURES FOR EVALUATING AND REPORTING VENDOR PERFORMANCE UNDER A CONTRACT. THE OFFICE OF PURCHASING has the authority to disqualify or debar contractors, construction managers AND [...] consultants, AND [or] OTHER vendors from DOING BUSINESS WITH BCPS IN ACCORDANCE WITH [bidding with Baltimore County Public Schools for a reasonable period of time which will be determined on a case-by-case basis. See] Board Policy and Superintendent'S Rule 3231, Vendor Performance Evaluation.
RULE 3230

RELATED POLICIES: BOARD OF EDUCATION POLICY 3215, CONTRACT EXECUTION
BOARD OF EDUCATION POLICY 3231, VENDOR PERFORMANCE EVALUATION
BOARD OF EDUCATION POLICY 3250, SELECTION OF CONSTRUCTION CONSULTANTS

Rule
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Revised: 07/14/77
Revised: 07/13/99
Revised: 08/12/08
REVISED: 

Superintendent of Schools
Agenda Item Details

Meeting: Jan 14, 2014 - MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND
Category: R. INFORMATION
Subject: 3. Revised Superintendent's Rule 5140 - STUDENTS: Enrollment and Attendance-Special Permission Transfer
Access: Public
Type: Information

Public Content

5140_Rule_Form_A_New_SC_12-3-13.pdf (193 KB)
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5140_Rule_Form_B_New_SC_12-3-13.pdf (123 KB)
5140_Rule_Form_B_Delete_SC_12-3-13.pdf (233 KB)
5140_Rule_Draft_12-3-13.pdf (62 KB)

Administrative Content

Executive Content
STUDENTS: Enrollment and Attendance

Special Permission Transfer

I. Purpose

A. To provide procedures and guidelines for student (K-12) special permission transfers in Baltimore County Public Schools (BCPS).

B. In accordance with Board of Education OF BALTIMORE COUNTY (BOARD) Policy 5140, each Baltimore County public school will have a designated school attendance area. Students shall attend the school serving the school attendance area in which their parents have a bona fide domicile, unless an exception is granted in accordance with the procedures and guidelines provided herein.

C. The Superintendent delegates the responsibility of determining whether a special permission transfer should be granted to the principal of the requested school. The receiving principal shall make his/her decision based on the criteria outlined herein.

D. The Superintendent, in his/her sole discretion, has the authority to determine when a school or schools will be closed to special permission transfers. When a school is deemed a “closed school” under this Rule, no students will be admitted to the school through the special permission transfer process.

II. Definitions

A. Business Day – Any day that the central offices of the school system are open for business or as provided on the official school system calendar.

B. Child – Any child who meets all state requirements for enrollment and who is not currently enrolled in a Baltimore County public school.

C. Child of an Employee – A dependent child of a BCPS employee. This includes:
   1. A biological child.
   2. A legally adopted child.
   3. A child for whom the employee has legal guardianship.
4. A stepchild, when the employee’s spouse resides with the employee and the employee’s spouse is the child’s natural or adoptive parent.

D. Closed School – A school determined by the Superintendent to be closed to the special permission transfer process.

E. Employee – A certificated or non-certificated individual who is an employee for a least 9 months a year by BCPS and as defined by §6-404 and §6-501 of the Education Article of the Annotated Code of Maryland.

F. File[d] – Means the delivery of documents to the appropriate school system office on or before the documents are due, or depositing the papers in the United States mail before the date the papers are due.

G. Fraudulent Enrollment – Refers to the intentional misrepresentation of documentation or material fact regarding domicile, providing false information on the special permission transfer application, and/or the failure to notify BCPS of a change in domicile or a change in hardship conditions for which the special permission transfer was approved. Any such change must be provided to the school principal within fifteen (15) business days of occurrence.

H. Overcrowded – Occurs when one or more of the following conditions exists:
   1. Current or projected student enrollment is equivalent to or exceeds state-approved building capacity.
   2. Average class size is equivalent to or exceeds Board-approved staffing guidelines.
   3. Enrollment is equivalent to or exceeds staffing allocation schoolwide or within specific programs, grade levels, or courses.

I. Parent – The biological or adoptive parent, legal guardian, or person acting in the absence of the parent or guardian.

J. PRIMARY WORK SITE – THE PHYSICAL LOCATION WHERE THE EMPLOYEE RECEIVES HIS/HER MAIL AND MAINTAINS HIS/HER OFFICE. FOR EMPLOYEES WITH SPLIT WORK SITES, THE PRIMARY WORK SITE MEANS THE WORK LOCATION IDENTIFIED BY THE DEPARTMENT OF HUMAN RESOURCE’S INFORMATION SYSTEM.
K. [J.] Receiving School – The school where the student is seeking to be enrolled by special permission transfer.

L. [K.] Sibling – A brother, sister, half-brother, half-sister, stepbrother, stepsister, or foster child who is domiciled in Baltimore County in the same residence as the student WHO IS ENROLLED IN THE REQUESTED SCHOOL [applicant].

M. [L.] Student – A school-aged child who meets specified conditions for establishing domicile in Baltimore County and who is currently enrolled in a BCPS school.

N. [M.] Terminal Grade – GRADES 5, 8, AND 12 [The last grade before transitioning to middle or high school].

III. Guidelines

A. A student is expected to attend the school that serves his/her attendance area. However, a request for a special permission transfer may be approved by the principal of the receiving school, except as provided herein.

B. Prekindergarten students are not eligible for special permission transfers.

C. Special permission transfer requests related to application and admission to a magnet school must be made in accordance with Board [of Education] Policy and Superintendent’s Rule 6400, Magnet [Schools and] Programs.

D. A special permission transfer will be approved when one of the following conditions exists:
   1. Terminal Grade
      a. When a student in Grade[s] 4, 7, or 11 moves to a different school attendance area after the completion of the school year, BUT wishes to complete the final year of elementary, middle, or high school IN HIS/HER CURRENT SCHOOL.
   2. Program of Study
      a. When a student desires to pursue a curricular, academic, or sequential program of study not offered in the student’s regularly assigned school.
      b. The student must have met the stated prerequisites for the requested program.
c. Special permission transfer requests based on program of study will be denied if the requested PROGRAM IS OVERCROWDED OR THE school is overcrowded.

3. Medical/Student Adjustment
   a. When the student demonstrates exceptional hardship for reasons of medical, emotional, or social adjustment.
      (1) Independent, detailed documentation substantiating the circumstances (e.g., from physicians, psychologists, social workers, or counselors) is required and must be attached to the Application for Special Permission Transfer.
   b. Overcrowded conditions will not preclude approval under this section, unless the school has been deemed a closed school.

4. Change of Residence
   a. When a student has moved from one school attendance area to a different school attendance area in Baltimore County during the regular school year, but wishes to continue attending his or her school in his or her previous attendance area until completion of the school year.
      (1) The family must provide the principal of the school the student currently attends with proof of the new address.
   b. When a student plans to move from one school attendance area to a different attendance area on or before November 1 of the current school year.
      (1) A student must demonstrate definite plans to move to a different attendance area, as follows:
         (a) Proof of purchase or rental must be provided with the application for student transfer.
         (b) The new residence must be the primary permanent residence for the student and the student’s family and must be located within the receiving school’s attendance area.
         (c) Additional documentation may be requested to establish that the new residence is a bona fide domicile for the student.
      (2) If the student is not domiciled with his/her parent in the new attendance area by November 1, the student will be withdrawn at the end of the semester.

[5. Siblings]
a. When a student whose sibling lives in the same household and is enrolled in the requested school.
   (1) To qualify, the sibling of the student seeking special permission must be currently enrolled in the receiving school at the time of application for special permission transfer.

b. Overcrowding will not preclude approval under this section.

6. Family Conditions
a. When a parent has demonstrated a hardship necessitates that a student lives in another home within Baltimore County.

b. Overcrowding will not preclude approval under this section, unless the school has been deemed a closed school.

5. [7.] Child of an Employee
a. When the parent is a BCPS employee and is requesting a special permission transfer to the school where the parent is employed or to the school nearest the employee’s primary work site.
   (1) The employee’s primary work site must be located within the attendance area of the receiving school.
   (2) If the receiving school is overcrowded, the student will be given the option of applying for a special permission transfer to another school that is not overcrowded and whose boundary is adjacent to the employee’s work site.

b. If the employee’s primary work site and the requested school is a magnet school, the employee’s child must qualify for admission in accordance with Board [of Education] Policy and Superintendent’s Rule 6400, Magnet [Schools and] Programs. If the student qualified for admission into the magnet program, the student will be given priority placement, without entry into the lottery selection process.

c. Special permission transfer requests made under this section will be denied if the requested school is overcrowded.

6. [8.] Child Care
a. When the parent of an elementary or middle school student demonstrates hardship in obtaining appropriate full-time before- and/or after-school supervision of the student within the boundaries of the school where the child is domiciled.

b. When a high school student is severely or profoundly disabled and the parent provides documentation of child care, and after consultation with the appropriate offices including,
but not limited to, the Offices of Special Education, Health Services, and Transportation.

