**Agenda Item Details**

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**Public Content**

That the Board of Education reviews the proposed deletion of Policy 1500. This is the first reading.

[012814_Policy_1500.pdf (72 KB)](012814_Policy_1500.pdf)

**Administrative Content**

**Executive Content**
POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 1500
ZONING INFORMATION

Statement of Issues or Questions Addressed
In accordance with Board of Education Policy and Superintendent’s Rule 8130, Policy 1500 is scheduled for review in school year 2013-2014. Policy 1500 requires the Board to establish procedures for the review of and action on proposed zoning requests which may have an impact on schools, including petitions made through the Comprehensive Zoning Map process. Staff is recommending that Policy 1500 be deleted. In the past, the school system has neither supported nor petitioned against any individual zoning matter. Further, the County no longer invites the school system to participate in the Comprehensive Zoning Map process. While the school system may submit testimony during the county’s public meetings, it has no formal input in the zoning process. As such, Policy 1500 is no longer needed and should be deleted.

Cost Analysis and Fiscal Impact on School System
No fiscal impact is anticipated by the deletion of this policy.

Relationship to Other Board of Education Policies
1. None

Legal Requirements
1. None

Similar Policies Adopted by Other Local School Systems
Staff could find no similar policies adopted by any other Maryland local board of education.

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
None

Timeline
First reading – January 28, 2014
Public comment – February 11, 2014
Third reading/vote – March 11, 2014
COMMUNITY RELATIONS: Zoning Information

I. The Board of Education of Baltimore County (Board) establishes procedures to review and take necessary action regarding proposed zoning requests which may have an impact on schools. Zoning requests include petitions made through the quadrennial Comprehensive Zoning Map Process (CZMP).
Agenda Item Details

Meeting: Jan 28, 2014 - MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND
Category: K. WORK SESSION REPORT - BOARD OF EDUCATION POLICIES (First Reading) (Ms. Williams)
Subject: 2. Proposed Deletion of Policy 2300 - ADMINISTRATION: Administrative Operations
Access: Public

Public Content

That the Board of Education review the proposed deletion of Policy 2300. This is the first reading.

012814_Policy_2300.pdf (74 KB)

Administrative Content

Executive Content
POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 2300
ADMINISTRATIVE OPERATIONS

Statement of Issues or Questions Addressed
In accordance with Board of Education Policy and Superintendent’s Rule 8130, Policy 2300 is scheduled for review in school year 2013-2014. Policy 2300 provides that the Board of Education will adopt policies to guide professional staff and direct that they follow established lines of communication, responsibility, and authority. Staff is recommending that the policy be deleted; because the policy is not required by statute or regulation, and the Board has already adopted policies concerning employee obligations and responsibilities. As such, the policy is not required.

Cost Analysis and Fiscal Impact on School System
No fiscal impact is anticipated by the deletion of this policy.

Relationship to Other Board of Education Policies
1. Board of Education Policy 4002, Obligations of Employees of the Board of Education of Baltimore County
2. Board of Education Policy 4100, Employee Conduct and Responsibilities

Legal Requirements
1. None

Similar Policies Adopted by Other Local School Systems
A search of Maryland LEA policy web sites found no similar policy.

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
No other alternatives were considered.

Timeline
First reading – January 28, 2014
Public comment – February 11, 2014
Third reading/vote – March 11, 2014
ADMINISTRATION: Administrative Operations

I. Responsibilities

A. In order to provide the framework for administrative operations, the Board of Education of Baltimore County (Board) will:

1. Adopt policies to guide the professional staff.

2. Direct that the established lines of communication, responsibility, and authority shall be followed.

Legal References: Annotated Code of Maryland, Education Article §4-108

Related Policy: Board of Education Policy 8120

Policy Adopted: 9/18/68
Revised: 3/10/09]
**Agenda Item Details**

**Meeting**
Jan 28, 2014 - MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

**Category**
K. WORK SESSION REPORT - BOARD OF EDUCATION POLICIES (First Reading) (Ms. Williams)

**Subject**
3. Proposed Changes to Policy 3250-NON-INSTRUCTIONAL SERVICES: Purchasing-Selection of Design and Construction Consultants

**Access**
Public

**Type**
Report

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**Public Content**

That the Board of Education review the proposed changes to Policy 3250. This is the first reading.

