

TENTATIVE, SUBJECT TO CHANGE

MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

OPEN SESSION

Wednesday, November 8, 2006
5:30 P.M.-Closed Session, 7:30 P.M.-Open Session
Educational Support Services Building

- I. PLEDGE OF ALLEGIANCE
- II. SILENT MEDITATION IN REMEMBRANCE
- III. AGENDA
Consideration of the agenda for November 8, 2006
- IV. ADVISORY AND STAKEHOLDER GROUPS
- V. SUPERINTENDENT'S REPORT
 - Curriculum Management Audit Update – Phi Delta Kappa International Inc.
- VI. RECOGNITION OF ADMINISTRATIVE APPOINTMENTS AND ADVISORY COUNCIL APPOINTMENTS FROM OCTOBER 24, 2006 (Dr. Peccia)
- VII. REPORTS
 - A. Proposed Changes to Policy 3310 – NON-INSTRUCTIONAL SERVICES: Food Service (first reading) (Mr. Dent)
Exhibit A
 - B. Woodlawn Middle School Update (Dr. Rodriguez)
Exhibit B
- VIII. NEW BUSINESS
 - A. Consideration of consent to the following personnel matters: (Dr. Peccia)
 - 1. Retirements Exhibit C
 - 2. Resignations Exhibit D
 - 3. Leaves of Absence Exhibit E
 - 4. Deaths Exhibit F
 - 5. Administrative Appointments Exhibit G
 - 6. Advisory Council Appointment Exhibit H

VIII. NEW BUSINESS (cont)

- B. Consideration of consent to the following contract awards: (Mr. Gay/Mr. Sines)
Exhibit I
1. Contract Extension: Physical Examinations
 2. Ice Melting Chemicals
 3. The National Joint Powers Alliance® (NJPA) Purchasing Consortium
 4. Contract Modification: Renovations for Catonsville Middle School
 5. Contract Modification: General Contractor Construction Services for Holabird Middle School Renovation
 6. Contract Modification: On-Call Construction Monitoring Services at Various Schools
 7. Contract Modification: Design Services for Vincent Farm Elementary School
 8. Renovations for General John Stricker Middle School
 9. Renovations for Old Court Middle School

IX. INFORMATION

- A. September 30, 2006 Official Enrollment and Projection Comparison Exhibit J
- B. Revised Superintendent's Rule 5230 – STUDENTS: Elementary and Secondary Exhibit K

X. ANNOUNCEMENTS

- A. Public Comment on Proposed Changes to Policy 3640 (second reading)
- B. General Public Comment

Next Board Meeting Tuesday, November 21, 2006
7:30 PM Greenwood

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: November 8, 2006

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **PROPOSED CHANGES TO BOARD OF EDUCATION
POLICY 3310**

ORIGINATOR: J. Robert Haines, Esq., Deputy Superintendent

RESOURCE Don Dent, Executive Director, Planning and Support Operations

PERSON(S): Karen Levenstein, Director, Office of Food and Nutrition Services

RECOMMENDATION

It is recommended that Board of Education Policy 3310 be revised to more accurately reflect the mission and purpose of the Food Service Program. This is the first reading of Policy 3310.

Attachment I – Policy Analysis
Attachment II – Policy 3310

BOARD OF EDUCATION OF BALTIMORE COUNTY
Policy Analysis for Proposed Revision to Policy 3310 and 3330, and
Deletion of Policy 3320
NON-INSTRUCTIONAL SERVICES: Food Services

Statement of Issues Addressed by the Proposed Policy Revision

Policy 3310 has been updated to more accurately reflect the mission and purpose of the Food Service Program. The new language renders Policy 3320 unnecessary and it is recommended for deletion. Policy 3330 has been updated to reflect current operational standards and controls.

Cost Analysis

There are no new costs associated with the proposed revisions.

Relationship to Other Board of Education Policies

All Board of Education policies that address the Food and Nutrition Services program are being submitted for review together.

Policy 3330 is set in accordance with Policy 3131 – External Audit.

Legal Requirement

There is no legal requirement to establish a food service program. The legal requirements referenced in the policies reflect sanitation and health standards.

Similar Policies Adopted by Other School Systems

Every LEA in Maryland participates in the USDA National School Lunch Program and each Superintendent signs the MSDE School Nutrition Program Agreement annually. Individual operational policies and standards in each LEA may differ.

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

The revised documents bring our mission, practices, and procedures into alignment.

NON-INSTRUCTIONAL SERVICES: Food Services

Purpose

The purpose of the [Department] OFFICE of Food AND NUTRITION Services is to administer AND MANAGE the Baltimore County school [food services] CHILD NUTRITION programS [as] established by the Board of Education IN ACCORDANCE WITH THE OBJECTIVES, POLICIES AND PROCEDURES OF THE UNITED STATES DEPARTMENT OF AGRICULTURE AND THE MARYLAND STATE DEPARTMENT OF EDUCATION. [This is inclusive of] THE PROGRAMS ADMINISTERED BY THE OFFICE OF FOOD AND NUTRITION SERVICES INCLUDE NATIONAL SCHOOL BREAKFAST, NATIONAL SCHOOL LUNCH, SUMMER FOOD SERVICE, AFTER-SCHOOL SNACK PROGRAM AND any OTHER school food service agreements entered into by the Board with the MARYLAND State Department of Education or the federal government.

[The current objective of the Baltimore County food service program is to encourage students to select and consume nutritionally balanced meals. This objective is to be achieved primarily through increased student participation and cooperative nutritional projects.] THE OFFICE OF FOOD AND NUTRITION SERVICES SUPPORTS THE EDUCATIONAL PROGRAM BY PROVIDING NUTRITIOUS MEALS IN AN ENVIRONMENT THAT MEETS PROPER SANITATION AND HEALTH STANDARDS AND CONFORMS TO ALL APPLICABLE STATE AND LOCAL LAWS AND REGULATIONS.

Also see the [handbook,] *SCHOOL CAFETERIA OPERATING MANUAL FOR MANAGERS/PICS*, OFFICE of Food AND NUTRITION Services.

LEGAL REFERENCES: 7 CODE OF FEDERAL REGULATIONS 210-299
BALTIMORE COUNTY DEPARTMENT OF ENVIRONMENTAL PROTECTION AND RESOURCE MANAGEMENT, CODE OF BALTIMORE COUNTY REGULATIONS 1.01.01

Policy Board of Education of Baltimore County
Adopted: 9/18/1968
Revised: 8/28/1972
Revised: 6/19/1980
REVISED:

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: November 8, 2006
TO: **BOARD OF EDUCATION**
FROM: Dr. Joe A. Hairston, Superintendent
SUBJECT: **WOODLAWN MIDDLE SCHOOL UPDATE**
ORIGINATOR: Dr. Manuel Rodriguez, Assistant Superintendent, Southwest Area
RESOURCE
PERSON(S): Brian Scriven, Principal, Woodlawn Middle School

INFORMATION

To provide the Board of Education an update on Woodlawn Middle School for the 2006-2007 school year.

BALTIMORE COUNTY PUBLIC SCHOOLS

Joe A. Hairston, Superintendent

6901 Charles Street Towson, MD • 21204-3711

Woodlawn Middle School Board of Education Report October 18, 2006

Staffing Update:

Woodlawn Middle School (WMS) is allocated a total of 72.5 full-time equivalent (FTE) positions. As of October 16, 2006, WMS is fully staffed with Highly Qualified (HQ) teachers in all positions.

Completed School-wide Professional Development Activity:

- The Style to Content Learning Preferences Inventory Training took place on October 9, 2006

College Board Update:

- The PSAT was administered to all 8th grade students (265 students) on October 18, 2006

Governance:

- **Action Teams:** All Action Teams met on Monday October 16, 2006. The action teams are comprised of administrators, teachers, support services staff, ESS, parents, and community stakeholders. All members of the action teams have input and are involved in the decision-making. The Action Teams include:
 - Professional Development Team
 - Safe & Orderly Team
 - Curriculum & Instruction Team
 - Parent Involvement Team

Instructional Process: Short Cycle Assessments

Short Cycle Assessments (SCA) have been administered at WMS in mathematics and language. SCA in mathematics have been administered at three of the elementary feeder schools in the Woodlawn cluster. The number of assessments given and the results are summarized as follows:

WMS Data for Cycle #1

Date administered: September 27, 2006:

Subject / Grade	Time (min)	# of questions	# students in Acceleration group	# students in Re-teach group	# students in Enrichment group	Total # students tested
Lang/ Read/ 6	40/ 40	8/14	52	38	16	106
Algebraic Th. Found/ 6	40	15	106	45	22	173
Math GT/ 6	40	13	0	0	19	19

Date administered: September 28, 2006:

Subject / Grade	time	# of questions	# students in Acceleration group	# students in Re-teach group	# students in Enrichment group	Total # students tested
Language/ 7	40	8	41	22	18	81
Algebraic Thinking/ 7	40	17	42	26	33	101
Pre-Algebra/ 7	40	15	79	19	0	98
Math GT/ 7	40	13	0	0	28	28

Date administered: September 29, 2006:

Subject / Grade	time	# of questions	# students in Acceleration group	# students in Re-teach group	# students in Enrichment group	Total # students tested
Language/ 8	40	10	37	41	13	91
Pre-Algebra / 8	40	15	96	28	0	124
Algebra1 / 8	40	13	24	18	42	74
Algebra2 /8	40	14	0	0	22	22

Hebbville Elementary Data for Cycle #1:

Unit 1 – Mathematics (September 28, 2006)

Assessments (Mathematics)	Grade 3	Grade 4	Grade 5
Title	Number Sense	Place Value	Place Value
# of Questions	16 Questions	19 Questions	18 Questions
Time to Complete	One Hour	1.5 Hours	Two Hours
# of Students Assessed	73	64	72
Extended Time Thurs. & Fri.	1:20 – 1:50	2:10 – 2:40	1:25 – 1:55

SCA Results

Number of Students	Grade 3	Grade 4	Grade 5
Acceleration	33	15	19
Reteaching	19	24	35
Enrichment	21	25	18

Unit 1 - Reading (October 16, 2006)

Assessments (Reading)	Grade 3	Grade 4	Grade 5
Title	<i>The Waterfall</i>	<i>Iceberg Right Ahead</i>	<i>Storm Warning</i>
# of Questions	14 selected response 2 BCRs	9 selected response 1 BCR	9 selected response 1 BCR
Time to Complete	60 minutes	50 minutes	50 minutes
# of Students Assessed	67	60	72
Extended Time Tues. & Wed.	1:20 to 1:50 p.m.	2:30 to 3:00 p.m. *Note: New Time Period	1:25 to 1:55 p.m.