7. BOUNDARY CHANGES
   a. DURING THE FIRST YEAR OF A BOUNDARY CHANGE, WHEN A STUDENT IS CURRENTLY ENROLLED IN GRADES 4-5, 7-8, OR 11-12 OF THE SCHOOL AFFECTED BY A CHANGE IN ATTENDANCE AREA, AND THE STUDENT WISHES TO REMAIN IN THE SCHOOL THROUGH HIS/HER TERMINAL GRADE.
      (1) IF A STUDENT WHO MEETS THE CRITERIA IN SUBSECTION (a) HAS A SIBLING WHO IS CURRENTLY ENROLLED IN THE AFFECTED SCHOOL, THE SIBLING WILL BE GIVEN THE OPTION OF REMAINING IN THE AFFECTED SCHOOL THROUGH HIS/HER TERMINAL GRADE.

   [Title I Transfer
   a. When a student attends a BCPS school that has been identified as eligible for the Title I Public School Transfer Option and the student has been declared eligible under applicable Title I federal guidelines.
   b. Transfer requests under this section shall be filed with the Office of Title I and Grant Assistance in accordance with Title I Public School Transfer Option procedures.]

IV. Application Procedure

A. The following procedures shall be followed when a student is requesting special permission to attend a school outside his or her designated school attendance area.

B. Student Transfer Application
   1. The parent must complete the Application for Special Permission Transfer, K-12, and submit the completed application form with requisite supporting documentation as provided herein to the principal of the receiving school. The Application for Special Permission Transfer is attached hereto as Rule 5140, Form A.
   2. Applications for the succeeding school year must be submitted between April 1 and June 1 of the current school year.
RULE 5140

a. The deadline for application submission will be waived if documentation accompanies the application and substantiates one or more of the following conditions:
   (1) The student is a new resident of Baltimore County.
   (2) There is an emergency or event that could not have been foreseen and can be documented as such.
   (3) Information or documentation supporting the transfer request was not available between April 1 and June 1.

3. The student shall be enrolled in and attend the school serving his/her attendance area while the special permission transfer request is being processed.

C. Receiving School Application Review Process

1. The school will date and time stamp each application immediately upon receipt in the order in which it is received.

2. The principal, or his/her designated administrator, will review the application and:
   a. Consult with the home school principal, as appropriate.
   b. Verify that the student is domiciled in Baltimore County or has been approved for enrollment as a nonresident student in accordance with Board [of Education] Policy and Superintendent's Rule 5150, Residents and Nonresident Students.
   c. Forward documentation of a medical or emotional/social adjustment hardship for review:
      (1) Documentation demonstrating a medical hardship shall be forwarded to the coordinator of health services for evaluation and consultation.
      (2) Documentation demonstrating an emotional or social adjustment hardship or documentation from mental health or medical professionals shall be forwarded to the Office of Psychological Services for evaluation and consultation.

3. The principal WILL [may] deny the application for one or more of the following reasons:
   a. OVERCROWDED SCHOOL [overcrowding].
   b. OVERCROWDED PROGRAM OF STUDY.
   c. Reason for transfer is inconsistent with policy and rule.
   d. [c.] Lack of appropriate documentation.
e. [d.] The application was not submitted within the required timeline and/or the parent provided no documentation to support the late filing.

f. [e.] The school is deemed a closed school.

D. Notification

1. The principal will make every effort to render a decision by no later than July 1, except as provided below:
   a. Decisions concerning admission to kindergarten will be rendered before the beginning of the school year.
   b. For applications filed for a transfer during the current school year, the principal will make every effort to issue a decision within ten (10) business days.
   [c. Schools identified for Title I transfers will not approve or deny applications until released to do so by the Title I Office.]

2. The principal will indicate his/her approval or denial of the application in the appropriate section of the application. If denied, the reason(s) for denial will be clearly marked. Copies of the application shall be forwarded as follows:
   a. Original application will be returned to the parent.
   b. A copy will be forwarded to the home school principal.
   c. A copy will be maintained in the student's official school record.

E. Contract for Special Permission Transfer Students

1. The child's enrollment shall be conditional upon completing and signing the Student Contract: Nonresident Employee/Special Permission Transfer (Rule 5140, Form B).
   a. Students who have failed to meet the conditions of the contract may be withdrawn at the end of the school year for any one of the following reasons:
      (1) Absences resulting in an attendance rate that is equal to or below the state mandated Adequate Yearly Progress (AYP) attendance rate, the attendance rate of the previous local school year, or the BCPS annual attendance rate, whichever is lower for any given marking period.
      (2) An absence rate or tardiness rate resulting in an attendance referral to the pupil personnel worker (PPW) or to Project Attend, where applicable.
(3) Accumulated tardiness in excess of the school’s per student average tardiness rate.
(4) Three (3) or more suspensions.
(5) Suspension to the Superintendent’s designee resulting in disciplinary action.
(6) The student has received more failing final grades than passing final grades.
(7) There is a change in reason for which the transfer was granted. Siblings who were approved for enrollment under this Rule will not be affected by the withdrawal of a student under this section.

b. Students who fail to meet the conditions of the Contract for Special Permission Transfer Students and who are approaching terminal-year status will be withdrawn by no later than June 15, and terminal-year status will not apply.

V. Conditions

A. Any student who is granted a special permission transfer must maintain appropriate behavior, attend school regularly, and demonstrate academic progress.

B. A special permission transfer is approved until the student completes the terminal grade of a school level, except when:
1. A student voluntarily withdraws from the receiving school.
2. A student withdraws from the instructional program under which the transfer was granted.
3. A student withdraws from a magnet program within a comprehensive school that is not his/her assigned school.
4. A special permission transfer is granted for the purpose of Change of Residence from Attendance Area and is approved for one school year only.

C. Any student who is granted a special permission transfer and who completes a terminal grade must attend the middle or high school serving the attendance area where the student is domiciled with his/her parent, unless a new special permission transfer application is approved.

D. Parents are responsible for providing transportation to and from the newly assigned school unless the student can be accommodated by the existing bus routes and existing bus stops of that school. In such instances, the
parents/guardians are responsible for providing transportation to and from the existing bus stop.

VI. Fraudulent Enrollment

A. A parent shall notify the school of any change in domicile or change in reason for which the special permission was approved. Failure to notify the school within fifteen (15) business days of any change may result in the student being withdrawn from school.

B. If non-residency or non_custody of an enrolled student is suspected, the matter will be referred to the Office of Pupil Personnel Services for investigation.

C. If a student is found to be fraudulently enrolled in a BCPS school, the school will issue a letter notifying the parent that the student will be withdrawn in ten (10) business days; the letter will advise the parent of his/her right to appeal the finding.

D. If a student is found to be fraudulently enrolled, he or she is precluded from applying for a special permission transfer to the same receiving school during the school year.

VII. Special Conditions

A. Special permission transfers will not be accepted if one of the following conditions applies at the receiving school:
   1. The school is a new school and is in its first school year of operation; OR
   2. The school is in its first school year of a boundary change, EXCEPT AS AUTHORIZED IN PARAGRAPH III.D.7.
   3. The Superintendent has declared that the school is a closed school.

VIII. Appeal Process

A. Appeal to the Executive Director
   1. A decision of the principal to deny a special permission transfer application under this Rule may be appealed to the Executive Director of SPECIAL EDUCATION AND Student Support Services (hereinafter, Executive Director).
2. The appeal must be made in writing and filed with the Executive Director within fifteen (15) business days of the date the application is denied.

3. The appeal must include the following:
   a. The full name, mailing address, and telephone number for the person filing the appeal or that person’s designated representative.
   b. A copy of the application signed by the principal.
   c. A concise statement of the issues presented and the facts about which the person is appealing.

4. The Executive Director, or his/her designee, will review the facts of the case and issue a final decision in writing.
   a. The Executive Director, or his/her designee, will make every effort to issue a written decision within thirty (30) business days of the receipt of the written appeal.

B. Appeal to the Superintendent
1. If the appeal is denied or the party is not satisfied with the decision rendered by the Executive Director, he/she may further appeal that decision by filing an appeal with the Superintendent.

2. The appeal must be made in writing and filed with the Superintendent within ten (10) business days of the date of the Executive Director’s decision.

3. The Superintendent, or his/her designee, will review the facts of the case and issue a final decision in writing.
   a. The Superintendent or designee will make every effort to issue a written decision within forty-five (45) business days of the receipt of the appeal.

C. Appeal to the Board of Education
1. A decision of the Superintendent, or his/her designee, regarding enrollment or withdrawal under this Rule may be appealed to the Board of Education of Baltimore County.

2. The appeal must be made in writing and filed with the Board [of Education] within thirty (30) calendar days of the date of the Superintendent’s decision.