[012814_Policy_3250.pdf (155 KB)](012814_Policy_3250.pdf)

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**Administrative Content**

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**Executive Content**


POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 3250
SELECTION OF CONSTRUCTION CONSULTANTS
RENAMED AS, "SELECTION OF DESIGN AND CONSTRUCTION CONSULTANTS"

Statement of Issues or Questions Addressed
In accordance with the Board of Education Policy and Superintendent’s Rule 8130, Policy 3250 is scheduled for review in school year 2013-2014. Staff has reviewed Policy 3250, as well as Policy 3260. Staff is recommending that Policy 3260 be deleted, and that essential portions of Policy 3260 relating to on-call consultants be moved to Policy 3250. Policy 3250 outlines the need for design and construction consultants to support various capital projects and directs the Superintendent to establish a qualifications-based selection process for the selection of these consultants. Staff is recommending that the policy be revised to: (1) include a policy statement; (2) expand the policy to include all design and construction consultants for capital projects, including on-call consultants; (3) include an implementation section; and (4) conform with the Policy Review Committee’s editing conventions.

Cost Analysis and Fiscal Impact on School System
No fiscal impact is anticipated by the revision of this policy.

Relationship to Other Board of Education Policies
1. Board of Education Policy 3210, Purchasing Guidelines
2. Board of Education Policy 3215, Contract Execution
3. Board of Education Policy 3230, Qualification of Vendors
4. Board of Education Policy 3260, On-Call Consultant (Architects, Engineers, and Surveyors) [Recommended for deletion]

Legal Requirements
1. Annotated Code of Maryland, Education Article §4-117, Employment of Architect; Conformity to Building Regulations
2. Annotated Code of Maryland, Education Article §5-112, Bids

Similar Policies Adopted by Other Local School Systems
Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
Staff considered keeping both Policy 3250 and 3260, but decided that the two policies should be combined.

Timeline
First reading – January 28, 2014
Public comment – February 11, 2014
Third reading/vote – March 11, 2014
ON-INSTRUCTIONAL SERVICES: Purchasing

Selection of DESIGN AND Construction Consultants

I. POLICY STATEMENT

A. The Board of Education of Baltimore County (Board) is committed to the effective and efficient use of resources in construction projects, capital improvements, and major maintenance.

B. The Board RECOGNIZES THE NEED FOR ESTABLISHED PROCUREMENT PROCESSES FOR [believes that] the selection of qualified DESIGN AND CONSTRUCTION consultants [for] TO SUPPORT its capital projects. [supports its commitment to sound fiscal and resource management. Selection processes should be completed by the administrative staff prior to the submission of any recommendations for approval by the Board.]

C. THE SUPERINTENDENT SHALL ESTABLISH GUIDELINES [The Board hereby directs the Superintendent to establish rules] for a qualifications-based selection process for ALL DESIGN AND CONSTRUCTION consultants THAT INCLUDES CRITERIA FOR PRE-QUALIFICATION AND A REQUIREMENT FOR APPROPRIATE LICENSURE. [, which shall include architects, engineers, surveyors, and construction managers].

II. IMPLEMENTATION

THE BOARD DIRECTS THE SUPERINTENDENT TO IMPLEMENT THIS POLICY.