SCA Results

Number of Students	Grade 3	Grade 4	Grade 5
Acceleration	34	20	-----
Reteaching	17	20	72
Enrichment	16	20	-----

Powhatan Elementary SCA Report #1:

Unit 1 – Mathematics (September 28, 2006)

Assessments (Mathematics)	Grade 3	Grade 4	Grade 5
Title	Number Sense	Place Value	Place Value
# of Questions	16 Questions	19 Questions	18 Questions
Time to Complete	One Hour	1.5 Hours	Two Hours
# of Students Assessed	48	46	58
Extended Time	Monday & Tuesday 8:50-9:25	Wednesday & Thursday 8:50-9:25	Thursday & Friday 8:50-9:35

SCA Results

Number of Students	Grade 3	Grade 4	Grade 5
Acceleration	33	18	18
Reteaching	6	26	20
Enrichment	9	2	11

Unit 1 – Reading (October 3, 2006)

Assessments (Mathematics)	Grade 3	Grade 4	Grade 5
Title	<i>The Waterfall</i>	<i>Iceberg Right Ahead!</i>	<i>Storm Warning</i>
# of Questions	14 selected response 2 BCR's	9 selected response 1 BCR	9 selected response 1 BCR
Time to Complete	50 minutes	40 minutes	40 minutes
# of Students Assessed	45	46	60
Extended Time	Thursday & Friday 9:45-10:20	Monday & Tuesday 10:50-11:25	Monday & Tuesday 8:50-9:35

SCA Results

Number of Students	Grade 3	Grade 4	Grade 5
Acceleration	38	36	54
Reteaching	5	8	4
Enrichment	2	3	2

Woodmoor Elementary SCA Report #1:

Unit 1 – Mathematics (Grade 3, 9/22/06, Grade 4, 9/18/06, Grade 5, 9/21/06)

Unit I Math	9/22/06	9/18/06	9/21/06
Assessments (Mathematics)	Grade 3	Grade 4	Grade 5
Title	Number Sense	Place Value	Place Value
# of Questions	16 Questions	19 Questions	18 Questions
Time to Complete	One Hour	One Hour	One Hour
# of Students Assessed	85	73	98
Extended Time Mon. & Tues	2:30-3:00	1:00-1:30	1:30-2:00

SCA Results

Number of Students	Grade 3	Grade 4	Grade 5
Acceleration	14	36	48
Reteaching	38	19	25
Enrichment	33	18	25

Unit 1 – Reading (Grade 3, 10/13/06, Grade 4, 10/13/06, Grade 5, 10/13/06)

Theme I	10/13/06	10/13/06	10/13/06
Assessments (Reading)	Grade 3	Grade 4	Grade 5
Title	<i>The Waterfall</i>	<i>Iceberg Right Ahead</i>	<i>Storm Warning</i>
# of Questions	14 Selected Responses 2 BCR's	9 Selected Responses 1 BCR's	9 Selected Responses 1 BCR's
Time to Complete	50 Minutes	40 Minutes	40 Minutes
# of Students Assessed	85	73	98
Extended Time Wed. & Thurs.	2:30-3:00	1:00-1:30	1:30-2:00

SCA Results

Number of Students	Grade 3	Grade 4	Grade 5
Acceleration	66	53	68
Reteaching	18	20	21
Enrichment	1	0	9

Featherbed Lane Elementary SCA Report #1:

Unit 1 – Mathematics (September 28, 2006)

Assessments (Mathematics)	Grade 3	Grade 4	Grade 5
Title	Number Sense	Place Value	Place Value
# of Questions	16 Questions	19 Questions	18 Questions
Time to Complete	One Hour	1.5 Hours	Two Hours
# of Students Assessed	86	96	74
Extended Time Thurs. & Fri.	3:10-3:35	2:55-3:30	3:05-3:35

SCA Results

Number of Students	Grade 3	Grade 4	Grade 5
Acceleration	42	43	53
Reteaching	23	24	4
Enrichment	21	29	17

Unit 1 – Reading

	Grade 3	Grade 4	Grade 5
Title	<i>The Waterfall</i>	<i>Iceberg Right Ahead!</i>	<i>Storm Warning</i>
# of Questions	14 selected response 2 BCR's	9 selected response 1 BCR	9 selected response 1 BCR
Time to Complete	50 minutes	40 minutes	40 minutes
# of Students Assessed	85	88	93
Extended Time	3:10-3:35	2:55-3:25	3:05-3:35

SCA Results

Number of Students	Grade 3	Grade 4	Grade 5
Acceleration	38	51	45
Reteaching	25	19	23
Enrichment	22	18	25

**BALTIMORE COUNTY PUBLIC SCHOOLS
TOWSON, MARYLAND 21204**

November 8, 2006

RETIREMENTS

<u>NAME</u>	<u>POSITION</u>	<u>SCHOOL/OFFICE</u>	<u>YRS. OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Carmen Adames*	Teacher	Pikesville High	9.2	11-01-06
Jane H. Barnes	Teacher	Timber Grove Elem.	41.0	07-01-07
Shirley Wilkens	Teacher	Eastern Tech. High	28.3	02-01-07

*Disability Retirement

As of 10/17/06

**BALTIMORE COUNTY PUBLIC SCHOOLS
TOWSON, MARYLAND 21204**

November 8, 2006

RESIGNATIONS

SECONDARY – 6

Arbutus Middle School

Erin C. McElyea, 11/03/06, 1.2 yrs.
Social Studies

Loch Raven Technical Academy

Nicole E. Henninger, 10/27/06, 2.0 mos.
Secondary Nurse

Old Court Middle School

Patricia C. Harrell, 10/05/06, 1.1 yr.
Special Education – Self Contained

Overlea High School

Rapi Kopace, 10/06/06, 6.0 weeks
Mathematics

Pikesville High School

Marjorie K. Brooks, 10/13/06, 8.0 weeks
Special Education – Self Contained

Pikesville Middle School

Julie L. Kromsky, 10/05/06, 7.0 weeks
Mathematics

**BALTIMORE COUNTY PUBLIC SCHOOLS
TOWSON, MARYLAND 21204**

November 8, 2006

LEAVES

PERSONAL ILLNESS LEAVE

MARIANNE CULBERTSON – (English) Formerly Ridgely Middle School
Effective August 21, 2006, through June 30, 2007

DIONNE EVANS – (Paraeducator) Middle River Middle School
Effective August 21, 2006, through June 30, 2007

LINDA WILLINGER – (Cafeteria Manager) Parkville Middle School*
Effective October 17, 2006, through June 30, 2007

UNUSUAL OR IMPERATIVE LEAVE

SUSAN WADDELL – (Paraeducator) Chesapeake Terrace Elementary School
Effective August 21, 2006, through June 30, 2007

*Non-member Maryland State Retirement System & Pension System

**BALTIMORE COUNTY PUBLIC SCHOOLS
TOWSON, MARYLAND 21204**

November 8, 2006

DECEASED

The Board gratefully acknowledges the service of the employee listed below:

ELLIOTT G. BURGESS

Assistant Principal
McCormick Elementary School
October 25, 2006

RUTH E. MINER

School Bus Driver
Kenwood Truck Center
September 6, 2006

SANDRA D. NEWBILL

Special Education – Inclusion
Kenwood High School
October 13, 2006

BALTIMORE COUNTY PUBLIC SCHOOLS

RECOMMENDED APPOINTMENTS

November 8, 2006

NAME

FROM

TO

JUDITH S. CAMPF

(Effective November 9, 2006)

Teacher/Resource
Office of Instructional
Technology

Specialist
Office of Instructional Technology

(Ryan Imbriale, promoted to Assistant Principal, Perry Hall High School)

PAUL D. GAMMILL

(Effective November 9, 2006)

Quality Assurance Manager
Electronic Data Systems

Executive Director of
Research, Accountability, and
Assessment
Office of Superintendent

(Redirected Position)

BALTIMORE COUNTY PUBLIC SCHOOLS

Date: November 8, 2006

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **REAPPOINTMENT OF COUNCIL MEMBER – NORTHWEST
AREA EDUCATION ADVISORY COUNCIL**

ORIGINATOR: Dr. H. Scott Gehring, Assistant Superintendent, Northwest Area

**RESOURCE
PERSON (S):**

RECOMMENDATION

That Clifford Collins be reappointed as a member to
the Northwest Advisory Council.

Clifford Collins has been recommended by the Northwest Advisory Council to
continuing serving as a member on the Council.

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: November 8, 2006

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

RE: **RECOMMENDATIONS FOR AWARD OF CONTRACTS**

ORIGINATOR: J. Robert Haines, Esq., Deputy Superintendent

PERSON(S): Rick Gay, Manager, Office of Purchasing
Michael Sines, Executive Director, Department of Physical Facilities

RECOMMENDATION

That the Board of Education approves the following contract recommendations.

See the attached list of contract recommendations presented for consideration by the Board of Education of Baltimore County.

RLG/caj

Appendix I – Recommendations for Award of Contracts – Board Exhibit

**Recommendations for Award of Contracts
Board Exhibit – November 8, 2006**

The following contract recommendations are presented for consideration by the Board of Education of Baltimore County.