D. For all appeals filed under this section, electronic transmittals will not be accepted.

Legal References:  Annotated Code of Maryland, Education Article §4-205, Powers and Duties of County Superintendent
                  Annotated Code of Maryland, Education Article §6-404, Designation of Exclusive Representative for Employees; Specific Units
                  Annotated Code of Maryland, Education Article §6-501, Definitions
                  Annotated Code of Maryland, Education Article §7-101, Admission of Students; Location; Kindergarten Programs

Related Policies:  Board of Education Policy 5100, Compulsory Attendance
                   Board of Education Policy 5110, Admission
                   Board of Education Policy 5140, School Attendance Areas
                   Board of Education Policy 5150, Residents and Nonresidents
                   Board of Education Policy 6400, Magnet [Schools and] Programs
                   Board of Education Policy 8340, Appeal Before the Board of Education
                   Board of Education Policy 8341, Appeal Before a Hearing Examiner

Rule
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Revised:  04/21/09
Revised:  08/09/11
Revised:  12/06/11
REVISED:  

Superintendent of Schools
Baltimore County Public Schools

Application for Special Permission Transfer, K-12

INSTRUCTIONS: Read carefully the information provided in the attached Policy/Rule 5140 before completing this form. The transfer request application for the next school year must be submitted between April 1 and June 1 except for Magnet and Title I applicants. Magnet applicants must submit this application in its entirety according to guidelines established by Policy and Rule 6400. Title I applicants must submit requests according to the guidelines established by the Title I public school transfer option procedures and submit the application to the receiving school principal.

PART I: SCHOOL TRANSFER REQUEST

Name of Student: ____________________________ Date of Birth: ____________________________

School Currently Attending: ____________________________ Current Grade: ____________________________

Home School According to Residence: __________________________________________________________

Name of Parent/Guardian: ____________________________ Dr. ☐ Mr. ☐ Mrs. ☐ Ms. ☐ Miss ☐

Address: __________________________________________________________

City/State: ____________________________ ZIP Code: ____________________________

Telephone Number: (Home) ____________________________ (Work) ____________________________ (Other) ____________________________

Requested School: ____________________________ Requested School Year: 20__ - 20__ Requested Grade: ____________________________

Reason(s) for Request: Refer to Rule 5140 and check box(es) below:

☐ Terminal grade
☐ Program of study
☐ Medical/student adjustment (must be accompanied by documentation from medical or mental health provider)
☐ Change of residence from attendance area (only when a family moves during a current school year and lasts only until the end of the semester)
☐ Change of residence to attendance area by November 1st
☐ Siblings
☐ Family conditions
☐ Child of an employee
☐ Child Care (the following information must be provided):

Name of daycare provider/agency: ______________________________________________________________

Address: __________________________________________________________ Telephone: ____________________________

Days and times supervision is provided: ____________________________ Signature of daycare provider: ____________________________

Additional explanation (attach separate sheet if more space is needed):

________________________________________________________________________________________

________________________________________________________________________________________

I have received and read the information in Policy and Rule 5140. I understand that, unless otherwise indicated, if the transfer request is approved, transportation is not provided by BCPS. I understand that providing false information may result in tuition charges and the withdrawal of my child from school.

Signature of Parent/Guardian: ____________________________ Date: ____________________________

PART II: TRANSFER REVIEW/DECISION (To be completed by Receiving School Principal)

Approved ☐ Denied ☐

Reasons for Denial: (Circle all spaces that apply)

A. Overcrowding;
B. Reason for transfer is inconsistent with Policy and Rule;
C. Reason provided is not supported by documentation;
D. Lack of appropriate documentation;
E. The application was not submitted within the required timeline and/or the parent provided no documentation to support late filing.
F. The school is a closed school to the special permission transfer process.

Signature of Receiving School Principal: ____________________________ Date: ____________________________

APPEALS: Must be made in writing and filed within fifteen (15) business days of the date of the denial with the executive director, Student Support Services, Baltimore County Public Schools, 9610 Pulaski Park Drive, Suite 219, Baltimore, Maryland 21220.

A copy of this application, signed by the receiving school principal, must accompany your appeal.

Copies: (1) receiving school principal; (2) home school principal; (3) parent/guardian

BEBCO 0261-09 (revised 8-9-11)
Student Contract
Nonresident Employee/Special Permission Transfer

I, __________________________, parent/guardian of __________________________

Agree to the following requirements while my child is enrolled in __________________________:

1. Attendance/Tardiness – The student named above will:
   - Maintain an attendance rate in compliance with Policies and Rules 5140 and 5150.

2. Behavior – The student named above will:
   - Not be suspended three (3) or more times.
   - Not be suspended to the Superintendent’s designee resulting in disciplinary action.

3. Academics – The student named above will:
   - Maintain passing final grades in more than one-half of all subjects each school year.

4. Change in reasons for which the enrollment was approved – The parent/guardian of the student named above will:
   - Report to the school, within fifteen (15) business days of occurrence, any change in the reason(s) for which the enrollment was approved.

5. Magnet program enrollment in comprehensive schools – The student named above will:
   - Maintain enrollment in a magnet program in the requested school when program of study is the reason the transfer was granted.

I have reviewed this student contract with my child and understand that if my child fails to meet any of the above conditions, he/she may be withdrawn at the end of the school year.

Student’s Signature: __________________________ Date: _________________
Parent’s/Guardian’s Signature: __________________________ Date: _________________
Principal’s Signature: __________________________ Date: _________________
## BALTIMORE COUNTY PUBLIC SCHOOLS

### Application for Special Permission Transfer, K-12

**INSTRUCTIONS:*** Read carefully Superintendent’s Rule 5140, Special Permission Transfer, before completing this form. Applications for the next school year must be received between April 1 and June 1, except for magnet school applicants. (Magnet applicants must submit this application in its entirety according to guidelines established by Superintendent’s Rule 6400, Magnet Programs)

**PART I: SCHOOL TRANSFER REQUEST**

<table>
<thead>
<tr>
<th>Student’s Last Name</th>
<th>First</th>
<th>Birthdate (MM-DD-YYYY)</th>
<th>Female Male</th>
<th>Current Grade</th>
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<th>School Currently Attending</th>
<th>Assigned Home School</th>
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<tr>
<th>Requested School</th>
<th>Requested School Year: 20__ - 20__</th>
<th>Requested Grade</th>
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<thead>
<tr>
<th>Mother’s/Guardian’s Name</th>
<th>Home Phone</th>
<th>Work Phone</th>
<th>Cell Phone</th>
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<table>
<thead>
<tr>
<th>Father’s/Guardian’s Name</th>
<th>Home Phone</th>
<th>Work Phone</th>
<th>Cell Phone</th>
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<thead>
<tr>
<th>Parent’s/Guardian’s Home Address (where student is residing)</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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**PART II: PARENT AGREEMENT**

Choose the reason for which you are requesting a Special Permission Transfer (See Rule 5140):

- [ ] Terminal Grade
- [ ] Program of study
- [ ] Medical/student adjustment (MUST BE ACCOMPANIED BY DOCUMENTATION FROM MEDICAL OR MENTAL HEALTH PROVIDER)
- [ ] Change of residence
- [ ] Child of an employee
- [ ] Child Care
- [ ] Boundary Change (CURRENTLY ENROLLED STUDENT OR SIBLING ONLY)

**PART III: DECISION**

**DECISION — YOUR APPLICATION HAS BEEN:**

- [ ] Approved
- [ ] Denied

For Office Use Only

<table>
<thead>
<tr>
<th>Reason(s) for Denial:</th>
<th>Requested school is a new school in first year of operation</th>
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<tbody>
<tr>
<td></td>
<td>Requested school is in first year of boundary change</td>
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<tr>
<td></td>
<td>Requested school is closed school</td>
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</tbody>
</table>

Signature of Receiving Principal

**PART IV: APPEALS**

Appeals must be made in writing within fifteen (15) business days of the date of the denial and filed with the Executive Director, Special Education and Student Support Services, Jefferson Building, 105 W. Chesapeake Ave., Towson, MD 21204. A copy of this Application for Special Permission Transfer, signed by the Principal, along with any supporting documentation, must accompany your appeal.

*Original: parent/guardian  /  Copies: (1) receiving school principal; (2) home school principal; (3) Executive Director, Special Education and Student Support Services; (4) student’s official school record*
PART I: To be completed by parent

<table>
<thead>
<tr>
<th>Student’s Last Name</th>
<th>First</th>
<th>Current Grade</th>
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<tbody>
<tr>
<td>Requested School</td>
<td>Requested School Year: 20___ - 20___</td>
<td>Requested Grade</td>
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PART II: Requirements

Any student who is granted a special permission transfer shall adhere to the following requirements or may be subject to withdrawal from the school at the end of the school year.

1. The student shall maintain satisfactory behavior and adhere to the Student Code of Conduct.
2. The student shall attend school regularly and demonstrate academic success.
3. The student shall maintain an attendance rate of more than 94%.
4. The student shall not accumulate a tardiness rate in excess of the school’s per student average tardiness rate and/or be referred to the Pupil Personnel Worker or to Project Attend.

A student may be withdrawn from school at the end of the school year under the following conditions.
1. The student has been suspended more than one (1) time.
2. The student has been suspended to the Superintendent’s Designee and disciplinary action was taken.
3. There has been a change in reason for which transfer was granted.
4. The student withdraws from a magnet program within a comprehensive school that is not his/her assigned school.

PART III: Student Agreement

I agree to comply with the requirements listed in the Student Contract and understand that I may be withdrawn from the school for any of the reasons stated above.

________________________  ______________________
Student Signature          Date

PART IV: Parent Agreement

I certify that I am the parent and legal guardian of the student, that I have read and that I understand the above requirements, and that I accept and will be bound by its terms and conditions on my own behalf and on behalf of the student.