LEGAL REFERENCES: ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §4-117, EMPLOYMENT OF ARCHITECT; CONFORMITY TO BUILDING REGULATIONS ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §5-112, BIDS
POLICY 3250

RELATED POLICIES:  BOARD OF EDUCATION POLICY 3215, PURCHASING GUIDELINES
BOARD OF EDUCATION POLICY 3215, CONTRACT EXECUTION
BOARD OF EDUCATION POLICY 3230, QUALIFICATION OF VENDORS

Policy
Adopted: 08/12/76
Revised: 11/01/90
Revised: 07/13/99
Revised: 08/12/08
REVISED: 

Board of Education of Baltimore County
**Agenda Item Details**

**Meeting**
Jan 28, 2014 - MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

**Category**
K. WORK SESSION REPORT - BOARD OF EDUCATION POLICIES (First Reading) (Ms. Williams)

**Subject**
4. Proposed Deletion of Policy 3260-NON-INSTRUCTIONAL SERVICES - Purchasing -On-Call Consultant (Architects, Engineers, and Surveyors)

**Access**
Public

**Type**
Report

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**Public Content**

That the Board of Education reviews the proposed deletion of Policy 3260. This is the first reading.

[012814_Policy_3260.pdf (62 KB)]

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**Administrative Content**

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**Executive Content**

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POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 3260
ON-CALL CONSULTANT (ARCHITECTS, ENGINEERS, AND SURVEYORS)

Statement of Issues or Questions Addressed
In accordance with Board of Education Policy and Superintendent’s Rule 8130, Policy 3260 is scheduled for review in school year 2013-2014. Policy 3260 outlines the need for on-call consultants who provide expert design and engineering services for school system construction and renovation projects. The policy further directs the Superintendent to establish rules for the selection of these on-call consultants. Staff is recommending that the policy be deleted, because the language currently in the policy is being recommended for incorporation into Policy 3250, Selection of Construction Consultants. Thus, Policy 3260 will no longer be needed.

Cost Analysis and Fiscal Impact on School System
No fiscal impact is anticipated by the deletion of this policy.

Relationship to Other Board of Education Policies
1. Board of Education Policy 3250, Selection of Construction Consultants

Legal Requirements
None

Similar Policies Adopted by Other Local School Systems
Staff found that other Maryland LEAs did not have similar policies.

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
No other alternatives were considered.

Timeline
First Reading – January 28, 2014
Public Comment – February 11, 2014
Third Reading – March 11, 2014
NON-INSTRUCTIONAL SERVICES: Purchasing

On-Call Consultant (Architects, Engineers, and Surveyors)

The Board of Education of Baltimore County (Board) believes that the maintenance and construction of its facilities contributes to the quality of the educational program. The Board often requires the expert services of design and engineering professionals to supplement and to advise its own staff, and believes that the selection procedures of these professionals should be established by the Superintendent.

The Board hereby directs the Superintendent to establish rules for the selection of on-call consultants for school construction and renovation projects where the estimated construction cost does not exceed $2,000,000.

Legal References: Annotated Code of Maryland, Education Article §4-117
Agenda Item Details

Meeting: Jan 28, 2014 - MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

Category: K. WORK SESSION REPORT - BOARD OF EDUCATION POLICIES (First Reading) (Ms. Williams)

Subject: 5. Proposed Deletion of Policy 4301 - PERSONNEL: Professional Staff-Professional

Access: Public

Type:

Public Content

That the Board of Education reviews the proposed deletion of Policy 4301. This is the first reading.

012814_Policy_4301.pdf (76 KB)

Administrative Content

Executive Content
POLICY ANALYSIS FOR  
BOARD OF EDUCATION POLICY 4301  
PROFESSIONAL

Statement of Issues or Questions Addressed
In accordance with Board of Education Policy and Superintendent’s Rule 8130, Policy 4301 is scheduled for review in school year 2013-2014. Policy 4301 provides that the Board of Education, through its personnel policies, will attract and retain qualified personnel. Staff is recommending that the policy be deleted. Board Policy 4003, Recruitment and Selection, outlines the Board’s commitment to recruiting and hiring highly qualified employees for the entire school system. Policy 4301, however, is limited to the selection and recruitment of professional employees. Therefore, Policy 4301 should be deleted.

