I. PLEDGE OF ALLEGIANCE

II. SILENT MEDITATION IN REMEMBRANCE

III. AGENDA
Consideration of the agenda for July 10, 2012

IV. MINUTES
Consideration of the Open and Closed Minutes of May 22, 2012; and the
Open and Closed Minutes of June 12, 2012

V. SELECTION OF SPEAKERS

VI. ADVISORY AND STAKEHOLDER GROUPS

VII. GENERAL PUBLIC COMMENT

VIII. SUPERINTENDENT’S REPORT

IX. PRESIDENT’S REPORT

X. RECOGNITION OF ADMINISTRATIVE APPOINTMENTS FROM
JUNE 12, 2012

XI. ELECTION OF OFFICERS FOR SCHOOL YEAR 2012-2013

XII. OLD BUSINESS

A. Consideration of the following Board of Education Policies (third
reading):

- Proposed Changes to Policy 3160 – NON-INSTRUCTIONAL
  SERVICES: Risk Management-School-Sponsored Activities

- Proposed Deletion of Policy 4302 – PERSONNEL:
  Professional Staff-Tenure and Non-Tenure
XII. OLD BUSINESS (cont)

- Proposed Changes to Policy 6800 – INSTRUCTION: Field Trips and Foreign Travel  
  Exhibit D
- Proposed Changes to Policy 8210 – INTERNAL BOARD POLICIES: Organization-Board Officers-Election and Terms of Office  
  Exhibit E
- Proposed Changes to Policy 8222 – INTERNAL BOARD POLICIES: Organization-Secretary-Treasurer  
  Exhibit F
- Proposed Changes to Policy 8230 – INTERNAL BOARD POLICIES: Organization-Orientation of New Board Members  
  Exhibit G
- Proposed Changes to Policy 8250 – INTERNAL BOARD POLICIES: Organization-Board Member Attendance  
  Exhibit H
- Proposed Changes to Policy 8260 – INTERNAL BOARD POLICIES: Organization-Authority of Individual Board Members  
  Exhibit I
- Proposed Changes to Policy 8270 – INTERNAL BOARD POLICIES: Organization-Board Committees  
  Exhibit J
- Proposed Changes to Policy 8280 – INTERNAL BOARD POLICIES: Organization-Memberships  
  Exhibit K

XIII. NEW BUSINESS

A. Consideration of consent to the following personnel matters: (Human Resources)
   1. Transfers  
      Exhibit L
   2. Retirements  
      Exhibit M
   3. Resignations  
      Exhibit N
   4. Leaves of Absence  
      Exhibit O
   5. Deaths  
      Exhibit P
   6. Administrative Appointments  
      Exhibit Q

B. Consideration of the 2012-2013 Organizational Structure for Baltimore County Public Schools (exhibit to follow) (Dr. Dance)  
   Exhibit R

C. Consideration of the Playground Equipment at Westchester Elementary School (Ms. White)  
   Exhibit S

D. Consideration of the Installation of the Flagpole at Towson High School’s Athletic Field (Dr. Newsome)  
   Exhibit T
XIII. NEW BUSINESS (cont)

E. Consideration of the Purchase and Installation of Promethean Boards at Rodgers Forge Elementary School  (Ms. White)  Exhibit U

F. Consideration of consent to the following contract awards:  (Mr. Gay/Mr. Sines)  Exhibit V

1. Contract Modification and Extension: Preliminary Scholastic Achievement Test – National Merit Scholarship Qualifying Test (PSAT/NMSQT)

2. Adhesive Whiteboard Material, Multimedia Boards and Associated Installation Services

3. Microcomputer Hardware, Personal Computers, Laptops, Servers, and Related Peripherals

4. Technology Systems Integration

5. Virtual Learning Support

6. Vehicle Auction Services

7. Verizon Services – Dundalk and Sollers Point High School

8. Request for Approval: Energy Performance Contracting

XIV. REPORTS

A. Report on the following Board of Education Policies (first reading):  (Mr. Coleman)

   • Proposed Changes to Policy 8312 – INTERNAL BOARD POLICIES: Operations-Public Meetings  Exhibit W

   • Proposed Deletion of 8313 – INTERNAL BOARD POLICIES: Operations-Meeting: Notice  Exhibit X

   • Proposed Changes to Policy 8320 – INTERNAL BOARD POLICIES: Operations-Final Action by the Board  Exhibit Y


C. Fiscal Year 2014 Operating and Capital Budget Schedules  (Ms. Burnopp)  Exhibit AA

D. Update on Imagine Discovery Charter School  (Ms. McMahon/Ms. Lawton)  Exhibit BB
XV. INFORMATION

A. Revised Superintendent’s Rule 1110.1 (renumbered to 1120) – COMMUNITY RELATIONS: Communication with the Public- Copyright