________________________  ______________________
Parent/Guardian Signature  Date
### Agenda Item Details

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Jan 14, 2014 - MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>R. INFORMATION</td>
</tr>
<tr>
<td>Subject</td>
<td>4. Revised Superintendent's Rule 6202 - INSTRUCTION: Technology Acceptable Use Policy (TAUP) for Students</td>
</tr>
<tr>
<td>Access</td>
<td>Public</td>
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<td>Type</td>
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### Public Content

011414_Rule 6202 and Form A.pdf (366 KB)

### Administrative Content

### Executive Content
RULE 6202

INSTRUCTION: Instructional Services

TECHNOLOGY ACCEPTABLE USE POLICY (TAUP) FOR STUDENTS
[Telecommunications Access to Electronic Information, Services, and Networks]

I. PURPOSE

BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS) OFFERS A WIDE ARRAY OF TECHNOLOGY RESOURCES FOR STUDENT USE. THESE TECHNOLOGY RESOURCES ARE TO BE USED BY STUDENTS FOR EDUCATIONALLY-RELATED ACTIVITIES. THIS RULE IMPLEMENTS BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) POLICY 6202 BY OUTLINING APPROPRIATE USE AND PROHIBITED ACTIVITIES WHEN USING BCPS TECHNOLOGY RESOURCES AND WHEN USING PERSONAL AND/OR BCPS-ISSUED ELECTRONIC DEVICES.

II. DEFINITIONS

THE FOLLOWING DEFINITIONS SHALL APPLY:

A. **BCPS ISSUED DEVICES** - PERSONAL DEVICE THAT IS THE PROPERTY OF BCPS AND IS PROVIDED TO A STUDENT AS PART OF THE STUDENT'S EDUCATIONAL PROGRAM.

B. **EDUCATIONAL PURPOSES** - THOSE TASKS PERFORMED BY STUDENTS WHICH ARE DIRECTLY RELATED TO BCPS' CURRICULAR ASSIGNMENTS, PROJECTS, OR RESEARCH.

C. **ELECTRONIC DEVICE** – ANY DEVICE (PERSONAL OR BCPS-ISSUED), INCLUDING, BUT NOT LIMITED TO DESKTOP COMPUTERS, LAPTOPS, SMARTPHONES, IPADS, TABLETS, AND E-READERS.

D. **INTERNET** – A WORLDWIDE TELECOMMUNICATIONS SYSTEM THAT PROVIDES CONNECTIVITY TO THOUSANDS OF OTHER SMALL NETWORKS.

E. **NETWORK** – THE SYSTEM OF COMPUTERS, KIOSKS, SERVERS, DATABASES, ROUTERS, HUBS, SWITCHES, AND DISTANCE LEARNING EQUIPMENT.
F. PARENT - THE BIOLOGICAL OR ADOPTIVE PARENT, LEGAL GUARDIAN, OR PERSON ACTING IN THE ABSENCE OF THE PARENT OR GUARDIAN.

G. STUDENT AUTHORIZED USERS – ANY STUDENT ENROLLED IN BCPS IN A TRADITIONAL CLASSROOM OR VIRTUAL CLASSROOM SETTING.

H. TECHNOLOGY – ANY ELECTRONIC DEVICE OR SYSTEM THAT USES, STORES, MANAGES, CARRIES, OR SUPPORTS AUDIO, VIDEO, TEXT, OR DATA AND INCLUDES, BUT IS NOT LIMITED TO, INFORMATION TRANSMITTED OR RECEIVED VIA RADIO, TELEVISION, CABLE, MICROWAVE, TELEPHONE, COMPUTER SYSTEMS, NETWORKS, COPIERS, SCANNERS, CELL PHONES/SMART DEVICES, AND FAX MACHINES.

III. STUDENT AUTHORIZED USERS

A. ALL STUDENT AUTHORIZED USERS SHALL COMPLY WITH THE PROVISIONS OF POLICY 6202 AND THIS RULE AS A CONDITION OF CONTINUED USE OF BCPS TECHNOLOGY.

B. BCPS PROMOTES THE USE OF COMPUTERS IN A MANNER THAT IS RESPONSIBLE, LEGAL, AND APPROPRIATE. THE STUDENT ACCEPTABLE USE POLICY AND THIS RULE SHALL BE IN EFFECT ANY TIME THE STUDENT AUTHORIZED USER CONNECTS TO THE SCHOOL SYSTEM'S HARDWIRED OR WIRELESS NETWORK VIA OUTSIDE LINES SUCH AS VPN, DIALUP, DISTANCE LEARNING EQUIPMENT, AND OTHER PERSONAL ELECTRONIC DEVICES.

IV. GENERAL PROVISIONS

B. ANY AND ALL COMPUTER HARDWARE, SOFTWARE, ELECTRONIC FILES, PERIPHERAL DEVICES, AND TECHNOLOGY SYSTEMS OWNED BY BCPS ARE UNDER THE DOMAIN OF BCPS AND ARE SUBJECT TO THE REQUIREMENTS OF THIS RULE.

C. USE OF BCPS TECHNOLOGY OR NETWORKS FOR ANY ILLEGAL ACTIVITY IS PROHIBITED. BCPS TECHNOLOGY OR NETWORKS SHALL NOT BE USED FOR PERSONAL GAIN OR PROFIT OR FOR ANY BUSINESS OR COMMERCIAL ACTIVITIES.

D. BCPS SHALL NOT BE RESPONSIBLE FOR UNAUTHORIZED FINANCIAL OBLIGATIONS INCURRED BY STUDENTS WHO USE BCPS' TECHNOLOGIES.

E. BCPS STUDENTS MAY USE BCPS TECHNOLOGY AND NETWORKS FOR COMPLETION OF ASSIGNMENTS, PROJECTS, OR OTHER EDUCATIONAL PURPOSES ONLY. TEACHERS AND OTHER STAFF SHOULD GUIDE STUDENTS IN THEIR USE OF BCPS TECHNOLOGY SO THAT STUDENTS WILL LEARN HOW INTERNET RESOURCES CAN PROVIDE VALUABLE EDUCATIONAL INFORMATION FROM CLASSROOMS, SCHOOLS, AND OTHER NATIONAL AND INTERNATIONAL SOURCES.

F. BCPS DOES NOT GUARANTEE THE ACCURACY OR QUALITY OF INFORMATION LOCATED ON ANY TECHNOLOGY NETWORKS. LINKED SITES ARE NOT UNDER THE CONTROL OF BCPS AND BCPS IS NOT RESPONSIBLE FOR THE CONTENTS OF ANY LINKED SITE, LINKS WITHIN THE SITE, OR ANY REVISIONS TO SUCH SITES. LINKS FROM BCPS WEB SITES ARE PROVIDED AS A CONVENIENCE AND DO NOT IMPLY AN ENDORSEMENT OF THE CONTENT OF THE LINKED WEB SITE.

V. STUDENT RESPONSIBLE USE OF TECHNOLOGY AND BCPS-ISSUED DEVICES, INCLUDING THE INTERNET

A. STUDENTS WILL BE HELD RESPONSIBLE FOR APPROPRIATE BEHAVIOR WHEN USING BCPS NETWORKS AND TECHNOLOGY. STUDENTS ARE EXPECTED TO FOLLOW ALL OF THE RULES AND CONDITIONS LISTED, AS WELL AS THOSE GIVEN VERBALLY BY BCPS TEACHERS AND ADMINISTRATORS, AND
TO DEMONSTRATE GOOD CITIZENSHIP, LEGAL, AND ETHICAL BEHAVIOR AT ALL TIMES.

B. STUDENTS WILL BE REQUIRED TO ACKNOWLEDGE THE FOLLOWING RESPONSIBILITIES PRIOR TO USING OR CONNECTING TO BCPS TECHNOLOGY AND THE INTERNET IN THEIR SCHOOL.

1. I AM RESPONSIBLE FOR MY LANGUAGE. I WILL BE POLITE AND USE APPROPRIATE LANGUAGE IN MY E-MAIL MESSAGES, ONLINE POSTINGS, AND OTHER DIGITAL COMMUNICATIONS.

3. I AM RESPONSIBLE FOR HOW I TREAT OTHERS. I WILL NOT CREATE OR COMMUNICATE ABUSIVE, HARASSING, BULLYING, LIBELOUS, OBSCENE, OFFENSIVE, PROFANE, THREATENING, DISCRIMINATORY, OR ILLEGAL MESSAGES.

4. I AM RESPONSIBLE FOR RESPECTING THE INTELLECTUAL PROPERTY RIGHTS OF OTHERS. I WILL OBEY COPYRIGHT LAWS. I WILL NOT PLAGERIZE OR USE ANOTHER'S WORK WITHOUT PROPER CITATION AND PERMISSION.

5. I AM RESPONSIBLE FOR MY COMPUTER ACCOUNT AND E-MAIL ACCOUNT. I AM RESPONSIBLE FOR ALL ACTIVITY CONDUCTED THROUGH MY ACCOUNT(S). I UNDERSTAND THAT MY USERNAMES AND PASSWORDS ARE PRIVATE AND THEY SHOULD NOT BE SHARED WITH ANYONE. I UNDERSTAND THAT IT IS IMPORTANT TO LOG OFF OF THE COMPUTER AT THE END OF EVERY SESSION SO ANOTHER USER CANNOT USE MY PASSWORD.