- 1. Contract Extension:** Physical Examinations
Contract #: 4-400-03

Term: 1 year **Contract Ending Date:** 8/30/07 (tentative)
Estimated annual award value: \$105,000
Estimated total award value: \$105,000

Bid issued: N/A
Pre-bid meeting date: N/A
Due date: N/A
No. of vendors issued to: N/A
No. of bids received: N/A
No. of no-bids received: N/A

Description:

This contract consists of providing physical examinations for BCPS' commercial drivers license holders (that is, school bus drivers and employees of distribution services, food services, and maintenance). The contract also provides for monitoring employee exposure to asbestos, lead, and polychlorinated biphenyls (PCB) for the Department of Physical Facilities. This contract was originally approved by the Board of Education on August 13, 2002, and the award bidder has agreed to extend current pricing, terms, and conditions.

Recommendation:

Award of contract extension is recommended to:

Concentra Health Services Linthicum, MD

Responsible school or office: Offices of Risk Management,
Transportation, Distribution Services,
Food and Nutrition Services, and
Maintenance

Contact person: Michele Prumo

Funding source: Operating budgets

3. Contract: The National Joint Powers Alliance® (NJPA) Purchasing Consortium
Contract #: RGA-107-07

Term: Annual **Extension:** N/A **Contract Ending Date:** Perpetual (tentative)
Estimated annual award value: \$3,000,000
Estimated total award value: \$N/A

Bid issued: N/A
Pre-bid meeting date: N/A
Due date: N/A
No. of vendors issued to: N/A
No. of no-bids received: N/A
No. of bids received: N/A

Description:

This purchase consists of contracts available for use by the NJPA, which include classroom sound amplification; community broadband; computer technology services, equipment and supplies; copiers, facsimiles, and document management; medical supplies and equipment; network services and equipment; cell phones; athletic surfaces; carpeting and floor covering; construction management; custodial supplies; energy services; classroom furniture, and portable and modular classrooms; athletic and physical education equipment; and general office and classroom supplies.

With the approval of these contracts, it adds one more option for BCPS to comparison shop national discounted prices against our local prices and to procure items at the best available price. BCPS is already a member of the U.S. Communities Consortium and the Pennsylvania Education Joint Purchasing Council run by the Association of Educational Purchasing Agencies. There are no costs or fees to the local agency to participate.

This project would allow Baltimore County Public Schools' Office of Purchasing to comparison shop the NJPA cooperative that is, at the same time, a government agency created under Minnesota Statute 123A.21 and is a nonprofit instrumentality of government established to assist public agencies in reducing the cost of purchased goods. Some members of the NJPA include school districts, cities, counties, towns, villages, special districts, community colleges, universities, and state agencies. Using the combined purchasing power of NJPA, over 6,000 members pool the purchasing power of their public agency members to achieve bulk volume discounts on behalf of their members, competitively solicit quality products, and provide a purchasing forum for their members nationwide.

This procedure is in compliance with Board of Education Policy 3210 which allows Baltimore County Public Schools (BCPS) to utilize contracts awarded or negotiated by other government agencies, as well as §5-112, Paragraph (3) of the Education Article of the Annotated Code of Maryland that allows BCPS to participate in contracts for goods or commodities that are awarded by other public agencies or by intergovernmental purchasing organizations if the lead agency for the contract follows the public bidding procedures. The contracts offered by the NJPA are competitively-bid, local government contracts and meet local agency *piggybacking* requirements.

Recommendation:

Award of contract is recommended to:

The National Joint Powers Alliance® (NJPA) Staples, MN

Responsible school or office: Office of Purchasing

Contact person: Rick Gay

Funding source: Operating budget

4. Contract Modification: Renovations – Catonsville Middle School
Contract #: MBU-508-06

Term:	NA	Extension:	NA	Contract Ending Date:	NA
Estimated annual award value:				\$6,027,000	
Estimated available modification amount				70,000	
Estimated modification amount:				\$6,097,000	

Bid issued:	NA
Pre-bid meeting date:	NA
Due date:	NA
No. of vendors issued to:	NA
No. of bids received:	NA
No. of no-bids received:	NA

Description:

On July 11, 2006, the Board approved a contract with Maryland Construction, Inc. for the renovation of Catonsville Middle School. The FY08 capital budget includes a request to construct an eight (8) classroom addition onto this school.

The addition can be constructed utilizing the existing school infrastructure which will result in significant initial cost savings and reduced maintenance cost in the long term. Upgrades will include boiler size, pump capacity, pipe sizes, and electrical circuits.

Recommendation:

Award of contract modification is recommended to:

Maryland Construction, Inc.	Bowie, MD
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Responsible school or office:	Office of Engineering and Construction
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Contact person:	Richard H. Cassell, PE
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Funding source:	Capital budget
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5. Contract Modification: General Contractor Construction Services – Holabird Middle School Renovation

Contract #: MWE-824-06

Term:	NA	Extension:	NA	Contract Ending Date:	NA
Estimated annual award value:				\$12,173,000	
Estimated available modification amount				\$99,000	
Estimated modification amount:				\$12,272,000	

Bid issued:	NA
Pre-bid meeting date:	NA
Due date:	NA
No. of vendors issued to:	NA
No. of bids received:	NA
No. of no-bids received:	NA

Description:

On June 13, 2006, the Board awarded a construction contract to James W. Ancel, Inc. (JWA). The construction documents did not adequately specify the contractor's obligation relative to the electrical connection of the county-provided portable modular classroom units. This contract modification represents a negotiated fee for the installation of the required electrical service.

Recommendation:

Award of contract modification is recommended to:

James W. Ancel, Inc. (JWA) Towson, MD

Responsible school or office: Office of Engineering and Construction

Contact person: Richard H. Cassell, PE

Funding source: Capital budget

6. Contract Modification On-Call Construction Monitoring Services at Various Schools

Contract #: MBU-509-04

Term: 2 years **Extension:** 1 year **Contract Ending Date:** 7/30/2007
Original estimated annual award value: \$300,000 /Recipient
Original estimated total award value: \$1,200,000
Additional estimated annual value: \$1,200,000
Estimated modified remaining total award value: \$2,400,000

Bid issued: NA
Pre-bid meeting date: NA-Qualification-Based Selection
Due date: NA
No. of vendors issued to: NA
No. of bids received: NA
No. of no-bids received: NA

Description:

On July 13, 2004, the Board approved the initial award of a two-year contract for On-Call Construction Monitoring Services for an estimated annual award value of \$1,200,000. Due to the ongoing volume of additional work being generated by the 19 middle school renovations, it has become necessary to increase the amount of this contract and to extend the contract ending date.

Recommendation:

Award of contract modification is recommended to:

Development Facilitators, Inc.	Severna Park, MD
KCI Technologies, Inc.	Hunt Valley, MD
Johnson, Mirmiran & Thompson	Sparks, MD
Sidhu Associates, Inc.	Hunt Valley, MD

Responsible school or office: Office of Engineering and Construction

Contact person: Richard H. Cassell, PE

Funding source: Capital budget

7. Contract Modification: Design Services – Vincent Farm Elementary School
Contract #: MWE-825-06

Term:	NA	Extension:	NA	Contract Ending Date:	NA
Estimated annual award value:	\$1,339,258				
Estimated modification amount	12,710				
Estimated total award value:	\$1,351,968				

Bid issued:	NA
Pre-bid meeting date:	NA
Due date:	NA
No. of vendors issued to:	NA
No. of bids received:	NA
No. of no-bids received:	NA

Description:

On November 22, 2005, the Board approved the selection of Grimm & Parker Architects, Inc. The architectural/engineering team has requested an additional fee in order to redesign the athletic field grades to change the flow from across all fields to crowning fields. Since this was a fast-track design, the consultant was required to start the permitting process while the preliminary design was being reviewed in-house and by the Baltimore County Department of Recreation and Parks.

Recommendation:

Award of contract modification is recommended to:

Grimm & Parker Architects, Inc.	Calverton, MD
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Responsible school or office:	Office of Engineering and Construction
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Contact person:	Richard H. Cassell, PE
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Funding source:	Capital budget
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8. Contract: Renovations – General John Stricker Middle School
Contract #: PCR-213-06

Term: NA **Extension:** NA **Contract Ending Date:** NA
Estimated annual award value: \$13,695,111
Estimated modification amount: 629,975
Estimated total award value: \$14,325,086

Bid issued: September 14, 2006
Pre-bid meeting date: September 26, 2006
Due date: October 30, 2006
No. of vendors issued to: 18
No. of bids received: 4
No. of no-bids received: 0

Description:

This renovation project will include the replacement of the HVAC, plumbing and electrical systems; replacement of exterior doors and storefront system; ADA and restroom upgrades; enhancements to the science classrooms; addition of sprinklers to complete the building sprinkler coverage; and installation of new ceilings.

Recommendation:

Award of contract is recommended to:

Tuckman Barbee Construction, Inc. Upper Marlboro, MD

Responsible school or office: Office of Engineering and Construction

Contact person: Richard H. Cassell, PE

Funding source: Capital budget

	Bidders' Names			
	Tuckman Barbee Construction, Inc.	Hess Construction, Inc.	Phillips Way, Inc.	James W. Ancel, Inc.
Base Bid	\$12,800,000	\$14,750,000	\$15,756,000	\$15,850,000
Alternate #1 Add: Exterior Doors:	290,000	438,000	616,000	950,000
Alternate #2 Add: Gang Toilets	578,000	543,000	574,000	495,000
Alternate #13 Add: Additional Exterior Windows	27,111	30,000	40,000	38,000
Total	\$13,695,111	\$15,761,000	\$16,986,000	\$17,333,000

9. Contract: Renovations – Old Court Middle School
Contract #: JNI-712-06

Term: NA **Extension:** NA **Contract Ending Date:** NA
Estimated annual award value: \$12,954,000
Estimated modification amount: 971,550
Estimated total award value: \$13,925,550

Bid issued: September 28, 2006
Pre-bid meeting date: October 10, 2006
Due date: October 26, 2006
No. of vendors issued to: 12
No. of bids received: 3
No. of no-bids received: 0

Description:

This renovation project will include the replacement of the HVAC, plumbing, and electrical systems; windows and interior doors; ADA and restroom upgrades; enhancements to the science and art classrooms; and installation of new ceilings.