B. Revised Superintendent’s Rule 1600 – COMMUNITY RELATIONS: Public Charter Schools

C. Revised Superintendent’s Rule 3160 – NON-INSTRUCTIONAL SERVICES: Risk Management-School-Sponsored Activities

D. Revised Superintendent’s Rule 4101 – PERSONNEL: Conduct–Drug-Free Workplace

E. Revised Superintendent’s Rule 4302 – PERSONNEL: Professional Staff-Awarding and Maintaining Tenure

F. Revised Superintendent’s Rule 4303 – PERSONNEL: Professional Staff-Termination of Unsatisfactory Tenured Teachers

G. Deletion of Superintendent’s Rule 6202, Form E – INSTRUCTION: Copyright Permission Request

H. Revised Superintendent’s Rule 6800 – INSTRUCTION: Field Trips and Foreign Travel


J. Board of Education Policies Scheduled for Review in School Year 2012-2013

K. Policy Editing Conventions

L. Appeals and Hearings Handbook

M. Southeast Area Education Advisory Council Minutes of May 14, 2012

N. Northeast Area Education Advisory Council Minutes of June 13, 2012

XVI. ANNOUNCEMENTS

Next Board Meeting Tuesday, August 7, 2012
7:00 PM Greenwood
The Board of Education of Baltimore County met in open session at 4:31 p.m. at Greenwood. President Lawrence E. Schmidt, Esquire, and the following Board members were present: Cornelia Bright Gordon, Esquire, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Mr. George J. Moniodis, Mr. H. Edward Parker, Ms. Valerie A. Roddy, Mr. David Uhlfelder, and Mr. Logan McNaney. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

The Board entertained oral argument in Hearing Examiner’s Case #12-20. The matter was heard in closed session.

In addition to the above listed Board members, the following persons were present for oral argument: Ms. Michele O. Prumo, Chief of Staff; Dr. Roger L. Plunkett, Assistant Superintendent, Curriculum and Instruction; Dr. Carol R. Batoff, Superintendent’s Designee; Anjanette L. Dixon, Esquire, Associate General Counsel; J. Stephen Cowles, Esquire, Associate General Counsel; Andrew W. Nussbaum, Esquire, Legal Counsel to the Board of Education; and Ms. Brenda Stiffler, Administrative Assistant to the Board of Education.

The proceedings of the hearing were recorded by a court reporter.

Board members deliberated on the case without staff present.

The deliberation was concluded at 5:10 p.m.

On motion of Ms. Bright Gordon, seconded by Ms. Roddy, the Board adjourned at 5:11 p.m.

OPEN SESSION

The Board of Education of Baltimore County met in open session at 5:15 p.m. at Greenwood. President Lawrence E. Schmidt, Esquire, and the following Board members were present: Cornelia Bright Gordon, Esquire, Mr. Michael J. Collins, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Mr. George J. Moniodis, Mr. H. Edward Parker, Ms. Valerie A. Roddy, Mr. David Uhlfelder, and Mr. Logan McNaney. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

Mr. Schmidt reminded Board members of community functions and Board of Education events scheduled in May and June.

Board member, Mr. James E. Coleman, entered the room at 5:17 p.m.
Mr. Janssen stated that Mr. Carl Smith, Executive Director of the Maryland Association of Boards of Education (MABE) is retiring. MABE will conduct a search for Mr. Smith’s replacement. Mr. Janssen noted that a profile survey will be sent to all Board members to collect input on the characteristics and qualities for the new executive director.

Pursuant to the Annotated Code of Maryland, State Government Articles, §§10-508(a)(1) and (a)(7) and upon motion of Mr. Uhlfelder, seconded by Mr. Parker, the Board commenced its closed session at 5:22 p.m.

CLOSED SESSION MINUTES

The Board of Education of Baltimore County, Maryland, met in closed session at 5:22 p.m. at Greenwood. President Lawrence E. Schmidt, Esquire, and the following Board members were present: Cornelia Bright Gordon, Esquire, Mr. James E. Coleman, Mr. Michael J. Collins, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Mr. George J. Moniodis, Mr. H. Edward Parker, Ms. Valerie A. Roddy, Mr. David Uhlfelder, and Mr. Logan McNaney. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and the following staff members were present: Ms. Michele O. Prumo, Chief of Staff; Dr. Roger L. Plunkett, Assistant Superintendent, Curriculum and Instruction; Dr. Donald A. Peccia, Assistant Superintendent, Human Resources; Dr. Alpheus Arrington, Director, Human Resources; J. Stephen Cowles, Esquire, Associate General Counsel; Andrew W. Nussbaum, Esquire, Counsel to the Board of Education; and Ms. Brenda Stiffler, Administrative Assistant to the Board.

Dr. Peccia reviewed with Board members personnel matters to be considered on the evening’s agenda.

Ms. Karen T. Blannard, Assistant Superintendent, Elementary Schools; Ms. Patricia A. Lawton, Assistant Superintendent, Elementary Schools; Ms. Penelope Martin-Knox, Assistant Superintendent, Middle Schools; Dr. Edward Newsome, Jr., Assistant Superintendent, High Schools entered the room at 5:24 p.m.

Mr. Nussbaum provided legal advice regarding litigation initiated by a former employee.

On motion of Mr. Parker, seconded by Mr. Uhlfelder, the Board adjourned its closed session at 6:05 p.m.

ADMINISTRATIVE FUNCTION SESSIONS

At 6:06 p.m., Board members discussed the following items:

- Adding an item to the evening’s agenda.
- Upcoming elections for Board officers.
On motion of Mr. Parker, seconded by Ms. Roddy, the Board adjourned its administrative function session at 6:26 p.m. for a brief dinner.

OPEN SESSION MINUTES

The Board of Education of Baltimore County, Maryland, reconvened in open session at 6:57 p.m. at Greenwood. President Lawrence E. Schmidt, Esquire, and the following Board members were present: Cornelia Bright Gordon, Esquire, Mr. James E. Coleman, Mr. Michael J. Collins, Mr. Rodger C. Janssen, Ms. Ramona N. Johnson, Mr. George J. Moniodis, Mr. H. Edward Parker, Ms. Valerie A. Roddy, Mr. David Uhlfelder, and Mr. Logan McNaney. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

PLEDGE OF ALLEGIANCE

The open session commenced with the Pledge of Allegiance to the Flag, which was led by Miss Tyneisha Fong, a student at Woodlawn High School, followed by a period of silent meditation for those who have served education in the Baltimore County Public Schools.