6. I AM RESPONSIBLE FOR MY USE OF THE BCPS NETWORK. I WILL USE BCPS RESOURCES RESPONSIBLY AND WILL NOT SEARCH, RETRIEVE, SAVE, CIRCULATE, DISPLAY, UPLOAD, POST, E-MAIL, TRANSMIT, OR OTHERWISE MAKE AVAILABLE ANY HATE-BASED, OFFENSIVE, OR SEXUALLY EXPLICIT IMAGES, LANGUAGE, OR THE FILES THAT GENERATE SUCH IMAGES OR LANGUAGE.

7. I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF THE BCPS NETWORK. I WILL NOT ATTEMPT TO BYPASS SECURITY SETTINGS OR INTERNET FILTERS, OR INTERFERE WITH THE OPERATION OF THE NETWORK BY INSTALLING OR DOWNLOADING UNAUTHORIZED SOFTWARE, GAMES, PROGRAMS, FILES, ELECTRONIC
MEDIA, STAND-ALONE APPLICATIONS FROM THE INTERNET, OR FROM ANY OTHER SOURCE.

8. I AM RESPONSIBLE FOR PROTECTING SCHOOL PROPERTY. I UNDERSTAND THAT VANDALISM IS PROHIBITED. THIS INCLUDES, BUT IS NOT LIMITED TO, ACCESSING, MODIFYING, OR DESTROYING EQUIPMENT, PROGRAMS, FILES, OR SETTINGS ON ANY COMPUTER OR TECHNOLOGY RESOURCE. I UNDERSTAND THAT I NEED THE AUTHORIZATION FROM A SCHOOL ADMINISTRATOR OR TEACHER TO USE PERSONAL ELECTRONIC DEVICES OR MEMORY STORAGE DEVICES THAT I BRING TO SCHOOL.

9. I AM RESPONSIBLE FOR MY CONDUCT ON ALL ONLINE SITES. I UNDERSTAND THAT WHAT I DO ON SOCIAL NETWORKING WEBSITES SHOULD NOT NEGATIVELY AFFECT THE SCHOOL LEARNING ENVIRONMENT. I WILL NOT USE INTERNET TOOLS SUCH AS DISCUSSION BOARDS, CHAT ROOMS, AND INSTANT MESSAGING FOR PERSONAL RATHER THAN EDUCATIONAL PURPOSES.

10. I AM RESPONSIBLE FOR FOLLOWING BOARD POLICY, SUPERINTENDENT'S RULES, AND SCHOOL PROCEDURES WHEN USING BCPS TECHNOLOGY AND NETWORKS AND WHEN PUBLISHING SCHOOL WORK ONLINE. I UNDERSTAND THAT IT IS UNSAFE TO POST ANY PERSONAL INFORMATION ABOUT MYSELF AND OTHERS, INCLUDING BUT NOT LIMITED TO MY ADDRESS, PHONE NUMBER, OR SCHOOL. I WILL NOT POST PHOTOS OR VIDEOS OF STUDENTS WITH THEIR FIRST AND LAST NAMES ON ANY ONLINE SITE WITHOUT THE PERMISSION OF THE PARENT/GUARDIAN OF THE STUDENT OR THE STUDENT IF AGE 18 AND OLDER.

VI. REPORTING

A. STUDENTS SHALL IMMEDIATELY REPORT TO A SCHOOL ADMINISTRATOR OR TEACHER:
   1. THE RECEIPT OF AN ELECTRONIC MESSAGE THAT THREATENS TO ENDANGER THE SAFETY OF STUDENTS, EMPLOYEES, OR OTHER PERSONS.
2. ANY INCIDENT OF HARASSMENT, BULLYING, OR CYBER-BULLYING TO THE CLASSROOM TEACHER OR A SCHOOL ADMINISTRATOR.

3. ANY VIOLATION OF THE TECHNOLOGY ACCEPTABLE USE POLICY TO THE CLASSROOM TEACHER OR TO A SCHOOL ADMINISTRATOR.

VII. STUDENT INTELLECTUAL PROPERTY

A. BCPS MAY PUBLISH AND/OR DISPLAY A STUDENT’S INTELLECTUAL PROPERTY CREATED DURING SCHOOL-SPONSORED ACTIVITIES AND/OR LEARNING EXPERIENCES IN A SCHOOL OR SCHOOL-SYSTEM WEB SITE, POD CAST, VIDEO PRODUCTION, TV PRODUCTION OR BROADCAST, COMMERCIAL NEWS BROADCAST, NEWSLETTERS, OR BY OTHER MEANS.

1. IDENTIFICATION OF A STUDENT’S INTELLECTUAL PROPERTY SHALL APPEAR IN THE FOLLOWING MANNER:
   a. INDIVIDUAL STUDENT – FIRST NAME AND SURNAME
   b. GROUP OF STUDENTS – GROUP NAME WITH THE EXCEPTION OF LABELING THAT WOULD IDENTIFY STUDENTS’ INTELLECTUAL LEVEL, SUCH AS “MS. JONES’ SPECIAL EDUCATION OR GIFTED AND TALENTED (G/T) CLASS.”

2. NOTICE OF COPYRIGHT SHALL BE USED WHEN ELECTRONICALLY PUBLISHING OR DISPLAYING STUDENT INTELLECTUAL PROPERTY.

B. STUDENT-CREATED PUBLICATIONS AND PRODUCTIONS LINKED TO, OR INCLUDED AS PART OF, ANY SCHOOL OR SCHOOL-SYSTEM WEB SITE, SHALL:

1. BE REVIEWED AND APPROVED BY THE OFFICE HEAD OR SCHOOL PRINCIPAL;

2. COMPLY WITH PARENTAL PRIVACY OPT-OUT PREFERENCES;

3. COMPLY WITH BCPS GUIDELINES FOR WEB PUBLISHING;

4. COMPLY WITH SUPERINTENDENT’S RULE 1110, PUBLICATIONS, RADIO, TELEVISION, AND DIGITAL MEDIA.

5. BE PUBLISHED ON THE SCHOOL OR SCHOOL SYSTEM WEB SITE ONLY BY THE BCPS DEPARTMENT OF
INFORMATION TECHNOLOGY OR OFFICE/SCHOOL WEBMASTER.

C. PARENT OPT-OUT PROVISIONS
A parent may withhold permission to have a student's intellectual property published or displayed by submitting written notice to the school principal.
1. In order to withhold permission, the parent must complete the Parental Privacy Preference Opt-Out Form, Intellectual Property Opt-Out (Rule 6202, Form A) and submit the form to the school principal by October 1 each school year or within 30 days of the student's enrollment in school.
2. The parental privacy opt-out form is attached as Rule 6202, Form A, and will be made available on the school system's website and in the school's main office.

VIII. STUDENT PHOTOGRAPHS, VIDEOS, AND/OR SOUND RECORDINGS

A. BCPS may use student photographs, video, and audiotapes taken during school-sponsored activities, learning experiences, and/or media events to enhance its publications and communications vehicles, including printed materials, school and BCPS websites, social media sites, its cable television channel, and by any other means.

B. A parent may withhold approval to photograph, videotape and/or audiotape a student while participating in school-sponsored activities by providing written notice to the school principal.
1. In order to withhold permission, the parent must complete the Parental Privacy Preference Opt-Out Form, Student Photographs, Videos, and/or Sound Recordings (Rule 6202, Form A) and submit the form to the school principal by October 1 each school year or within 30 days of the student's enrollment in school.
2. THE PARENTAL PRIVACY OPT-OUT FORM IS ATTACHED AS RULE 6202, FORM A, AND WILL BE MADE AVAILABLE ON THE SCHOOL SYSTEM'S WEB SITE AND IN THE SCHOOL'S MAIN OFFICE.

IX. FILTERING

PURSUANT TO THE CHILDREN'S INTERNET PROTECTION ACT (CIPA), BCPS USES FILTERING SOFTWARE AND HARDWARE TO SCREEN INTERNET SITES FOR ABUSIVE, LIBELOUS, OBSCENE, OFFENSIVE, PROFANE, THREATENING, SEXUALLY EXPLICIT, PORNOGRAPHIC, OR ILLEGAL MATERIAL.

X. SAFETY AND PRIVACY

A. THE PERSONAL PRIVACY OF COMMUNICATIONS, DATA, AND FILES ON BCPS SYSTEMS IS NEITHER EXPRESSED NOR IMPLIED. THE BCPS WEB TEAM MAY MONITOR, AUDIT, AND REVIEW DATA, FILES, AND COMMUNICATIONS TO MAINTAIN SYSTEM INTEGRITY AND TO ENSURE THAT STUDENTS ARE USING THE SYSTEM IN ACCORDANCE WITH APPLICABLE FEDERAL AND STATE LAWS, BOARD POLICIES, AND SUPERINTENDENT'S RULES.

B. BCPS WILL NOT BE RESPONSIBLE FOR ANY INFORMATION THAT MAY BE LOST, DAMAGED, OR UNAVAILABLE DUE TO TECHNICAL OR OTHER DIFFICULTIES.