Cost Analysis and Fiscal Impact on School System
No fiscal impact is anticipated by the deletion of this policy.

Relationship to Other Board of Education Policies
1. None

Legal Requirements
1. None

Similar Policies Adopted by Other Local School Systems
A search of Maryland LEA policy web sites found no similar policy.

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
No other alternatives were considered.

Timeline
First Reading - January 28, 2014
Public Comment – February 11, 2014
Third Reading – March 11, 2014
PERSONNEL: Professional Staff

Professional

I. PROCEDURES

A. The personnel policies of a school system are an essential part of the program of public education in a community. The philosophy of a school system and the community is generally reflected in these policies.

B. Through its personnel policies, the Board of Education of Baltimore County (Board) establishes conditions that will attract and retain the highest qualified personnel who will devote themselves to the education and welfare of students.

C. The Superintendent is directed to establish required procedures.

Legal Reference: Annotated Code of Maryland, Education Article §6-201, Appointment, tenure, and qualification.
**Agenda Item Details**

**Meeting**  
Jan 28, 2014 - MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

**Category**  
K. WORK SESSION REPORT - BOARD OF EDUCATION POLICIES (First Reading) (Ms. Williams)

**Subject**  
6. Proposed Changes to Policy 5110 - STUDENTS: Enrollment and Attendance-Admission

**Access**  
Public

**Public Content**

That the Board of Education reviews the proposed changes to Policy 5110. This is the first reading.

[012814_Policy_5110.pdf (184 KB)]

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**Administrative Content**

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**Executive Content**

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POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 5110

ADMISSION

Statement of Issues or Questions Addressed
In accordance with Board of Education Policy and Superintendent’s Rule 8130, Policy 5110 is scheduled for review in school year 2013–2014. Policy 5110 establishes criteria for the admission of students in Baltimore County Public Schools. Staff is recommending that the policy be revised to: (1) include a policy statement; (2) outline standards for the admission of students to BCPS; (3) include an implementation section; and (4) conform to the Policy Review Committee’s editing conventions.

Cost Analysis and Fiscal Impact on School System
No fiscal impact is anticipated by the revision of this policy.

Relationship to Other Board of Education Policies
1. Board of Education Policy 5100, Compulsory Attendance
2. Board of Education Policy 5150, Residents and Nonresidents

Legal Requirements
1. 42 U.S.C. §11431, et seq., McKinney-Vento Homeless Education Assistance Improvement Act
2. Annotated Code of Maryland, Education Article §7-101, Admission of students; location, kindergarten
3. Annotated Code of Maryland, Education Article §7-301, Compulsory attendance
4. COMAR 13A.08.01.02, Age for School Attendance
5. COMAR 13A.08.01.02-2, Exemptions to Kindergarten Attendance Requirement

Similar Policies Adopted by Other Local School Systems
1. Harford County Board of Education, Policy 02-0003-000, Admissions
   http://www.hcps.org/BOE/PoliciesProcedures/docs/students.pdf
2. Montgomery County Board of Education, Policy JEA-RA, Enrollment of Student
3. Howard County Board of Education, Policy 9000, Student Residency, Eligibility, Enrollment and Assignment

Draft of Proposed Policy
Attached
Other Alternatives Considered by Staff
No other alternatives were considered.

Timeline
First reading – January 28, 2014
Public comment – February 11, 2014
Third reading/vote – March 11, 2014
STUDENTS: Enrollment and Attendance

ADMISSION

I. POLICY STATEMENT [Admission]

THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) IS COMMITTED TO PROVIDING EACH STUDENT ACCESS TO A QUALITY EDUCATION. IN ACCORDANCE WITH STATE LAW, ALL QUALIFIED SCHOOL-AGED CHILDREN, WHO HAVE AN ESTABLISHED BONA FIDE DOMICILE IN BALTIMORE COUNTY, ARE TO BE ADMITTED FREE OF CHARGE TO BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS).