Recommendation:

Award of contract is recommended to:

Phillips Way, Inc. Baltimore, MD

Responsible school or office: Office of Engineering and Construction

Contact person: Richard H. Cassell, PE

Funding source: Capital budget

Contract: Renovations – Old Court Middle School
Contract #: JNI-712-06

	Bidders' Names		
	Phillips Way, Inc.	Huntington & Hopkins, Inc.	James W. Ancel, Inc.
Base Bid / Total	\$12,954,000	\$13,336,000	\$19,462,000

September 30, 2006

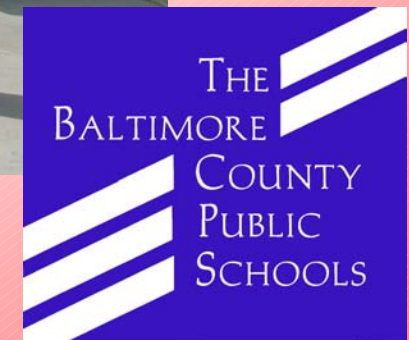
Enrollment Projection and Accuracy Report

Windsor Mill MS Chorus performing for school ribbon-cutting ceremony October 16, 2006

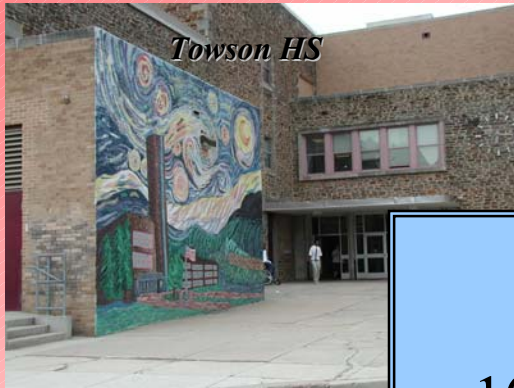


Prepared by the Baltimore County Public Schools

Office of Strategic Planning, November 2006

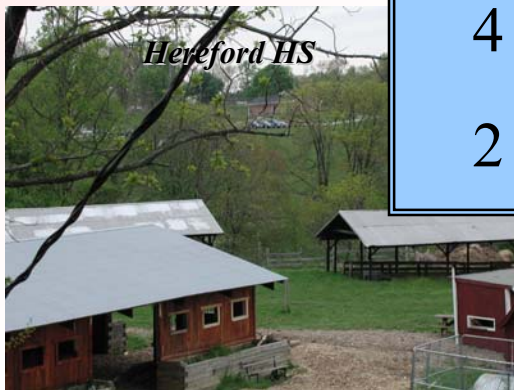
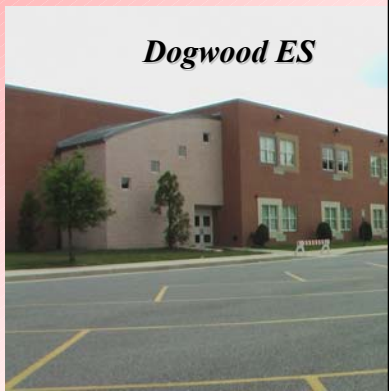


BCPS School Inventory



BCPS now operates:

103	Elementary Schools
27	Middle Schools
24	High Schools
9	Centers
4	Special Education Schools
2	Programs



Performance Indicator 8.5

“The student enrollment projections will have a 99% accuracy rate.”

- BCPS met this goal for September 30 2006 (**99.14%** accuracy)
- The five year average accuracy rate is **99.25%**



Focused on Quality;
Committed to Excellence

Blueprint for Progress

REALIZING THE
VISION

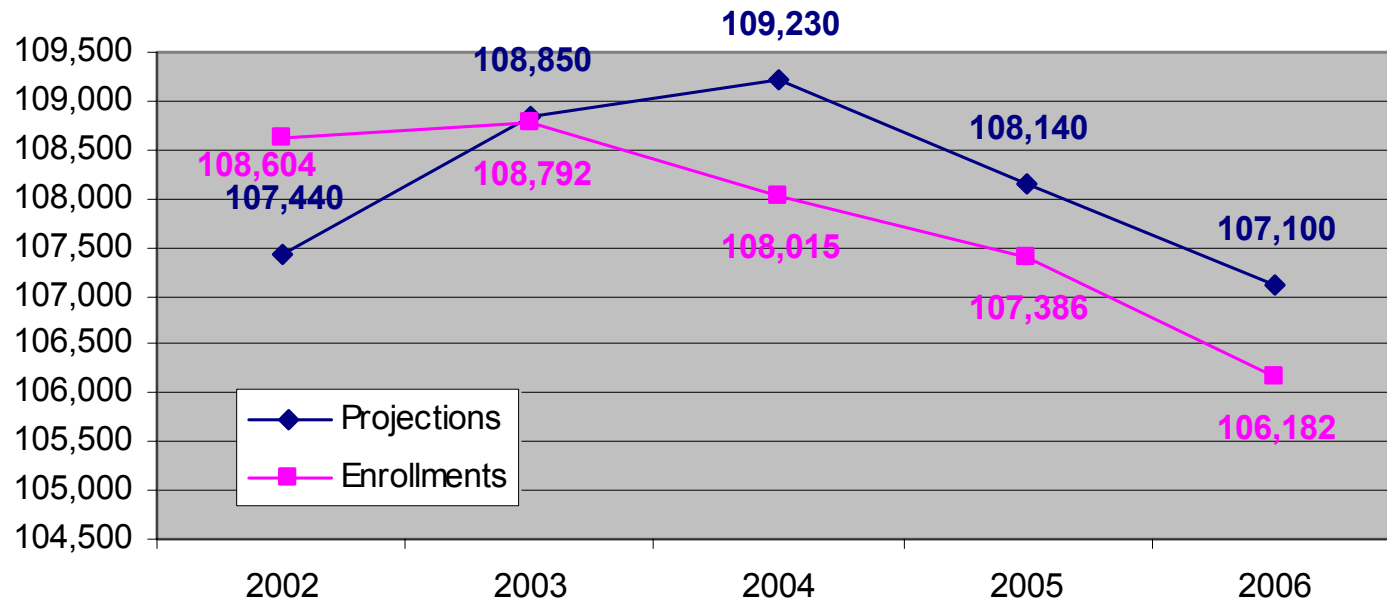


Board of Education Resolution November 21, 2000
Adopted January 14, 2003
Revised August 10, 2004
Revised May 24, 2005
Revised June 13, 2006

Enrollment Projection Accuracy

Year	Projection	Official Enrollment	+/- Projection	Accuracy
2002	107,440	108,604	1164	98.93%
2003	108,850	108,792	-58	99.95%
2004	109,230	108,015	-1215	98.89%
2005	108,140	107,386	-754	99.30%
2006	107,100	106,182	-918	99.14%

Enrollments and Projections 2002 - 2006



Projection Timeline



- Projections are based on official September 30 enrollment data.
- Timeline
 - July through September – Monitor enrollments weekly.
 - October – Receive September 30 enrollments, map students in Geographic Information System (GIS), reconcile enrollments to prior year projection
 - November - Develop countywide and preliminary one year enrollments by school, obtain input from Area Assistant Superintendents, finalize.
 - December – Develop 10 year projections by school.
 - March – Justify projections against Maryland Office of Planning projections.

Projection Methodology

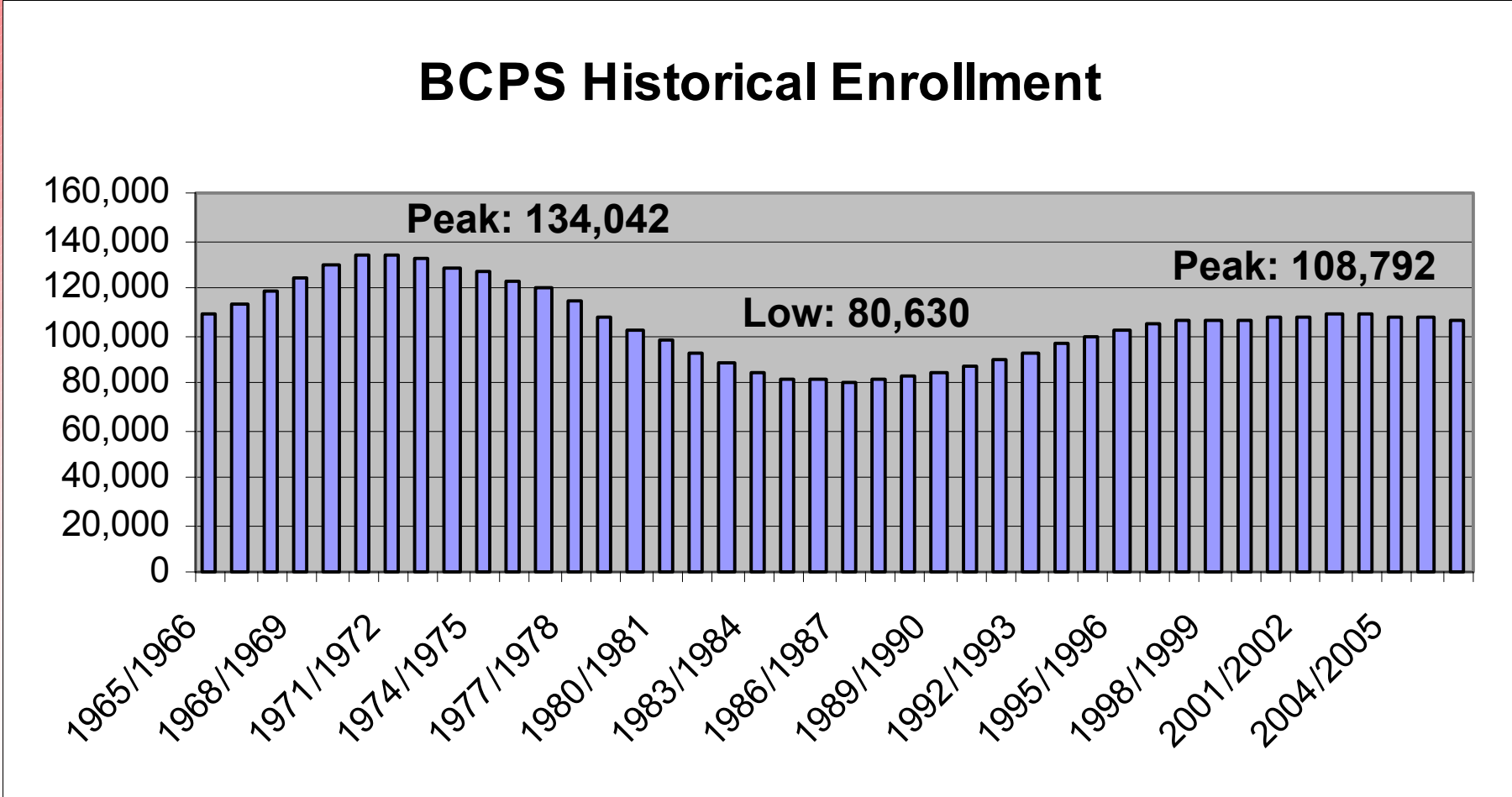
- Projections are in total headcount, not Full Time Equivalency (FTE).
- **Cohort Survival Model** is the foundation for student enrollment projections:
 - Detailed history for more than 10 years by school.
 - Only known LEA to obtain birth data by elementary school boundary.
 - Analysis of trends to project student movement through grades.
 - Detailed feeder school pattern data for accurate projection of moving grades (5-6 and 8-9).