C. PARENTS ARE EXCLUSIVELY RESPONSIBLE FOR MONITORING THEIR CHILD'S USE OF THE INTERNET WHEN THE BCPS NETWORK IS ACCESSED FROM HOME OR A NON-SCHOOL LOCATION.

XI. COMPLIANCE

A. ALL STUDENT USERS SHALL BE SUBJECT TO THE STUDENT TECHNOLOGY ACCEPTABLE USE POLICY, THIS RULE, AND SCHOOL PROCEDURES WHEN USING BCPS TECHNOLOGY AND NETWORKS. VIOLATIONS MAY RESULT IN LOSS OF ACCESS TO BCPS TECHNOLOGY AND/OR NETWORKS; DISCIPLINARY ACTION, AND/OR LEGAL ACTION. STUDENT VIOLATORS WILL
BE DISCIPLINED IN ACCORDANCE WITH BOARD POLICY 5550, 
DISRUPTIVE BEHAVIOR.

B. STUDENT AUTHORIZED USERS MUST IMMEDIATELY REPORT 
THE LOSS OR THEFT OF BCPS-ISSUED ELECTRONIC DEVICES TO 
THE STUDENT'S PRINCIPAL, AND FOLLOW SCHOOL SYSTEM 
LOSS REPORTING PROCEDURES.

C. COSTS INCURRED DUE TO VANDALISM THAT RESULTS IN THE 
DESTRUCTION OF BCPS TECHNOLOGY OR BCPS-ISSUED 
DEVICES WILL BE THE FINANCIAL RESPONSIBILITY OF THE 
NEGLIGENT OR CULPABLE STUDENT(S).

D. ILLEGAL ACTIVITIES WILL BE REPORTED TO APPROPRIATE 
LAW ENFORCEMENT AUTHORITIES AND MAY SUBJECT THE 
VIOLATOR TO CIVIL AND/OR CRIMINAL PENALTIES OR 
CONSEQUENCES.

[A. Baltimore County Public Schools (BCPS) provides equipment with 
telemcommunications capabilities to access electronic networks for 
educational purposes only.

1. Educational purposes are defined as those tasks preformed by 
students which are directly related to BCPS' curricular assignments, 
projects, or research. No personal use of any kind is permitted.

2. Telecommunications refers to any electronic device that uses, stores, 
manages, carries, or supports audio, video, text, or data and includes, 
but is not limited to, information transmitted or received via radio, 
television, cable, microwave, telephone, computer systems, 
networks, copiers, scanners, and fax machines.

A. The BCPS' telecommunications network is a "closed forum" for district use 
only and to transmit information to the public. The system reserves the 
right to exercise editorial control over all electronic publications and 
communications on all BCPS' telecommunications equipment and services.

B. The Telecommunications Acceptable Use Policy for Students form (Series 
6202, Form A) states the terms and conditions of appropriate and safe use 
of networks.
C. The *Telecommunications Acceptable Use Policy for Students* Form is published annually in the BCPS *Student Handbook*. Parents/guardians will be requested to discuss with their child the terms and conditions of the Telecommunications Acceptable Policy for Students that is published annually in the Student Handbook. Parents/guardians may agree to or “opt out” of the terms and conditions specific to privacy protocols and intellectual property in electronic format including but not limited to Web sites, podcasts, photographs, and The Education Channel broadcasts, as well as commercial news broadcast media.

D. BCPS will employ processes which attempt to ensure that the Internet is a safe and accessible learning environment as follows:

1. The Office of Library and Information Services will provide access to electronic resources that support the BCPS’ Essential Curriculum through the Online: The Librarians’ Network for the Essential Curriculum Web Portal of Commercial Digital Content and evaluated Web resources.

2. The Department of Technology, the Office of Library Information Services, and the Office of Instructional Technology shall provide an effective, safe, and accessible learning environment through standards and selection criteria for telecommunications, presentation, and instructional hardware and software.

3. The system level Web team will provide guidance and support to office/school Webmasters in the design, content, and development of Web sites that comply with Board Policies and Superintendent’s Rules.

4. Employees shall supervise students when using telecommunications in BCPS.

5. Employees shall instruct students in the appropriate, legal, ethical, and safe use of telecommunications.

6. Parents/guardians will be requested to discuss the terms and conditions of the *Telecommunications Acceptable Use Policy for Students* with their child.
7. In order to comply with the Children's Internet Protection Act (CIPA), computer software which attempts to filter abusive, libelous, obscene, offensive, profane, threatening, sexually explicit, pornographic, or illegal material must be accessible on all student computer networks with telecommunications capability before use by students.

E. BCPS will not be responsible for unauthorized financial obligations incurred by students resulting from the use of the telecommunications in BCPS.

F. BCPS does not guarantee the accuracy or quality of information located on remote networks.

G. Students shall be held responsible for appropriate behavior as specified by the terms and conditions in the Telecommunications Acceptable Use Policy for Students Form (Series 6202, Form A). These terms and conditions are not intended to be all-inclusive, but should serve as a reference for appropriate and safe use of telecommunications:

1. Students shall:

   a. Use the BCPS telecommunications for educational purposes only.

   b. Communicate with others in a courteous and respectful manner.

   c. Maintain the privacy of an individual's personal information such as address, phone number, password(s), and respect the same privacy of others.

   d. Use only telecommunication accounts and passwords provided by BCPS.

   e. Report any incident of harassment to the supervising employee.

   f. Comply with copyright laws and intellectual property rights of others.

   g. Agree to the review of student communications, data, and files by the Baltimore County Public Schools.
h. Report violation of this *Telecommunications Acceptable Use Policy* to the supervising employee.

2. Students shall not:

   a. Knowingly enter unauthorized computer networks or software to tamper or destroy data.

   b. Bypass the school system’s filtering server.

   c. Access or distribute abusive, harassing, bullying, libelous, obscene, offensive, profane, pornographic, threatening, sexually explicit, or illegal material.

   d. Install unauthorized software on computers.

   e. Use telecommunications for commercial, purchasing, or illegal purposes.

   f. Use telecommunications in any other manner that would violate the school board’s disciplinary policies.

I. Responding to requests for additional information about a student is the responsibility of the principal or designee who shall comply in accordance with the Code of Maryland Regulations (COMAR) 13A.08.02.

J. BCPS shall not enter into any contract for telecommunications and/or information services where student directory information will be collected by the vendor for purposed not approved by BCPS. All requests by vendors for student directory information will be processed in accordance with Superintendent’s Rule 5230.

K. BCPS shall permit photographs, videos, and/or sound recordings of student(s) taken during school-sponsored activities and/or learning experiences to appear in but not limited to, a school or system-level Web site, pod cast, video production, The Education Channel production or broadcast, and commercial news broadcast media.

If the parents/guardians do not want their child to be photographed, videotaped, and/or audiotaped and/or his/her child’s first and surname used in any of the above mentioned media, the parents/guardians will have the
opportunity to “opt out” as outlined in the BCPS Student Handbook by annually submitting a written notice to the school principal.

L. The BCPS shall publish/produce student’s intellectual property created during school-sponsored activities and/or learning experiences to appear in, but not limited to, a school or system level Web site, podcast, video production, The Education Channel production or broadcast, and commercial news broadcast media. Identification of a student’s intellectual property shall appear in the following manner:

**Individual Student** – First name and surname

**Group of Students** – Group name with the exception of labeling that would identify students’ intellectual level, such as “Ms. Jones’ Special Education or gifted and talented (G/T) class.”

If the parents/guardians do not want their child’s intellectual property to be published/produced in the above mentioned media, the parents/guardians will have the opportunity to “opt out” as outlined in the BCPS Student Handbook by annually submitting a written notice to the school principal.

M. Students’ resumes shall not be linked to or included as part of any school or system level Web site.

N. Electronic publications, such as student personal Web pages, shall not be linked to or included as part of any school or system level Web site.

O. Electronic publications and productions created by students may be linked to or included as part of any school or system level Web site provided that they:

1. Are reviewed and approved by the principal’s designee Webmaster.

2. Comply with the guidelines for Web publishing as specified in the *Webmaster Roles and Responsibilities Agreement* form (Series 4006, Form B).

3. Comply with the Superintendent’s Rule 1110, Communication with the Public.

P. All school or system level Web pages shall contain or link to the following disclaimer:
The BCPS does not guarantee the accuracy or quality of information located on the telecommunications networks. We have made every reasonable attempt to ensure that our school system’s Web sites are educationally sound and do not contain links to anything that can be deemed in violation of the BCPS telecommunications policy. The linked sites are not under the control of the Baltimore County Public Schools; therefore, BCPS is not responsible for the contents of any linked site, links within the site, or any revisions to such sites. Links from BCPS’ Web sites are provided as a convenience and do not imply an endorsement of the linked Web site.

Q. All school or system level Web sites which are representative of the BCPS shall comply with Board policies and rules and employ the conventions of Standard English or other languages.

R. BCPS’ network storage areas shall be treated like school lockers, as they are property of BCPS. The privacy of student communications, data, and files is neither expressed nor implied. BCPS may review student communications, data, and files to maintain system integrity and to monitor appropriate use of the network. Illegal activities will be reported to the appropriate authorities.