Dr. Hairston asked that under item IX, New Business, Financing Various Vehicles, be added to tonight’s agenda. Pursuant to Board Policy 8314, the addition to the agenda was unanimously approved by those Board members present (favor-11; opposed-0; abstained-0).

Hearing no additions or corrections to the Open Minutes of April 10, 2012; and the Open and Closed Minutes of April 17, 2012, Mr. Schmidt declared the minutes approved as presented on the Web site.

Mr. Schmidt informed the audience of the sessions in which Board members had participated earlier in the afternoon.

SELECTION OF SPEAKERS

After collecting completed sign-up cards, Mr. Schmidt announced the names of persons who would be speaking during the public comment portion of the meeting as well as the order in which the persons would be called.

Mr. Schmidt stated that public comment is one of the opportunities provided to hear the views and receive the advice of community members. The members of the Board appreciate hearing from interested citizens and will take their comments into consideration, even though it is not the Board’s practice to take action at this time on issues which are raised. When appropriate, the Board will refer concerns to the superintendent for follow-up by his staff.
While the Board encourages public input on policy, programs, and practices within the purview of this Board and this school system, this is not the proper avenue to address specific student or employee matters, or to comment on matters that do not relate to public education in Baltimore County. The Board encourages everyone to utilize existing avenues of redress for complaints. Inappropriate personal remarks or other behavior that disrupts or interferes with the conduct of this meeting are out of order.

Mr. Schmidt also asked speakers to observe the timer, which lets the speaker know when time is up. He asked speakers to conclude their remarks when they see his/her time is up.

ADVISORY AND STAKEHOLDER COMMENTS

Miss Olivia Keithley, Baltimore County Student Council (BCSC) President and member of the Superintendent’s Student Council Advisory Group, reported on the many successful events held this past year. She introduced Miss Breana Echols, from Towson High School, who will be the incoming BCSC President for the 2012-2013 school year.

Board member Coleman commented on two events: AVID’s 10th Anniversary Celebration noting that $14 million in scholarships awarded; and the Science, Technology, Engineering, and Mathematics (STEM) Fair for Elementary Schools. He thanked staff for their work and dedication with students.

Ms. Abby Beytin, President of the Teachers Association of Baltimore County, stated that there have been many successes this, but most important is the outstanding school system that continues to achieve at high levels. She stated that TABCO will continue to work on improving and refining its efforts to ensure that every child has a first-class education.

Ms. Nancy Ostrow, President of the PTA Council of Baltimore County, stated that the student handbook committee has spent the year preparing the annual revision of Policy 5550. She noted that the revised policy has very minor changes mirroring the current wording as previously adopted. Ms. Ostrow asked that the Board consider waiving the three reading process and approve this policy. She also asked the Board to discuss community concerns relative to classroom staffing allocations.

Ms. Jessica Paffenbarger, Chair of the Citizens Advisory Committee for Gifted and Talented Education, commented that, while the Common Core State Standards focuses on what is essential, a great deal is left to the discretion of teachers and curriculum developers. She stated that BCPS’s expectation for gifted and talented students needs to be much higher than the common core standard.
ADVISORY AND STAKEHOLDER COMMENTS (cont)

Mr. John Desmone, Executive Director of the Council of Administrative and Supervisory Employees, expressed concern over the implementation of revisions to Policy 8364 and how the revised financial disclosure form affects principals and CASE employees. He stated that CASE was not consulted in the development of this form. Mr. Desmone asked the Board to revisit the policy.

Mr. Anthony Mooring, a representative of the Advisory Committee for Alternative Programs, introduced Miss Tyneisha Fong and Mr. Tyler Holmes, who reported on the successes of the Maryland’s Tomorrow Program at Woodlawn High School.

GENERAL PUBLIC COMMENT

Dr. Bash Pharoan expressed concern with the last Board meeting being held at New Town High School. He stated that it was difficult to speak as a public speaker. He thanked Mr. Collins for requesting data on the number of Muslim students. Dr. Pharoan asked the Board to approve adding the Muslim holidays to the school calendar.

Ms. Jean Suda stated that she has testified at the budget hearing on January 17, and on February 7, and has written a letter to the Board President recommending an analysis of last year’s reduction of high school staffing. She asked the Board to consider readjusting the high school staffing ratio to 20.15 students per teacher.

Mr. Eric Rockel stated that testimony provided at the Mays Chapel public hearing was that approximately 10 acres would be needed to construct the school. However, the exhibit scheduled for discussion this evening indicates that the school building, associated parking, and fields would take approximately 16 acres.

SPECIAL ORDER OF BUSINESS

The Board adopted a resolution honoring Logan McNaney for his service as student member of the Board for the 2011-2012 school year. Mr. McNaney was presented with the resolution as well as a gift from her Board colleagues.

WHEREAS, Logan McNaney has served as a student member of the Board of Education of Baltimore County with honor and distinction for the 2011-2012 school year, including participation on the Board’s Curriculum Committee; and

WHEREAS, His role as a student leader begins at Lansdowne High School where he serves as Senior Class President and his leadership extends countywide through his work on the Board and his membership on the Superintendent’s Student Advisory Board, the Baltimore County Student Councils Executive Board, and the Maryland Association of Student Councils Executive Board; and
WHEREAS, Logan’s leadership activities complement his scholastic and athletic achievements, which include participating in Model United Nations, member of the French Honor Society, cross country and indoor track, AVID liaison and volunteering in the Arbutus community; and

WHEREAS, His outstanding academic performance has been affirmed in many ways from being named in the top 10% of his class for the past three years and achieving honor roll status for the past four years; and

WHEREAS, Logan, who received a senatorial nomination to the US Air Force Academy, will continue to bring honor to this school system as he continues his education at Virginia Tech; now, therefore, be it

RESOLVED, That the Board of Education of Baltimore County, assembled in regular session on the twenty-second of May, in the year two thousand twelve, expresses to Logan, its fondest regards and gratitude for his services; and be it further

RESOLVED, That the Board does herewith extend its best wishes for happiness, good health, and continued success in future endeavors, and that it directs a copy of this resolution to be recorded among the permanent records of the Board of Education of Baltimore County.