Projection Methodology, *Continued*

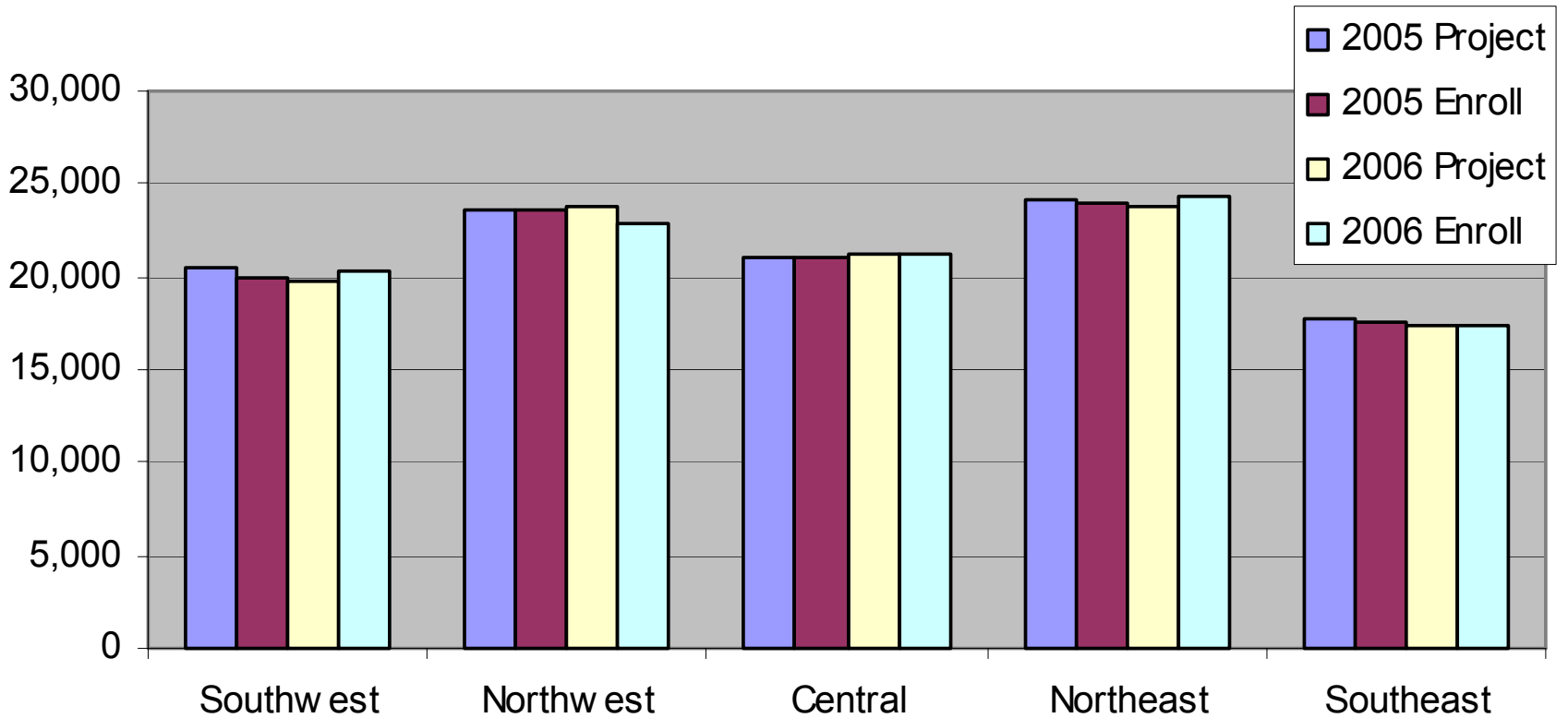
- Linear regression and cluster analysis used to proof projections.
- Projections analyzed from both a top-down and bottom-up perspectives.
- Input solicited from principals via the Area Assistant Superintendents to fine-tune one year projections.
- Program movement and other factors that impact enrollments are considered.
- Growth trends and student yield factor analysis considered.
- Projections reconciled with Maryland Office of Planning projections each spring to ensure capital agenda alignment.