S. Students shall comply with the terms and conditions of the Telecommunications Acceptable Use Policy for Students form (Series 6202, Form A). Students who fail to comply shall be disciplined according to the procedures set forth in the BCPS’ Student Handbook.

Legal References:

18 U.S.C. §§2510-2522, ELECTRONIC COMMUNICATIONS PRIVACY ACT
20 U.S.C. §1232g, FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
20 U.S.C. §§1400-1419, INDIVIDUALS WITH DISABILITIES EDUCATION ACT
29 U.S.C. 794, SECTION 504 OF THE REHABILITATION ACT
47 U.S.C. §254(h), Children’s Internet Protection Act
[18 U.S.C. §§2701-2711, Electronic Communications Privacy Act
20 U.S.C. §1232g, Family Educational Rights and Privacy Act
20 U.S.C. §794d, Section 508 of the Rehabilitation Act of 1973
Annotated Code of Maryland, Education Article §7-305, SUSPENSION AND EXPULSION
Annotated Code of Maryland, Education Article §7-308, SEARCHES OF STUDENTS AND SCHOOLS
Annotated Code of Maryland, Education Article §26-101, DISTURBING ACTIVITIES AT SCHOOL OR COLLEGE; MOLESTING OR THREATENING STUDENTS
ANNOTATED CODE OF MARYLAND, STATE GOVERNMENT ARTICLE §§10-611 to 10-630, ACCESS TO PUBLIC RECORDS
COMAR 13A.05.01, PROVISION OF A FREE APPROPRIATE PUBLIC EDUCATION
COMAR 13A.05.02 [.13H], ADMINISTRATION OF SERVICES FOR STUDENTS WITH DISABILITIES
COMAR 13A.05.04.01, PUBLIC SCHOOL LIBRARY PROGRAMS
COMAR 13A.08.01.11, DISCIPLINARY ACTION
[COMAR 13A.08.01.14]

Related Policies:
BOARD OF EDUCATION POLICY 1110, PUBLICATIONS, RADIO, TELEVISION, AND DIGITAL MEDIA
BOARD OF EDUCATION POLICY 4008, DATA GOVERNANCE
BOARD OF EDUCATION POLICY 4104, TECHNOLOGY ACCEPTABLE USE POLICY (TAUP) FOR EMPLOYEES AND APPROVED NON-EMPLOYEES
BOARD OF EDUCATION POLICY 5230, STUDENT RECORDS
Board of Education Policy 5550, DISRUPTIVE BEHAVIOR
[Board of Education Policy 5570]
BOARD OF EDUCATION POLICY 5580, BULLYING, HARASSMENT, OR INTIMIDATION
BOARD OF EDUCATION POLICY 5590, STUDENTS’ EXPRESSIONS
BOARD OF EDUCATION POLICY, 5600, STUDENTS’ RIGHTS AND RESPONSIBILITIES
[Board of Education Policy 5660]
BOARD OF EDUCATION POLICY 6002, SELECTION OF INSTRUCTIONAL MATERIALS

RELATED RULE: SUPERINTENDENT’S RULE 1120, COPYRIGHT
<table>
<thead>
<tr>
<th>Rule</th>
<th>Superintendent of Schools</th>
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</thead>
<tbody>
<tr>
<td>Approved: 06/09/97</td>
<td></td>
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<tr>
<td>Revised: 03/11/03</td>
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<td>Revised: 04/22/08</td>
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<td>REVISED:</td>
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</tbody>
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INSTRUCTIONS: Complete both pages of this Opt-Out Form and return the signed form to your child's principal by October 1 of the current school year, or within 30 days of your child's enrollment in school.

Student Information

<table>
<thead>
<tr>
<th>Student's Last Name</th>
<th>First</th>
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<tbody>
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<tr>
<th>School</th>
<th>Grade</th>
<th>Teacher</th>
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</table>

Directory Information Opt-Out

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Baltimore County Public Schools (BCPS), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, BCPS may disclose appropriately designated "directory information" without written consent, unless you have provided written notice to the school system to the contrary.

In accordance with Superintendent's Rule 5230, Student Records, BCPS has identified the following information as "directory information" and releases the following information without parent consent: student's name, address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received.

Federal law also requires that BCPS provide names, addresses, and telephone numbers of secondary school students to military recruiters or institutions of higher education that request the information, except where the parent or eligible student opts out by notifying the school system in writing that he/she does not consent to the release of this information.

To opt out means that a parent/guardian or eligible student is not permitting BCPS to share a student's directory information. If you do not express your preferences, you are giving BCPS permission to disclose your child's directory information upon request.

Note: If you "opt-out" of the release of directory information, BCPS will not release your child's directory information to anyone, including, but not limited to: Boys and Girls Clubs, YMCA, scouts, PTA, booster clubs, yearbook/memory book companies that take photographs at schools, and/or other agencies and organizations.

Please check the appropriate boxes below.

☐ DO NOT release my child's directory information to anyone.
☐ DO NOT release my child's name, address, and telephone number to military recruiters.
☐ DO NOT release my child's name, address, and telephone number to institutions of higher education.

Parent Signature ____________________________ Date __________

Continued on Page 2
Intellectual Property Opt-Out

In accordance with Board of Education Policy and Superintendent's Rule 6202, Technology Acceptable Use Policy (TAUP) for Students, a parent may withhold permission to have a student's intellectual property published. As the parent or guardian of the student identified above, I understand that I may withhold permission if I do not want BCPS to publish and/or display my child's intellectual property created during school-sponsored activities and/or learning experiences in a school or school-system web site, pod cast, video production, TV production or broadcast, commercial news broadcast, newsletters, or by any other means.

If you do not want your child's intellectual property released, check the box below and sign:

☐ DO NOT release the intellectual property of my child.

Parent Signature ___________________________ Date ______________

Student Photographs, Videos, and/or Sound Recordings Opt-Out

In accordance with Board of Education Policy and Superintendent's Rule 6202, Technology Acceptable Use Policy (TAUP) for Students, a parent may withhold permission to have a student photographed, videotaped, and/or audiotaped during school-sponsored activities, learning experiences, and/or media events. As the parent or guardian of the student identified above, I understand that if I opt-out, my child will not be included in pictures taken by school staff, students, or anyone outside the school, including commercial photographers and the media, nor will my child's picture be part of a school yearbook, memory book, memory video, sports team, club, or any other medium.

Note: This does not include videotaping by security cameras in school or on school buses.

If you do not want your child to be photographed, videotaped and/or audiotaped, check the box below and sign:

☐ DO NOT allow my child to be photographed, videotaped and/or audio taped during school-sponsored activities and/or learning experiences.

Parent Signature ___________________________ Date ______________

RETURN THIS COMPLETED FORM TO THE PRINCIPAL OF YOUR CHILD'S SCHOOL BY OCTOBER 1 OF THE CURRENT SCHOOL YEAR OR WITHIN 30 DAYS OF THE STUDENT'S ENROLLMENT IN SCHOOL.
Agenda Item Details

Meeting: Jan 14, 2014 - MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND
Category: R. INFORMATION
Subject: S. Southeast Area Advisory Council Meeting Minutes for June, September, and October 2013
Access: Public
Type: Information

Public Content

Southeast Area Educational Advisory Council June 2013.doc (63 KB)
Southeast Area Educational Advisory Council September 2013.doc (72 KB)
Southeast Area Educational Advisory Council 10-14-13.doc (55 KB)

Administrative Content

Executive Content
Southeast Area Education Advisory Council
Meeting Minutes June 17, 2013

Meeting called to order: 7:00 PM

Advisory Council Members: Jackie Brewster, Bonnie Saul, Sandra Skordalos & Bud Staigerwald

Approval of the Minutes: May minutes were approved
Letters of Communication: none

Questions/Concerns:
Holabird MS / Norwood ES – Will the buildings be ready for the first day? Will the new curriculum be in place? Dr. Dance and the Board of Education have promised that all will be in place on opening day. We will follow up in August. Definitely want to schedule a meeting at these schools.

Dundalk HS/ Sollers Point Technical HS – Will the brand new facility be ready for opening day. We will follow up in August. Definitely want to schedule a meeting at these schools.

Chesapeake HS – Administration changing
General John Stricker MS – Many teachers requesting transfers
Second Language – How does this work with feeder schools? Do they all choose the same language, so there are higher level courses in middle & high school?

Peer Review Positions
What will happen to the fig tree located near the greenhouse at Dundalk HS?

Action Items:
Joint Advisory Council Meeting – Follow up with Mr. Schmidt to reschedule meeting which was postponed due to weather. I will send out the new meeting date when I receive it. Hope to see everyone there.