NEW BUSINESS

Personnel Matters

On motion of Mr. Parker, seconded by Mr. McNaney, the Board approved the personnel matters as presented on exhibits B and C (Copies of the exhibits are attached to the formal minutes).

Contract Award

Mr. Patrick Fannon, Comptroller, stated that this item is a supplement to the contract approved by the Board on May 8, 2012. Due to tax exempt financing, the contract language needed to be added to the exhibit to comply with IRS requirements.

On motion of Mr. Moniodis, seconded by Mr. Uhlfelder, the Board approved Contract #MBU-520-12, Financing Various Vehicles, as presented in exhibit C-1.
The Board received the following reports:

- **Board of Education Policies** – Mr. Coleman reported that the Board of Education’s Policy Committee had met to consider the policies presented this evening, and that the committee is recommending approval of these policies. Mr. Coleman separated Policy 5550 for further discussion. This is the first reading.

  - Proposed Changes to Policy 3160 – NON-INSTRUCTIONAL SERVICES: Risk Management-School-Sponsored Activities
  - Proposed Deletion of Policy 4302 – PERSONNEL: Professional Staff-Tenure and Non-Tenure – Mr. Janssen expressed concern that the declaration of intent would not remain in the department of human resources’ procedures and not be adhered to. Mr. Janssen recommended that this policy be retained.
  - Proposed Changes to Policy 6800 – INSTRUCTION: Field Trips and Foreign Travel
  - Proposed Changes to Policy 8210 – INTERNAL BOARD POLICIES: Organization-Board Officers-Election and Term of Office
  - Proposed Changes to Policy 8222 – INTERNAL BOARD POLICIES: Organization-Secretary-Treasurer
  - Proposed Changes to Policy 8230 – INTERNAL BOARD POLICIES: Organization-Orientation of New Board Members
  - Proposed Changes to Policy 8250 – INTERNAL BOARD POLICIES: Organization-Board Member Attendance – Ms. Bright Gordon asked why the committee recommended that Board members should notify the superintendent in advance of not attending meetings. Mr. Coleman responded that it is just a notification to ensure a quorum of the Board. He stated that it would be more practical to notify the administrative assistant and the president. Mr. Bright Gordon asked whether this is the original language. Andrew Nussbaum, Esquire, Counsel to the Board, responded that the current policy states, “secretary-treasurer should be notified.” Ms. Bright Gordon asked why language in Section I.A was eliminated. Mr. Nussbaum responded that the language was moved to Section III.B of the policy.
  - Proposed Changes to Policy 8260 – INTERNAL BOARD POLICIES: Organization-Authority of Individual Board Members
  - Proposed Changes to Policy 8270 – INTERNAL BOARD POLICIES: Organization-Board Committees
  - Proposed Changes to Policy 8280 – INTERNAL BOARD POLICIES: Organization-Memberships
WORK SESSION REPORTS (cont)

Mr. Coleman stated that the Policy Review Committee requests that Policy 5550, *Behavior*, not be presented for second or third reader, but that it be acted upon tonight. The Committee has asked that action be taken tonight so that the policy can be published in the Student Behavior Handbook and printed in time for the opening of the 2012-2013 school year.

Mr. Schmidt asked whether there would be a problem with meeting the printing date should the Board wait and approve the policy at its June 12 meeting. Mr. Rauenzahn responded in the affirmative, but it would be difficult to meet the deadline.

Mr. Coleman stated that this policy came to the Board a few months ago, and it was defeated because Mr. McNaney asked a question about cell phone usage. That concern has been addressed in the policy.

Ms. Bright Gordon expressed concern with amending the policy knowing that the state board is in the process to issue new disciplinary guidelines. Mr. Janssen and Mr. Collins concurred with Ms. Bright Gordon. Mr. Collins stated that the Board should wait to approve the document and its June 12 meeting and not suspend the three readings.

Mr. McNaney stated that the new cell phone language in the policy does not look different. Mr. Rauenzahn stated that Section IV.C.1 that verbiage was changed from “shall” to “may.” Other than that change, it is the same policy.

Mr. Schmidt asked whether the intent of the revised policy was to provide discretion to the principal or the administration with Mr. Rauenzahn responding in the affirmative.

Mr. McNaney asked why there is a “zero tolerance” with cell phones. Mr. Rauenzahn responded that cell phones can be used as part of the education program. It is up to the teachers and administrators when cell phone use is appropriate. Mr. McNaney encouraged more communication with the schools on this issue.

Ms. Johnson stated that there are inequities in suspensions and expulsions and was anticipating a follow-up report to determine whether there were elements of the policy that would need adjustment.
Mr. Uhlfelder suggested that Board members review the student handbook and the revised policy and provide questions to the Policy Review Committee (PRC). The committee will review the questions at its June 11 meeting.

Mr. Uhlfelder moved to waive the three reading process on Policy 5550. Mr. Parker seconded the motion. The motion failed (5-favor; 5-opposed; 1-abstained).