II. STANDARDS

[A. Children who are five (5) years of age on or before September 1 shall be enrolled in kindergarten.]

[B.] ANY STUDENT SEEKING ADMISSION [All students entering the Baltimore County Public Schools] from A private, parochial, [or] other public school SYSTEM[s], OR NONPUBLIC PROGRAM CERTIFIED BY THE MARYLAND STATE DEPARTMENT OF EDUCATION shall be placed in the grade level[s] to which they are certified by the sending school, PROVIDED THE CHILD IS AGE-ELIGIBLE. [This is provided the child is age eligible or transferring from a nonpublic program certified by the Maryland State Department of Education. All other transfer students are entitled to grade placement as indicated on their transfer records. If it is necessary to change grade placement, such change shall be substantiated by achievement test results, other test results that are available, and the opinions of the classroom teacher and principal. A request for change in grade placement shall be submitted with the substantiating documentation to the Area Assistant Superintendent.]

C. Transfer students are entitled to grade placement as indicated on their transfer cards provided the child is age eligible.

D. Parents wishing an exception to this requirement may complete the Waiver for Kindergarten (Level of Maturity), place the child in an approved alternative setting, initiate home instruction, or follow the procedures in the Guidelines for Applying for Early Enrollment into Kindergarten.]
B. [E.] PROOF OF AGE SHALL BE REQUIRED FOR ADMISSION TO A BCPS SCHOOL. ENROLLMENT SHALL BE MADE IN ACCORDANCE WITH STATE REQUIREMENTS, BOARD POLICY, AND SUPERINTENDENT’S RULE 5150, RESIDENT AND NONRESIDENTS. [Every parent/guardian must present the child’s birth certificate or other satisfactory evidence of age at the first enrollment in a county public school.]

III. IMPLEMENTATION

THE BOARD DIRECTS THE SUPERINTENDENT TO IMPLEMENT THIS POLICY.

Legal References: 42 U.S.C. §11431, ET SEQ., MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE IMPROVEMENT ACT
Annotated Code of Maryland, Education Article §7-101, ADMISSION OF STUDENTS; LOCATION, KINDERGARTEN
Annotated Code of Maryland, Education Article §7-301, COMPULSORY ATTENDANCE
COMAR 13A.08.01.02 Age for School Attendance
COMAR 13A.08.01.02-2 Exemptions to Kindergarten Attendance Requirement
[COMAR 13A.08.02.02A Level of Maturity Waiver]

Related Policies: Board of Education Policy 5100, Compulsory Attendance
BOARD OF EDUCATION POLICY 5150, RESIDENTS AND NONRESIDENTS

Policy
Adopted: 11/12/70
Revised: 07/12/84
Revised: 07/11/85
Revised: 06/27/95
Revised: 04/12/05
Revised: 01/13/09
REVISED: __________

Board of Education of Baltimore County
### Agenda Item Details

**Meeting**  
Jan 28, 2014 - MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

**Category**  
K. WORK SESSION REPORT - BOARD OF EDUCATION POLICIES (First Reading) (Ms. Williams)

**Subject**  
7. Proposed Changes to Policy 5320 - STUDENTS: Activities-Student Organization and Clubs

**Access**  
Public

**Type**  
Report

### Public Content

That the Board of Education reviews the proposed changes to Policy 5320. This is the first reading.

[012814_Policy_5320.pdf (161 KB)](012814_Policy_5320.pdf)

### Administrative Content

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### Executive Content

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POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 5320
ORGANIZATIONS
RENAZED AS, “STUDENT ORGANIZATIONS AND CLUBS”

Statement of Issues or Questions Addressed
In accordance with Board of Education Policy and Superintendent’s Rule 8130, Policy 5320 is scheduled for review in school year 2013–2014. Policy 5320 acknowledges the Board’s support for schools to establish student organizations and clubs – school-sponsored or student-organized – that provide a variety of opportunities for student engagement. Staff is recommending that the policy be revised to: (1) rename it; (2) require clubs and organizations to have the authorization in order to conduct activities in schools or on school grounds; (3) include an implementation section; and (4) conform with the Policy Review Committee’s editing conventions.