BCPS Historical Enrollment Trend



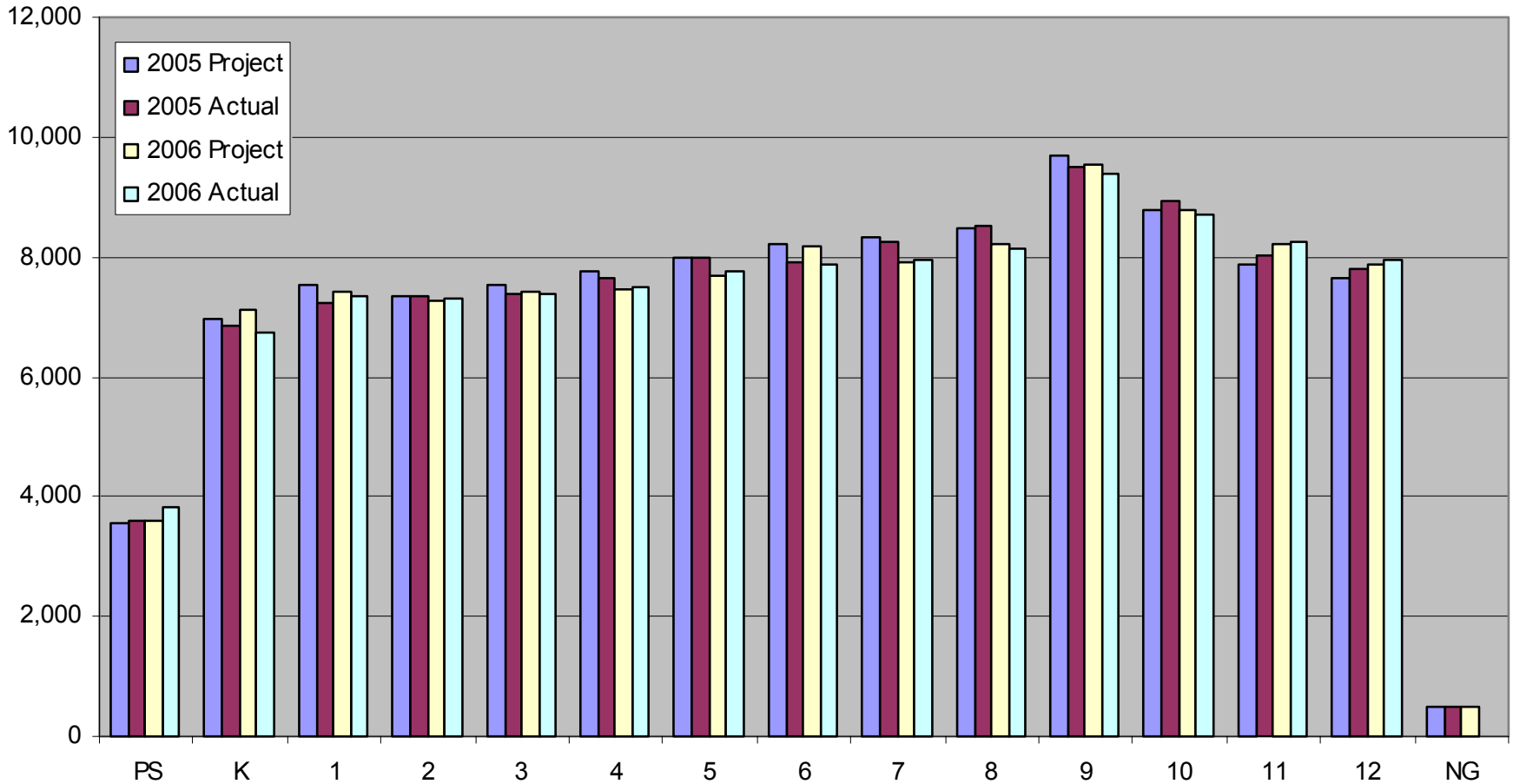
Enrollment by Administrative Areas

BCPS Enrollment and Projection by Area 2005/2006 and 2006/2007



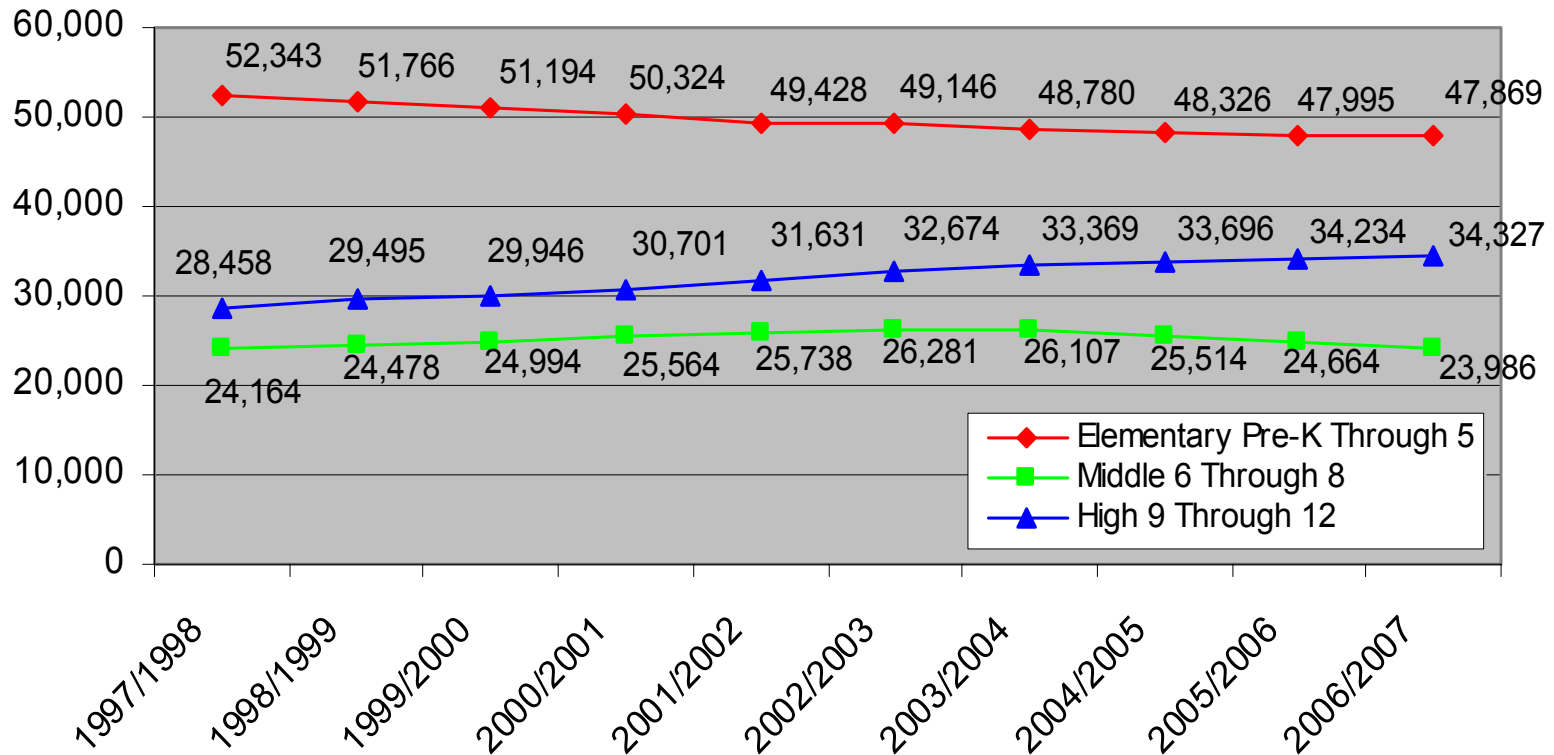
Enrollment By Grade Levels

BCPS Projection and Actual by Grade, 2005/2006 and 2006/2007

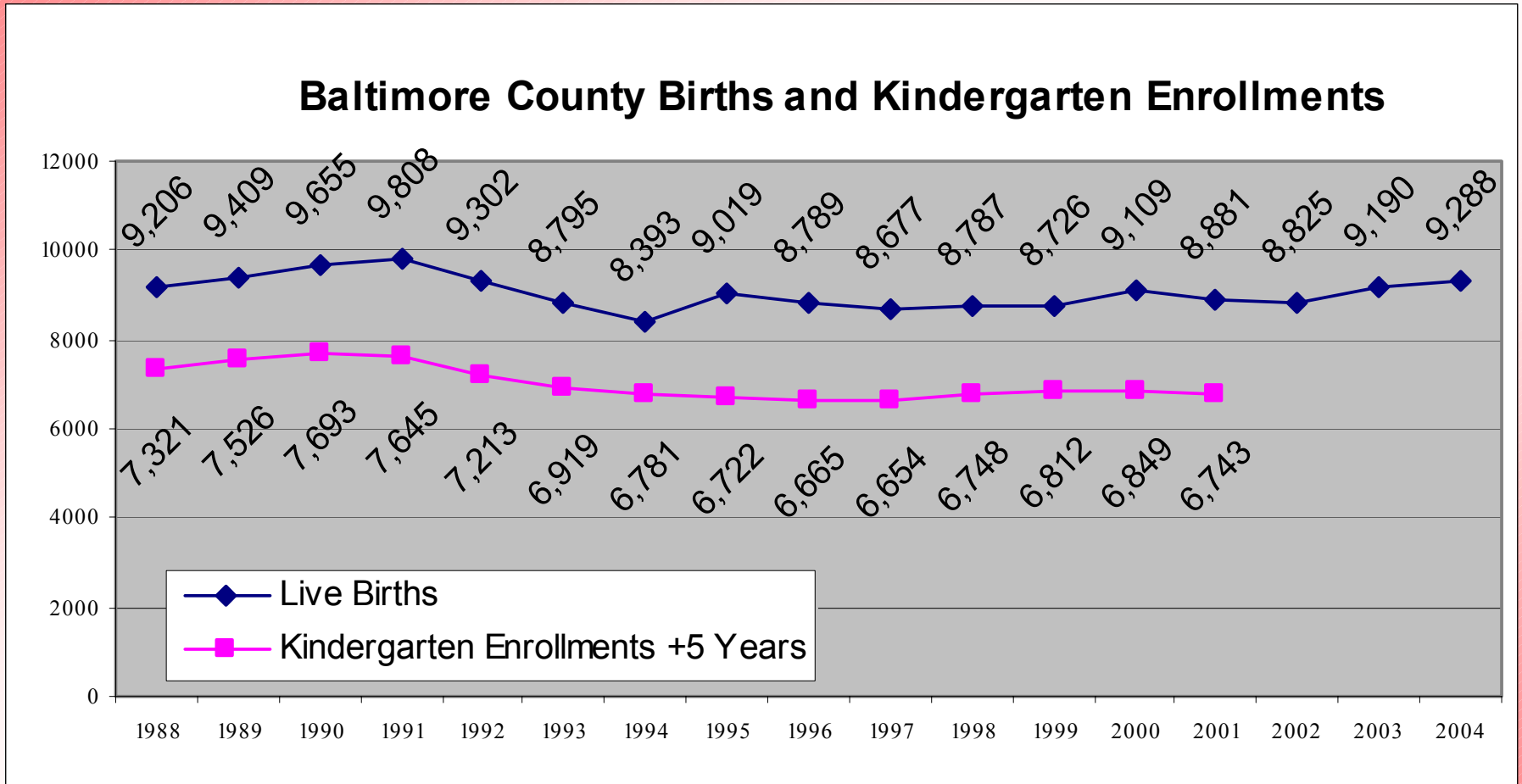


Enrollment By Grade Groups

BCPS 10 Year History by Grade Groups



Birth Data



- Static birth rates are anticipated for the near future. Growth will come from mobility and migration.

Next Steps

The Office of Strategic Planning will:

- Meet with each Area Assistant Superintendent to discuss enrollments, projections, capacities, and identify strategies to address concerns.
- Publish updated 2006 Enrollments, Projections, and Capacities book.
- Analyze student population distribution, demographics, and capacity with GIS.
- Develop enrollment projections for 2007 – 2016 in December.

STUDENTS: Elementary and Secondary

Progress: Student Records

1. Purpose

- A. The provisions under this rule are intended to preserve the rights of the student and parent(s)/guardian(s) to:
 - 1. Gain full access to all official records about the student that are maintained by the school or school system.
 - 2. Remove from the student records any information about the student that is determined to be inaccurate or misleading.
 - 3. Receive notice of and provide consent for disclosure of information in the student record.

2. Definitions

- A. Student records: information personally identifiable to a student that is maintained in written, photographic, or electronic format. Student records consist of basic student data which includes, but is not limited to, Maryland State Department of Education forms, health information maintained by the school nurse, and other information gathered to supplement the basic student data which is needed in meeting the educational needs of the student. This information includes disciplinary records, educational assessments, psychological assessments, psychosocial assessments, social histories, medical evaluations, and other information that is individually identifiable and requires consent to disclose.
- B. Eligible student: a student who is 18 years of age or older or is attending an institution of post-secondary education.
- C. Parental consent: the written permission given by a parent(s)/guardian(s) or individual providing for the care or custody of a student due to serious family hardship or kinship care for the purpose of permitting disclosure of student records. Eligible student(s) may access their records without prior consent of the parent(s)/guardian(s).
- D. School officials or authorized personnel with legitimate educational interest: those individuals employed or contracted by the school system who need access to information in a student's record for the purpose of

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fulfilling professional or job responsibilities. School officials can include administrators, teachers, student support services personnel, school attorneys, internal auditors, and other regular or contractual employees acting on behalf of the school system. Authorized personnel includes representatives from other agencies who participate in student support teams, IEP teams, student assistance teams, or other student-oriented teams involved in educational planning.

E. Directory Information: In accordance with COMAR 13A.08.02.03, Baltimore County Public Schools have identified directory information as consisting of the following components contained in the educational record of a student:

1. The student's name
2. Address
3. Date of birth
4. Participation in officially recognized activities and sports
5. Weight and height of members of athletic teams
6. Dates of attendance
7. Degrees and awards received.

3. News/Photography

A. Students may be photographed, videotaped, audiotaped, and/or interviewed while participating in school-sponsored activities when such activities are of interest to the news media. All media activities in schools will be monitored by school staff. School administrative staff will deny access to news media if their presence is deemed disruptive to the school day or to students or if photographing, videotaping, and/or audiotaping students is not appropriate, given the nature of a particular news story.