Mr. Schmidt directed Board members to send all questions or concerns to Ms. Stiffler for discussion at the PRC meeting on June 11. Mr. Schmidt urged the Board to vote on this item at its June 12 meeting.

• **Update on Staffing/Budget for Fiscal Year 2012 and 2013** – Ms. Barbara Burnopp, Chief Financial Officer, explained to Board members why class size adjustments were part of the FY12 budget. In FY11, the Board was operating in a budget year at Maintenance of Effort (MOE) or 0% increase. The county also informed the school system that it would operate at MOE for FY12 and FY13, respectively. The options confronting the Board in January 2011 were:

  • Saving $12.7 million by not filling 194.2 vacancies.
  • No furloughs and no lay-offs.
  • Providing step/salary increments for eligible employees at a cost of $15.1 million.
  • Funding of health care agreements at a cost of $17 million.

An analysis of administrative positions was completed for FY2013; 50 positions were eliminated for a cost savings of $5.7 million.

Dr. Donald Peccia, Assistant Superintendent of Human Resources, stated that 99% of teaching positions were distributed to schools in February 2011. For the past three years, the school system has seen increased enrollment at the elementary level. Additional staffing this year was provided to schools as a result of hardship; enrollment exceeded projections by approximately 500 students with 51 positions provided to high schools. There were 421 Advanced Placement (AP) classes in 2011-2012 compared to 410 in 2010-2011. Dr. Peccia noted that the total FTE, if approved, will increase to 7,889.

Dr. Roger Plunkett, Assistant Superintendent of Curriculum and Instruction, reported that the assistant superintendent of high schools has reviewed the master schedule for each high school for the 2012-2013 school year. Dr. Newsome visited Dulaney High School and the principal indicated that the school currently has a hybrid schedule with science classes, which it will not have next school year. Dulaney High will have a scheduled aligned with other high schools in the county.
Mr. Janssen asked whether Dulaney High School would receive additional staff. Dr. Plunkett responded that the change would allow the principal to offer more classes and free up additional classes throughout other disciplines. Mr. Janssen asked whether class sizes would be affected with Dr. Plunkett responding in the affirmative.

Mr. Schmidt urged staff to look at the achievement impact on increased class sizes. Dr. Hairston stated that there is no evidence that class size affects student achievement.

C. Update on Progress of the Northwest Area Economic and Residential Forecast Study – Ms. Kara Calder, Executive Director of Planning and Support Operations, shared with Board members the preliminary findings of the northwest area enrollment and projections. The preliminary findings indicate that:

- Enrollment projections show an increase of 7,215 students (6.9%) over ten years.
- Enrollment in the northwest area is projected to increase 2,262 students (10.1%) over the next ten years.
- Projections in the northwest area are likely a low estimate given the potential for new residential development.
- All BCPS relief strategies will need to be considered and implemented over the next 5-7 years to manage growth.

Ms. Calder noted that a final report would be submitted to the Superintendent in June.

Ms. Roddy expressed concern that the Board was received a pre-report to the report. She stated that the Board had been told multiple times that a feasibility study would be conducted in May. Ms. Roddy requested a report on the northwest area. Ms. Roddy asked why the chart shows an 108,000 students in 2021 and the presentation showed 112,000 in 2021. Mr. Chris Brocato, Strategic Planning Data Analyst, responded that the State does not include prekindergarten in its projections.

Mr. Uhlfelder asked who the representatives on the steering committee are. Ms. Calder responded that the committee consists of: BCPS staff, Chief of Staff, Chief Financial Officer, representatives from the department of physical facilities, and strategic planning. The school system is also partnering with Baltimore County government offices of budget, planning, and economic development as well as members from the PTA and area education advisory council.
D. **Report on the NorthBay Environmental and Character Development Education Program** – Dr. John Quinn, Executive Director of STEM, introduced Dr. Lisa Williams, Director of Equity and Cultural Proficiency, and Mr. George Newberry, Director, of Science, PreK-12, who presented on the programs offered at NorthBay and the school system’s participation in these programs. The report included:

- Experience and mission of the program.
- Investigating and Evaluating Environmental Issues and Actions (IEEIA) curriculum model, which is linked to the Common Core State Curriculum.
- Program outcomes.
- Participating schools and demographic descriptors.

The NorthBay experience is designed to convince students that education and lifelong learning are keys to having the options and choices. The character development experiences deliver to students a new way of thinking which stresses the power of choices that lead to healthy life options. The character development message is also linked to the elements of the environmental lessons they experienced during the day, which drives home both spheres of learning. Students accrue service learning hours through the NorthBay experience. Students also learn to appreciate the environment and develop new attitudes and habits that demonstrate stewardship rather than exploitation of the environment.

Mr. John Ward, principal of Stemmers Run Middle School, and Mr. Harvey Chambers, assistant principal of Southwest Academy, reported on the academic benefits of the program.

Mr. Janssen asked whether risk management reviewed the zip line and rock climbing activities and have the waivers been vetted. Mr. Newberry responded in the affirmative.

Ms. Johnson asked for the total number of students who have participated. Dr. Williams responded that approximately 1,248 participated to date. Ms. Johnson requested the total number of students who have participated in the NorthBay program since its inception, and the cost to the school system. Dr. Williams responded the cost is between $100 and up to $275 per student. Schools receive an allocation for the program then supplement the cost through fundraising activities to reduce the cost for students. Ms. Johnson asked what the budget for this program is. Dr. Williams responded that the schools provide an allocation based on 50% of their sixth grade enrollment times 75.
WORK SESSION REPORTS (cont)

E. Site Concept of the New Elementary School at Mays Chapel – Mr. Michael Sines, Executive Director of Physical Facilities, gave to Board members the placement of the school building on the Mays Chapel site, the construction schedule, and the advantages using a prototype design. A detailed, schematic design of the project will be provided to the Building and Contracts Committee at a future meeting.