Cost Analysis and Fiscal Impact on School System
No fiscal impact is anticipated by the revision of this policy.

Relationship to Other Board of Education Policies
1. Board of Education Policy 3160, School-Sponsored Activities
2. Board of Education Policy 5500, Conduct
3. Board of Education Policy 5600, Students’ Rights and Responsibilities

Legal Requirements
2. Annotated Code of Maryland, Education Article §7-108, Use of School Property for other than School Purposes – In General
3. COMAR 13A.08.01.09, Student Organizations

Similar Policies Adopted by Other Local School Systems
1. Anne Arundel Board of Education, Policy JCL, Student Organizations
2. Montgomery County Board of Education, Policy JFA, Student’s Rights and Responsibilities
3. Harford County Board of Education, Policy 06-0010-000, Clubs

Draft of Proposed Policy
Attached
Other Alternatives Considered by Staff
Staff considered deletion of the policy; however, after consulting with principals, staff determined that the policy was necessary guidance for school-based staff, particularly when responding to requests for non-school sponsored clubs and organizations.

Timeline
First Reading – January 28, 2014
Public Comment – February 11, 2014
Third Reading – March 11, 2014
STUDENTS: Activities

STUDENT ORGANIZATIONS AND CLUBS

I. POLICY STATEMENT [Establishment of Clubs]

[A.] The Board of Education of Baltimore County (Board) ENCOURAGES THE
ESTABLISHMENT OF CLUBS AND [endorses establishing clubs and other
approved school] organizations THAT PROVIDE A VARIETY OF
OPPORTUNITIES FOR STUDENT ENGAGEMENT. [for the purpose of
reaching the interests of as many students as possible.]

II. [B.] STANDARDS

A. ALL STUDENT ORGANIZATIONS AND CLUBS SEEKING TO
CONDUCT ACTIVITIES IN BALTIMORE COUNTY PUBLIC
SCHOOLS’ (BCPS) FACILITIES OR ON ITS GROUNDS SHALL BE
PERMITTED TO CONDUCT SUCH ACTIVITIES ONLY IF
AUTHORIZED TO DO SO.

B. Student clubs or organizations which are approved by the administration of
the school and which are sponsored and supervised by faculty members are
encouraged by the Board provided that the membership of the organization
is open to the free choice of any students who qualify to fill the aims of the
organization.

[II. Equal Access Act]

C. The Equal Access Act requires that BCPS [the Baltimore County Public
Schools (BCPS) limited open forum] grant equal access to student groups
who wish to meet for religious, political, or philosophical purposes, if the
school allows other types of non-curriculum related student groups to meet.

III. IMPLEMENTATION

THE BOARD DIRECTS THE SUPERINTENDENT TO IMPLEMENT THIS
POLICY.
Legal References: 20 U.S.C. §4071, DENIAL OF EQUAL ACCESS PROHIBITED (Equal Access Act)
Annotated Code of Maryland, Education Article §7-108, USE OF SCHOOL PROPERTY FOR OTHER THAN SCHOOL PURPOSES – IN GENERAL
COMAR 13A.08.01.09, STUDENT ORGANIZATIONS

RELATED POLICIES: BOARD OF EDUCATION POLICY 3160, SCHOOL-SPONSORED ACTIVITIES
BOARD OF EDUCATION POLICY 5500, CONDUCT
BOARD OF EDUCATION POLICY 5600, STUDENTS' RESPONSIBILITIES AND RIGHTS

Policy
Adopted: 11/21/68
Revised: 11/20/69
Revised: 07/12/84
Revised: 05/28/97
Revised: 03/10/09
REVISED: 

Board of Education of Baltimore County