Calendar-
September 6th at Dundalk HS – Tour of Facility/ MS & HS Update
October 14th at Sollers Technical HS – Pre-Budget hearing
November 11th at Holabird MS – Magnet Program
December – no meeting
January 13th at Battle Monument – Special Education Update
February 10th at Logan ES – Alternative Programs/ ES Update
March 10th at Oliver Beach – Technology Update
April – no meeting
May 12th at Seneca or Hawthorne – Second Language
June 18th Planning Meeting TBD

Selection of Chair and Vice Chair-
Chair – Jackie Brewster
Vice Chair – Sandra Skordalos

Meeting Adjourned: 8:29 PM
Next meeting: September 6th at 7PM at Dundalk HS
Southeast Area Education Advisory Council
Meeting Minutes September 9, 2013
Dundalk & Sollers Technical High Schools

Meeting called to order: 7:07 PM
Advisory Council Members: Jackie Brewster, Bonnie Saul, Sandra Skordalos & Buddy Staigerwald
Attendees: Kim Barnhouser (Dundalk/ Sollers & Holabird MS PTSA)
Presenters: Maria Lowry (Assistant Superintendent, High Schools)
             Dr. Penelope Martin-Knox (Assistant Superintendent, Middle Schools)
             Dr. John Mayo (Assistant Superintendent, Middle Schools)
Host School Administrators: Mr. Shoullice (Dundalk HS Principal)
                           Mr. Weglein (Sollers Point Technical HS Principal)

Presentation:
PowerPoint entitled “Creating a Culture of Deliberate Excellence”
Superintendent’s Goals
  • Implement Blueprint 2.0 that will focus on increasing rigor throughout the entire
district by raising the bar for ALL students and closing gaps
  • Ensure a high quality curriculum in all content areas while transitioning to the
Common Core State Standards
  • Focus strategically on professional growth and development for all employees
  • Ensure internal and external communications are timely, transparent, and clear
Blueprint 2.0: Our Way Forward
  • Goal 1: Academics World-Class Teaching and Learning
  • Goal 2: Safety and Security Safe and Secure Teaching, Learning and Working
Environments
  • Goal 3: Communication Building Community Through Communication
  • Goal 4: Organizational Effectiveness Organizational Performances Standards and
Accountability
BCPS College & Career-Ready Pathway
  • Advanced in MSA in Reading or Mathematics in one or more grades
  • Grade 8 Mathematics final grade of “B”
  • Grade 9 GPA 2.8
  • Grade 10 PSAT combined score of 145
  • Take and pass one AP exam
  • SAT combined score of 1650 or ACT score of 24
BCPS’ Teaching & Learning Framework

<table>
<thead>
<tr>
<th>Learning and Innovative Skills</th>
<th>Media, Information and Technology Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparedness and Planning</td>
<td>Classroom Environment</td>
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<tr>
<td>Rigorous</td>
<td>Relevant</td>
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<td>Accessible</td>
<td>Responsive</td>
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<tr>
<td>Instruction</td>
<td>Professionalism</td>
</tr>
<tr>
<td>Core Knowledge</td>
<td>Life and Career Skills</td>
</tr>
</tbody>
</table>
Differentiated Tiered School Model

- Tier III: High level of differentiated supports (More central staff-directed. Less self-directed).
- Tier II: Moderate level of differentiated supports
- Tier I: Low level of differentiated supports (Less central-staffed directed. More self-directed)

Expected Outcomes

- Graduating on Time
- College and Career Prepared
- Leaders in the global society

Contacts – Middle School office 410-887-8760 High School Office 410-887-8767

Additional information-

- All 11\textsuperscript{th} grade students will be taking the SAT on April 30\textsuperscript{th} in their high schools
- Holabird MS looks like a different school than last year. Eighth graders are helping fourth graders. All students are engaged and using a personal device. They are a Tier II school and work with two assistant superintendents.

Public Questions and/or Comments:

- Concerns were raised regarding other feeder schools leading into Dundalk HS since Norwood ES and Holabird MS have a STEM focus and have more technology. This leaves the students at Dundalk MS, Logan ES, Dundalk ES, Colgate ES, and Berkshire ES entering Dundalk HS without that background. How will they prepare those students to compete with the students who receive this special curriculum? Dundalk MS will have an 8\textsuperscript{th} grade STEM course.
- Other items discussed were Project Lead the Way, The Cyber Security and Defense Program and HS students being able to take CCBC classes for free if they meet certain criteria.

Presentation Period Ended 7:53 PM

After the presentation Mr. Shouldice and Mr. Weglein took the Advisory Council members on a tour of the new facility.

Advisory Council Meeting

The council met briefly:

- The building conditions and programs at Norwood ES (STEM – no magnet funds) and Holabird MS (no faculty bathrooms). Both schools have traffic issues. We will be at Holabird MS in November and will tour the facility.
- Joint Advisory meeting on September 12\textsuperscript{th} from 6:30-7:30PM. Kim is set to be approved tomorrow night at the Board of Education meeting. She will join Sandie Skordalos and I at this meeting if she is appointed to the SE Advisory Council.

Meeting Adjourned: 9:12 PM

Next meeting: October 14\textsuperscript{th} Dinner 5:30PM, Sign up 6:30PM and Testimony begins 7PM at Dundalk & Sollers Point Technical High Schools – Pre-Operating Budget
Southeast Area Educational Advisory Council
Pre-Operating Budget October 14, 2013
Dundalk HS & Sollers Point Technical HS
Minutes

Meeting called to order: 7 PM
Advisory Council Members: Bill Bafitis, Kim Barnhouser, Jackie Brewster, Bonnie Saul, & Sandra Skordalos
Attendees: Stephen Bender (Logan ES – Principal), Aimee Freeman (PTA Council of Baltimore County – Advocacy Chair), Jeff Grim (Chesapeake HS – Principal), Roger Janssen (Board of Education), Craig Reed (Patapsco HS - Principal), George Sarris (Office of Budget and Reporting - Director) Tom Shouldice (Dundalk HS – Principal), Sam Wynkoop (Sparrows Point HS - Principal) & Michael Weglein (Sollers Point Technical HS – Principal)

Speakers:
Maxine Erickson (Dundalk HS - PTSA President)
“Good Evening. I am Maxine Erickson, Dundalk High’s PTSA President. I want to thank the Southeast Area Educational Advisory Committee for the chance to offer input for next year’s FY 2015 budget.

We are excited to be in our new building after five years of planning, construction and anticipation. Students and faculty are responding with increased attention to instruction. Kids seem much calmer, and I know that the air conditioning is making a huge difference in the classrooms. We are very proud of our new community school.

Dundalk continues to make academic progress even as our student body continues to change. Currently, Dundalk has 1324 students. This is 64 students over the school projected enrollment and staffing. And, students continue to enroll. Many of these students have special needs or are English Language Learners.

In addition, the school’s operating budget has been reduced. Restructure funding which had helped Dundalk make academic and social strides has been eliminated. This along with the prior years’ reduction in staffing makes it increasingly difficult for the school to make progress.

For next year’s budget, we request that there be no further reduction in staff at Dundalk and that the school be staffed based on the needs of our Dundalk population. In addition, we request that the school receive the necessary maintenance of effort operating funding to continue to make progress. We don’t want to see the investment in Dundalk reversed.

We want to thank the Board for their continued support of Dundalk High School. Now that the school is open, we invite everyone to come for a tour.

Thank you for allowing us to share.”

Jackie Brewster (Patapsco HS & CFA - PTSA Secretary) and Sandra Skordalos (Patapsco Teacher and Department Chair)

We want to know where Patapsco HS is on the renovation schedule. Realistically, when do you anticipate renovations to begin at Patapsco? Why are we scheduled to get windows and doors? Is this part of the renovation?

Thank you for the stadium!

Area around the trailers is not secure. Getting in and out of the building to use the trailers is very difficult. Why do we not have a card key system at Patapsco like they have done with other schools that have trailers?
Student bathrooms are awful. Technology is needed for testing. While testing is going on in the building other classes cannot use the equipment/ labs. There is always testing going on at Patapsco HS due to its unique schedule. They need to make upgrades to the entry system for school safety. There needs to be a better plan to support students who are not going to college. What resources are available to these students? We need CTE programs and internships.

We need staffing especially in Special Education to meet the needs of our students. Our building needs to be completely renovated and air conditioned.

**Advisory Council addressed some concerns for the overall southeast area schools:**

We spoke about the need for adequate staffing. Smaller class sizes create a better learning environment. They need to look at how they allocate teachers. Split classes are not the best answer. You can have 28 kids in 3rd and 5th grade classes and 18 in 4th grade. The average class size does not tell the complete picture.

High schools need to be renovated. Many across the county are in very bad condition. This is not unique to any area.

Enrollment seems to be up in many of our schools.

At the newly renovated Holabird MS grades 4-8 campus, they need an overhang for the 4th and 5th grade entrance.

The testimony portion ended at 7:32PM.

The SE advisory council met briefly to discuss the priorities for our area and address other concerns.

We spoke about our concerns after attending the Joint Advisory Council meeting. We were not provided with any answers to our concerns or how we will operate in the future. We were told we will be given a schedule regarding policy that will be coming before the board. We are waiting to hear about the follow up meeting that is supposed to occur.

We appreciate the attendance of Mr. Janssen from the Board of Education and Mr. Sarris from BCPS at our meeting. We welcome their future attendance at our meetings.

Special thanks to Mr. Weigle and Mr. Shouldece for hosting our dinner and to the Chefs and students of Sollers Point Tech. HS for preparing a delicious meal. It is always a pleasure to see our students being prepared for their future.

Meeting adjourned: 8:35 PM