Mr. Ken Jones, principal architect from Grimms + Parker, reviewed key points of the site layout, which included:

- Existing site conditions
- Proposed site concept plan
  - Preserving and enhancing existing fields
  - Approximately 7-8 acres of new development
  - Providing convenient access to community functions and parking
  - Maintaining the view of the park from Roundwood Road
- Project schedule and benefits of using a prototype building

Mr. Schmidt inquired about the school building and parking lot. Mr. Sines stated that geothermal well system will be located below the existing fields. The fields will remain in the same location; however, will be in better condition following the construction. The actual construction of the school building and parking will take approximately 7-8 acres.

Mr. Janssen requested that a press release be disseminated with this information.

INFORMATION

The Board received the following information:

A. New Superintendent’s Rule 5550 – STUDENTS: Services to Students-Behavior

ANNOUNCEMENTS

Mr. Schmidt made the following announcements:

- The Baltimore County Board of Education will hold a public hearing to seek input about BCPS’ FY2014 Capital Budget needs on Wednesday, May 23, 2012, at 7:00 p.m. on the Greenwood campus in the ESS Building. Sign-up for the public to speak will begin at 6:00 p.m.

- The Central Area Education Advisory Council will hold its next meeting on Thursday, May 24, 2012, at Pinewood Elementary School beginning at 7:00 p.m.

- The Board of Education of Baltimore County will hold its next meeting on Tuesday, June 12, 2012, at Greenwood. The meeting will begin with an open session at approximately 5:00 p.m. The Board will then adjourn to meet in closed session. The open session will reconvene at approximately 7:00 p.m. The public is welcome to attend all open sessions.

ADJOURNMENT

Since there was no further business, the Board adjourned its work session at 9:54 p.m.

Respectfully submitted,

__________________________
Joe A. Hairston     
Secretary-Treasurer

/bls
TENTATIVE MINUTES
BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

Tuesday, June 12, 2012

The Board of Education of Baltimore County met in closed session at 5:08 p.m. at New Town High School. President Lawrence E. Schmidt, Esquire, and the following Board members were present: Cornelia Bright Gordon, Esquire, Mr. Michael J. Collins, Mr. Rodger C. Janssen, Mr. George J. Moniodis, Mr. H. Edward Parker, Ms. Valerie A. Roddy, Mr. David Uhlfelder, and Mr. Logan McNaney. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.

Mr. Schmidt reminded Board members of community functions and Board of Education events scheduled in June and July.

Pursuant to the Annotated Code of Maryland, State Government Articles, §§10-508(a)(1), (a)(7), and (a)(9) and upon motion of Mr. Janssen, seconded by Mr. Parker, the Board commenced its closed session at 5:11 p.m.

CLOSED SESSION MINUTES

The Board of Education of Baltimore County, Maryland, met in closed session at 5:11 p.m. at Greenwood. President Lawrence E. Schmidt, Esquire, and the following Board members were present: Cornelia Bright Gordon, Esquire, Mr. Michael J. Collins, Mr. Rodger C. Janssen, Mr. George J. Moniodis, Mr. H. Edward Parker, Ms. Valerie A. Roddy, Mr. David Uhlfelder, and Mr. Logan McNaney. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and the following staff members were present: Dr. Renee A. Foose, Deputy Superintendent; Ms. Michele O. Prumo, Chief of Staff; Ms. Patricia Lawton, Assistant Superintendent, Elementary Schools; Ms. Verletta White, Assistant Superintendent, Elementary Schools; Dr. Penelope Martin-Knox, Assistant Superintendent, Middle Schools; Dr. Edward Newsome, Jr., Assistant Superintendent, High Schools; Dr. Donald A. Peccia, Assistant Superintendent, Human Resources; Dr. Alpheus Arrington, Director, Human Resources; Mr. George Duque, Manager, Staff Relations; Ms. Barbara Burnopp, Chief Financial Officer; Mr. George Sarris, Director, Office of Budget and Reporting; Margaret-Ann F. Howie, Esquire, General Counsel; Andrew W. Nussbaum, Esquire, Counsel to the Board of Education; and Ms. Brenda Stiffler, Administrative Assistant to the Board.

Mr. McNaney exited the room at 5:11 p.m.

Mr. Duque and Ms. Burnopp reviewed with Board members proposed salary scales for two collective bargaining units to be considered on the evening’s agenda.

Board members, Mr. Michael H. Bowler and Mr. Michael J. Collins, entered the room at 5:12 p.m.
CLOSED SESSION MINUTES (cont0)

Mr. McNaney re-entered the room at 5:15 p.m. Ms. Burnopp, Mr. Sarris, and Mr. Duque exited the room at 5:15 p.m.

Dr. Peccia reviewed with Board members personnel matters to be considered on the evening’s agenda.

Board member, Mr. James E. Coleman, entered the room at 5:16 p.m.

Mr. Nussbaum provided legal advice to Board members on the following items:

- School holidays, and
- The Open Meetings Act, particularly as it relates to social gatherings.

Mr. Duque re-entered the room at 5:45 p.m.

Mr. Nussbaum provided legal advice on the charter school contract.

On motion of Mr. Janssen, seconded by Ms. Bright Gordon, the Board adjourned its closed session at 6:09 p.m. All staff exited the room.