B. Approval to photograph, videotape, audiotape, and/or interview students while participating in school-sponsored activities may be withheld at the parent's request. This request must be submitted in writing to the school principal no later than October 1 of the school year or within 30 days of enrollment into school, if students enroll after the start of the school year.

C. If a school wishes to publish photographs of students, the school must comply with Superintendent's Rule 6166 and use the designated forms.

4. Disclosure of Directory Information

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- A. Directory information may be withheld from disclosure at the parent's request. This request must be submitted in writing to the school principal no later than October 1 of the school year or within 30 days of enrollment into school, if students enroll after the start of the school year.
- B. Federal law requires a school system to provide student names, addresses, and telephone listings to military recruiters, when requested, unless a parent(s)/guardian(s) or eligible student has opted out of such disclosure.

5. Obtaining Directory Information

- A. Records of one to thirty-five in a particular school: any request for directory information involving a particular student or a group of less than thirty-six students in a specific school shall be addressed in writing to the principal of that particular school. Schools will charge \$1.00 per page for the compilation, copying, and administrative costs associated with the production of this information. No directory information will be supplied over the phone.
- B. Records of more than thirty-five students or lists involving more than one school: any request for directory information involving (1) lists of students' names for a school or grade of a school, (2) addresses of students, and/or (3) dates of birth of more than thirty-five student names for a particular school, a group of schools, and/or a grade level within a school or a group of schools will be communicated in writing to the Office of Student Data. The request for directory information shall specifically state which lists of students' names, addresses, and/or dates of birth for which school and/or grade in a particular school are being requested. The Office of Student Data will charge \$100.00 per school list for the compilation, copying, and administrative costs associated with the production of the list. No directory information will be supplied over the phone.
- C. Any request for directory information involving (1) participation of students in officially recognized activities and sports; (2) weight and height of members of athletic teams, (3) dates of attendance of student, and/or (4) degrees and awards received by students shall be communicated in writing to the principal of the school. Schools will charge \$1.00 per page for the compilation, copying, and administrative costs associated with the production of this information. No directory information will be supplied over the telephone.

6. Annual Notification of Parents'/Guardians'/Eligible Students' Rights

- A. Notification to students, parents, and guardians will be included each year in the Baltimore County Public Schools’ *Student Handbook* and the Baltimore County Public Schools’ calendar for distribution to all stakeholders. This notification will include:
 - 1. The categories listed designated as directory information;
 - 2. The rights of parent(s)/guardian(s), and eligible student(s) to inspect and review student records;
 - 3. With the exception of grades, the rights of parent(s)/guardian(s) and eligible students to amend student records which are believed to be inaccurate;
 - 4. The requirement to annually notify the principal in writing of the desire not to permit disclosure of directory information by October 1 of each school year or within 30 days of entry into school, if the student enrolled after the start of school; and,
 - 5. The right to file a complaint with the U.S. Department of Education if the parent(s)/guardian(s) or eligible student(s) believe their rights under *The Family Education Rights and Privacy Act (FERPA)* have been violated and efforts to resolve the situation through Baltimore County Public Schools’ appeal channels have not proved satisfactory. (See Parent(s)/Guardian(s) or Eligible Student Records Information Sheets, pages 12 and 13.)

7. School Record-Keeping Practices and Procedures

- A. School record-keeping practices and procedures will be in accordance with federal and state laws, regulations of the State Board of Education, and the *Maryland Student Records System Manual*. There is only one student record which includes all student information. Student record information includes, but is not limited to, the following.

- 1. Mandated Student Record Card Elements

SR Card 1	Student’s personal data
SR Card 2	Annual performance, prek-8
SR Card 3	Annual secondary school performance
SR Card 3A	Supplemental
SR Card 4	State mandated and local school system testing
SR Card 5	Health Screening
SR Card 7	Maryland Student Withdrawal/Transfer Record Statewide Educational Interview Form

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Immunization data
Blood Lead Certificate DHMH 4620
Record of Health Inventory
Discipline Records (minimally requires suspension
Notice and all disposition letters)
Information Required for Students with Disabilities:
Individualized Educational Programs (IEP), Special
Service Information Systems (SSIS) Form,
Assessment Reports, IEP Team Meeting Summary
Sheets and Notes, and Medical Assistance Records

2. Student attendance cards, including cards for part-time enrolled students.
3. Educational assessments, psychological assessments, psychosocial assessments, social histories, and health information.
4. Residency information in accordance with Board of Education Policy and Superintendent's Rule 5150.

B. Official Transcripts/Diplomas

1. High schools may issue a maximum of three official transcripts free of charge within one year of a student's graduation or permanent withdrawal from school. After the one year period has elapsed, all requests for official transcripts and diplomas should be referred to the Office of School Counseling and a fee is charged. The fee is waived for all government requests for official transcripts/diplomas. The request must be on government letterhead.
2. Baltimore County Public Schools will award a high school diploma to any individual who was honorably discharged from military service and who withdrew from a regular full-time Baltimore County public school to enlist in the armed forces of the United States during World War II, the Korean Conflict, or the Vietnam Conflict. Any requests for a diploma under these circumstances should be directed to the Office of School Counseling.

8. Inclusion of Information in the Student Record

- A. Documents unrelated to the provision of educational services gathered by teachers, student support personnel, or other school personnel may not be

included in the individual student's file without written consent of the principal and the parent(s)/guardian(s) or eligible student.

9. Sole Possession Records Kept by School Officials or Authorized Personnel
 - A. Sole possession records kept by professionals are not part of the student record.
 - B. Sole possession records are to be kept in a secure place and will not be shared with any other person. Personal notes may be shared with another person when that person is assuming the school's official position and needs this information to meet the needs of the student. Personal notes are to be destroyed when no longer useful in working with students.

10. Release of Information and Access to Records
 - A. School Officials and Authorized Personnel
 1. Access to student record information is limited to school officials with legitimate educational interest or authorized personnel as defined in section 2D of this rule. Release of student records information to a third party, absent a court order, requires written consent of the parent(s), guardian(s) or eligible students through submission of the BCPS "Consent for Release of Records" form.
 2. Student record information may not be disclosed over the phone with the exception of the following: the grade and level of services under IDEA or section 504 for students in "state-supervised care." This information may only be disclosed to the receiving school.
 3. Each school must maintain a record of any request for and excluding disclosure of personally identifiable information from student records. The *Student Record Access Log* is to be kept with each student record. Only disclosures of student record information to individuals not specified in section 2D of this rule would appear on the *Student Record Access Log*, and the parent(s)/guardian(s) or eligible student(s) do not need to be recorded on the *Student Record Access Log*.
 4. Responsibility for providing information or materials from a student record shall be processed through the school office and an administrator.

5. Access to student records may be granted to an authorized representatives of other appropriate parties during emergencies involving the health and safety of the student and other individuals upon approval of the principal when:
 - a. The seriousness of the threat and the need to prevent harm.
 - b. The “need to know” information to meet the emergency.
 - c. The extent to which the parties to whom the information is disclosed are in a position to deal with the emergency.
 - d. The extent to which time is of the essence in dealing with the emergency.

B. Parent(s)/Guardian(s)/Eligible Students

1. Parent(s)/guardian(s) and eligible student has the right to inspect and review education records. Parent(s)/guardian(s) or eligible student must request in writing copies of any educational records. A log is to be kept of any telephone requests in order to validate that the caller was informed of the Board Of Education’s policy. Schools must comply with requests for such records within 45 days and must provide copies for a reasonable fee.
2. The parent(s)/guardian(s) or eligible student has the right to request that a student record be amended when the parent(s)/guardian(s) or eligible student believes a record is inaccurate or misleading. The principal must respond in writing to the disposition of the request. If the request for amendment is denied, then the parent(s)/guardian(s) or eligible student has the right to a hearing with the appropriate administrator to challenge the content of the record. If the principal refuses to remove the information after the hearing with the appropriate administrator, the parent(s)/guardian(s) or eligible student contesting the information may include a statement regarding the contested information in the student’s record.
3. Requests for material of a confidential nature or reports written by private physicians, Board of Education personnel, psychologists, psychiatrists, and pupil personnel workers or school social workers, school nurses, or other professionals should be directed to the author and arrangements made for interpretation by the person who wrote the report or those with authority to interpret such reports.

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4. Requests for Baltimore County Public Schools' psychological assessment reports by parent(s)/guardian(s) or eligible student may be released directly to parent(s)/guardian(s) or eligible student by appropriate school personnel or by the Office of Psychological Services. Absence of a court order requests for Baltimore County Public Schools' psychological assessment reports to be released to third parties require written permission from the parent(s)/guardian(s) or eligible students. Such requests should be directed to the Coordinator of the Office of Psychological Services.

C. Non-Custodial Parent

1. Non-custodial parents are entitled to receive copies of report cards, test scores, school newsletters, interim reports, loss-of-credit notifications, and other information that pertains to their child's education and that is routinely sent to or available to the custodial parent absent a court order to the contrary.
2. The custodial parent is to be notified by the principal or designee when a request for records has been made by the non-custodial parent. The custodial parent may not prohibit the release of student records to the non-custodial parent or deny the non-custodial parent access to the student.
3. Release of student records to non-custodial parent(s) must be sought through the principal of the school or the Office of Pupil Personnel Services. This also includes whatever records remain in a school if a student is withdrawn or transferred. The school shall comply with any court order regarding the restricting or releasing of student records. Any court orders concerning access, secured by the custodial parent or person who has been granted custody, should be part of the student's file.

D. Courts

1. The Board of Education's court liaison will be responsible for securing and submitting school reports to the Department of Juvenile Services and the Adult Probation Department.
2. The courts and certain agencies have the authority to subpoena school records. Immediately upon receiving a subpoena, the principal should contact the Baltimore County Public Schools'

Office of Law, Greenwood, for clarification of subpoenas issued for student records.

E. Law Enforcement Agencies

1. County, state, or federal police agents who contact and request student information should be advised to contact the Coordinator of the Office of Pupil Personnel Services for clarification of law enforcement requests for student records.
2. The Office of Pupil Personnel Services will be responsible for identifying the person making the request and determining whether or not the information should be released. The Office of Pupil Personnel Services will then be responsible for releasing the information or notifying the party making the request that the information cannot be made available.