ADMINISTRATIVE FUNCTION SESSION

At 6:10 p.m. the Board discussed the following items:

- Upcoming election of officers.
- Upcoming Board retreat in July.
- Consideration of adding an item to this evening’s agenda.
- Annual performance review of Board’s counsel; consideration of hourly fee.
- Possible National School Boards Association (NSBA) presentation in April 2013.

On motion of Mr. Janssen, seconded by Mr. Moniodis, the Board adjourned its administration session at 6:39 p.m. for a brief dinner.

OPEN SESSION MINUTES

The Board of Education of Baltimore County, Maryland, reconvened in open session at 7:08 p.m. at Greenwood. President Lawrence E. Schmidt, Esquire, and the following Board members were present: Mr. Michael H. Bowler, Cornelia Bright Gordon, Esquire, Mr. James E. Coleman, Mr. Michael J. Collins, Mr. Rodger C. Janssen, Mr. George J. Moniodis, Mr. H. Edward Parker, Ms. Valerie A. Roddy, Mr. David Uhlfelder, and Mr. Logan McNaney. In addition, Dr. Joe A. Hairston, Superintendent of Schools, and staff members were present.
PLEDGE OF ALLEGIANCE

The open session commenced with the Pledge of Allegiance to the Flag, which was led by Mr. Cameron Crosell, a student at Winand Elementary School, followed by a period of silent meditation for those who have served education in the Baltimore County Public Schools.

Hearing no additions or corrections to the Open Minutes of May 8, 2012; and the Report on the FY14 Capital Budget Public Hearing of May 23, 2012, Mr. Schmidt declared the minutes approved as presented on the Web site.

Mr. Schmidt informed the audience of the sessions in which Board members had participated earlier in the afternoon.

SELECTION OF SPEAKERS

After collecting completed sign-up cards, Mr. Schmidt announced the names of persons who would be speaking during the public comment portion of the meeting as well as the order in which the persons would be called.

Mr. Schmidt stated that public comment is one of the opportunities provided to hear the views and receive the advice of community members. The members of the Board appreciate hearing from interested citizens and will take their comments into consideration, even though it is not the Board’s practice to take action at this time on issues which are raised. When appropriate, the Board will refer concerns to the superintendent for follow-up by his staff.

While the Board encourages public input on policy, programs, and practices within the purview of this Board and this school system, this is not the proper avenue to address specific student or employee matters, or to comment on matters that do not relate to public education in Baltimore County. The Board encourages everyone to utilize existing avenues of redress for complaints. Inappropriate personal remarks or other behavior that disrupts or interferes with the conduct of this meeting are out of order.

Mr. Schmidt also asked speakers to observe the timer, which lets the speaker know when time is up. He asked speakers to conclude their remarks when they see his/her time is up.

ADVISORY AND STAKEHOLDER COMMENTS

Ms. Nancy Ostrow, President of the PTA Council of Baltimore County, thanked Dr. Hairston for 12 years of outstanding leadership to Baltimore County Public Schools (BCPS). She stated that Ms. Jackie Brewster has been elected to serve as PTA Council president for 2012-2014 term commencing July 1, 2012. Ms. Ostrow announced the PTA Fall Reception and Workshops to be held on Thursday, October 18, 2012.
ADVISORY AND STAKEHOLDER COMMENTS (cont)

Board member, Ms. Ramona N. Johnson, entered the room at 7:14 p.m.

Mr. Carl Bailey, Chair of the Diversity and Achievement Steering Committee, thanked the superintendent for 12 years of leadership at BCPS. He stated that Dr. Hairston has brought the school system well into the 21st century and has raised student achievement.

Ms. Jessica Paffenbarger, Chair of the Citizens Advisory Committee for Gifted and Talented (G/T) Education, stated that the committee looks forward to seeing the continuation and strengthening of the G/T program. She thanked Dr. Hairston for his sponsorship of this advisory committee.

Mr. John Desmone, Executive Director of the Council of Administrative and Supervisory Employees (CASE), expressed concern over the revisions to Policy 8364 and how the changes affect principals and CASE employees. He asked the Board to revisit the policy and consider having two forms. Several individuals stood to support Mr. Desmone’s comments.

Dr. Brian Morrison, Chair of the Baltimore County Alliance of Black School Educators, thanked the Dr. Hairston for 12 years of service to BCPS. Dr. Morrison presented the superintendent with a plaque.

Ms. Jasmine Shriver, Coordinator of the Area Education Advisory Councils, thanked Dr. Hairston for 12 years of excellent leadership.

PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 3160

No one from the public signed-up to speak on this policy.

PUBLIC COMMENT ON PROPOSED DELETION OF POLICY 4302

No one from the public signed-up to speak on this policy.

PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 5550

Ms. Nancy Ostrow stated that the PTA Council of Baltimore County supports the revisions to this policy. She noted that the revised rule addresses interventions to provide students with better choices.
PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 6800

No one from the public signed-up to speak on this policy.

PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 8210

No one from the public signed-up to speak on this policy.

PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 8222

No one from the public signed-up to speak on this policy.

PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 8230

No one from the public signed-up to speak on this policy.

PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 8250

No one from the public signed-up to speak on this policy.

PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 8260

No one from the public signed-up to speak on this policy.

PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 8270

No one from the public signed-up to speak on this policy.

PUBLIC COMMENT ON PROPOSED CHANGES TO POLICY 8280

No one from the public signed-up to speak on this policy.
GENERAL PUBLIC COMMENT

Ms. Jean Suda stated that one-third of Dulaney High School’s classes have more than 30 students. Ninety percent (90%) of the teaching positions eliminated last year were taken from the high schools. Ms. Suda asked the Board to allocate staffing cuts proportionately across all schools.