F. A *Student Record Access Log* for individuals or parties who are not school officials or authorized personnel with legitimate educational interest and who have requested and/or obtained access to a student record must be maintained by the principal/designee or other appropriate Baltimore County Public Schools' personnel. In addition to the name(s) of the person(s) requesting/obtaining access, the *Student Record Access Log* must indicate the date of request/review and the purpose of the review. The *Student Record Access Log* is to be maintained as a part of each student record. The *Student Record Access Log* of parties who seek or obtain access to the student record must be available upon the request of the parent(s)/guardian(s) or eligible student.

G. Student Record Access Log Entries are not Required for:

1. School officials and authorized personnel as noted in section 2D of this rule;
2. Parties for whom written consent of the parent(s)/guardian(s) or eligible student has been received;
3. A party seeking or receiving the records as directed by a Federal Grand Jury or other lawfully issued subpoena or order where the issuing agency has ordered that the existence or the content of the subpoena or the information furnished in response not be disclosed.

11. Review of Student Records

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- A. Review of student records by Baltimore County Public Schools' personnel or school staff shall occur when:
 - 1. The student transfers to the next higher level, such as from elementary to middle school level or middle to high school level.
 - 2. The student graduates from high school.
 - 3. The student withdraws for any reason.
- B. During the review, provided that there is no outstanding request to review the record, extraneous material or records that no longer serve a legitimate educational purpose should be removed and destroyed. Student records information should not be removed from the student record if the parent(s)/guardian(s) or eligible student has a request outstanding to review the record.

12. Retention of Student Records

- A. Retention of student records complies with the most recent edition of the *Records Retention and Disposition Manual for Public School System of Maryland*. (See 12C for review of record retention.)
- B. Individual student records not required or specifically regulated by other state or local regulations shall be destroyed when they no longer serve legitimate educational purposes. The following documents must be maintained as part of student record.
 - 1. When there is an outstanding request to inspect and review them under COMAR 13A.08.02.13.
 - 2. Explanations placed in the education record under COMAR 13A.08.02.15 shall be maintained as provided in COMAR 13A.08.02.15d.
 - 3. The *Student Record Access Log* required under COMAR regulation 13A.08.02.20 shall be maintained for as long as the education record to which it pertains is maintained.
- C. Records Retention Schedule for Records is Prescribed by the Maryland State Department of Education

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The schedule is as follows:

SR1	Personal data	Permanent
SR2	Annual School Performance Data Summary, Grade Levels Prek-8	Student-Age 21
SR3	Annual Secondary School Performance Data Summary, Grade Levels 9-12	Permanent
SR4	Test information	Student-Age 21
SR5	Health screening, examinations and evaluations, immunizations records, and blood lead certificate	Student-Age 21
SR7	Maryland Student Transfer Record Discipline Records	Student-Age 21 graduation or completion of high school program or age 21
	Statewide Education Interview Form	1 year
	Student Record Access Log	6 years
	Attendance Card (maintained by homeroom teacher)	6 years
	Residency information	6 years
	Information Required for Students with Disabilities Individualized Education Program (IEP)	Age 24
	Special Service Information Systems (SSIS)	6 years
	504 Plans	6 years
	Assessment reports	6 years
	IEP team meeting summary sheets and notes	6 years
	Medical assistance records	6 years

13. Transferring of Student Records

- A. Student records may be transferred within Baltimore County Public Schools upon request from the receiving school. **NO COPIES NEED TO BE RETAINED BY THE SENDING SCHOOL.** Student records are routinely sent to another Baltimore County public school for students who transfer as a result of promotion or boundary change.
- B. Records of students transferring for any other reason shall be retained until requested by the principal/designee of the receiving school. The sending school shall not forward records absent a request from the receiving school.
- C. [The original student record is to be sent to the receiving school when the receiving school is another Baltimore County Public School public school. The sending school is not required to make copies.]WHEN A STUDENT

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TRANSFERS TO ANOTHER PUBLIC SCHOOL IN MARYLAND, SEND THE ORIGINAL STUDENT RECORDS IN THEIR ENTIRETY INCLUDING SPECIAL EDUCATION AND DISCIPLINE RECORDS. KEEP COPIES OF THE SR CARD 1 (BOTH SIDES), SR2/3 CARDS, CURRENT IEP, MOST RECENT ASSESSMENT REPORTS AND DOCUMENTATION OF THE DISABILITY FOR THE STUDENT WITH DISABILITIES WHO HAS RECEIVED/IS RECEIVING SPECIAL EDUCATION SERVICES. If a student transfers to a[n] BALTIMORE COUNTY PUBLIC SCHOOLS alternative school or evening high school, the sending school should keep the original student record and send copies of the alternative program's required forms which may include the following: (1) residency information, (2) immunizations, (3) emergency contact information, (4) transcripts, (5) test record, (6) health information, (7) special education, and (8) 504 records.

- D. When a Baltimore County public school receives a request for student records from a non-Baltimore County public school, the Baltimore County public school principal/designee shall notify the parent(s)/guardian(s) or eligible student of such request by forwarding a letter to the last known address of the parent(s)/guardian(s) or eligible student.
- E. If a transfer request is initiated by the parent(s)/guardians or eligible student(s), only copies of the records may be given. The original records are never given to the parent(s)/guardian(s) or eligible student(s).
- F. Once a school has received a formal request for records from a [receiving school outside of Baltimore County or a nonpublic school] SCHOOL OUTSIDE OF MARYLAND OR A MARYLAND NON-PUBLIC SCHOOL, the sending school shall KEEP THE ORIGINAL RECORDS. THE SENDING SCHOOL SENDS COPIES OF THE SR CARD 1, SR CARD 2, SR CARD 3, SR CARD 4, IMMUNIZATION DATA, SPECIAL EDUCATION INFORMATION/RECORDS AND DISCIPLINE RECORDS [send copies of the records to the receiving school and keep the original state mandated student records cards and the original information included in section 12 of this rule]. An entry should be made in the *Student Record Access Log* indicating where the student records were transferred when sent to a school outside of Baltimore County PUBLIC SCHOOLS. Entry of the request on the *Student Record Access Log* should be done prior to making the final copy of the log.
- G. Psychological assessment reports are part of the student record and are forwarded to a receiving school upon receipt of a formal request for

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records. All other requests for Baltimore County Public Schools' psychological assessment reports to be released to third parties should be directed to the Coordinator of the Office of Psychological Services.

- H. Social history reports are part of the student record and are forwarded to a receiving school upon receipt of a formal request for records. All other requests for Baltimore County Public Schools' social history reports to be released to third parties should be directed to the Coordinator of the Office of Pupil Personnel Services.
- I. Records or reports of suspected child abuse or neglect are not considered to be part of the student record and may not be forwarded to any school.
- J. Records of a student's treatment for substance abuse or effort to obtain treatment for substance abuse are not considered to be part of the student record and may not be forwarded to any school unless the sending school has obtained written consent of the student, even if the student is a minor.
- K. The Baltimore County Public Schools' consent form, *Authorization to Obtain Protected Health Information*, must be used to obtain health information from an outside agency.

Rule

Superintendent of Schools

Adopted: 9/25/69
Revised: 6/22/78
Revised: 6/15/99
Revised: 3/14/06
Revised: 11/08/06

**PARENT(S)/GUARDIAN(S) OR ELIGIBLE STUDENT
RECORDS INFORMATION SHEETS**

In accordance with Maryland law, Baltimore County Public Schools (hereinafter, BCPS) are providing parents, legal guardians, or eligible students (hereinafter, parent) with this annual notification of rights.

1. Confidentiality

Student records maintained by BCPS are confidential in nature and access to these records may be granted only for the purpose of serving legitimate and recognized educational ends. Prior parent consent is not required to forward records when a student transfers to another school or school system.

2. Access to Records

Student records maintained by BCPS shall be available to the student's parents for review and inspection in conference with appropriate school personnel. If a student is 18 years or older, rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student. Maryland law provides that student records may be released by BCPS to other educational or specific governmental agencies, to persons involved in approved research projects, to comply with certain judicial orders, or in certain health and emergency situations.

3. Request to Amend Student Records

The parent of a student, who believes the information contained in the student records is inaccurate or misleading or violates the privacy rights of the student, may request in writing that BCPS amend that record. The principal of the student's school or the appropriate administrator of an office shall decide whether or not to amend the student record in a reasonable period of time. If the parent is dissatisfied with the refusal to amend the student record, then the parent has the right to request a hearing before the appropriate administrator.

4. News/Photography

Students may be photographed, videotaped, audiotaped, and/or interviewed while participating in school-sponsored activities when such activities are of interest to the news media. All media activities in schools will be monitored by school staff. School administrative staff will deny access to news media if their presence is

deemed disruptive to the school day or to students or if photographing, videotaping, and/or audiotaping students is not appropriate, given the nature of a particular news story.

Approval to photograph, videotape, audiotape, and/or interview students while participating in school-sponsored activities may be withheld at the parent's request. This request must be submitted in writing to the school principal no later than October 1 of the school year or within 30 days of enrollment into school, if students enroll after the start of the school year.

5. Directory Information

BCPS has a policy of disclosing personally identifiable information from student records which does not require parent consent. This information is commonly referred to as "directory information." The following information has been designated as "directory information" by BCPS: student's name and address; date of birth; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; and degrees and awards received. You are hereby advised that this "directory information" may be withheld from disclosure at the parent's request. This request must be submitted in writing to the school principal no later than October 1 of the school year or within 30 days of enrollment into school, if students enroll after the start of the school year.

6. BCPS Review of Students Records

BCPS policy allows a periodic review of each student's educational records by school personnel for the purpose of deleting any unnecessary or outdated items from a student's record. This review also takes place at the time a student transfers from or otherwise leaves a school. For details of the BCPS policy concerning the use, maintenance, and transfer of student records, contact your school principal.