Dr. Bash Pharoan hoped that the Board would discuss objectively why it discriminates against minorities.

Mr. Thomas Evans, principal, Eastern Technical High School, expressed concern over the financial disclosure form requirement for principals. He stated that the form is intrusive and invades his privacy. Mr. Evans asked the Board to replace the form with a less-intrusive statement similar to the previous financial disclosure form.

SUPERINTENDENT’S REPORT

Dr. Hairston acknowledged his appreciation to the community for allowing him to serve for 12 years and to experience 12 years of continued and consistent student performance.

PRESIDENT’S REPORT

Mr. Schmidt stated that the Board is continually questioned about many areas of our educational system. These questions come from public testimony, direct inquires to Board members, public hearings on capital and operating budgets, and area advisory councils. Some are specific to individual schools, while others involve the entire system. Mr. Schmidt reported on the following topics:

Issue: Imagine Discovery Charter School – There have been some questions relative to renewing Imagine Discovery Charter School’s contract. The Board will receive a full report on the charter school at its July 10 meeting.

Stoneleigh Ground Breaking – On Wednesday, June 6, BCPS broke ground for the new addition/renovation project at Stoneleigh Elementary School. When completed, the new addition will increase the school’s area by about 20,000 square feet and will include kindergarten classrooms and will enable expansions to the school’s library, media center, science, and art classrooms. The project also will incorporate improvements to the school’s car loop and parking lot to reduce congestion and improve safety and upgrades to major systems throughout the building, including improvements to the building’s heating, ventilation, air conditioning, plumbing, electrical, lighting, security, fire, communications, roofing, restrooms, and technology systems.
Finally, the Board thanked staff—principals, teachers, school staff, bus drivers, operations and maintenance staff, all support personnel and central office personnel—for their hard work, dedication, and commitment to the 105,000 plus students, and another successful school year for BCPS.

SPECIAL ORDER OF BUSINESS

Mr. Uhlfelder stated that Baltimore County Public Schools (BCPS) participates in the Maryland Association of Boards of Education (MABE) Group Insurance Pool program. Each year, MABE offers its school system members the opportunity to receive a cash award for creating and maintaining effective risk management programs. School systems respond to over 35 detailed questions about the ongoing and new initiatives that safeguard students, employees, the community, and our property and help reduce our overall risk of harm. The school system’s overall experience is also examined and included in the analysis.

BCPS has received an Incentive Award each year that it has participated. This year the school system received the highest ranking award. Mr. Steve James, MABE Pool Administrator, presented a check to BCPS for $160,000.

SPECIAL ORDER OF BUSINESS

The Board unanimously adopted a resolution honoring Dr. Joe A. Hairston for his twelve years of service to Baltimore County Public Schools. Dr. Hairston was presented with a portrait.

WHEREAS, Dr. Joe A. Hairston has served as Superintendent of Baltimore County Public Schools with honor and distinction since 2000; and

WHEREAS, Through his development of the Blueprint for Progress, he established a focus and direction so ALL students can achieve; and

WHEREAS, As a result of Dr. Hairston’s leadership, Baltimore County Public Schools has achieved what all school systems aspire to—steadily rising rates of student achievement; and

WHEREAS, Through his focus on student achievement, Baltimore County Public Schools has received numerous recognitions, such as, recognition by the Schott Foundation in 2010 for having the third highest graduation rate for African American males, recognition by Education Week in 2011 for having the fourth highest graduation rate among the nation’s largest school districts and recognition by the Washington Post in 2011 for having thirteen high schools named among the top seven percent of high schools in the nation; and
SPECIAL ORDER OF BUSINESS (cont)

WHEREAS, Dr. Hairston developed and/or implemented many innovative programs and practices including the Principals’ Academy, professional development schools with local universities, and increased the number of Advanced Placement courses offered in each high school; and

WHEREAS, His focus on the needs and interests of students led Dr. Hairston to establish the first Student Advisory Board; and

WHEREAS, Dr. Hairston worked diligently to ensure that the students of Baltimore County Public Schools were college or workforce ready through his establishment of the College Gateway Program for middle schools, the Dual Degree Program, and the partnership with the College Board; and

WHEREAS, Supporting underachieving students from low-income families to succeed on a college readiness track, Dr. Hairston began the implementation of the Advancement Via Individual Determination (AVID) Program; and

WHEREAS, Dr. Hairston began the first articulation with all the Deans of Education from the local colleges and universities; and

WHEREAS, Due to his leadership and focus on accountability, Baltimore County Public Schools is the only school system in Maryland to achieve ISO 9001 international certification for Management for five of its key Departments; and

WHEREAS, His boundless energy and passion in pursuit of educational excellence have served the students and families of Baltimore County Public Schools; now, therefore, be it

RESOLVED, That the Board of Education, herewith assembled in regular session on the twelfth day of June, in the year two thousand and twelve, expresses to Joe A. Hairston, on behalf of the citizens of this county, our deepest appreciation and gratitude for his valuable service; and be it further

RESOLVED, That a copy of this resolution be recorded among the permanent records of the Board of Education of Baltimore County.

Mr. Joseph McKoy, Jr., ROTC Instructor, presented Dr. Hairston with a plaque from the JROTC programs in Baltimore County.

RECOGNITION OF ADMINISTRATIVE APPOINTMENTS

Dr. Donald Peccia, Assistant Superintendent of Human Resources, recognized the administrative appointments from the May 22, 2012, Board meeting.
### RECOGNITION OF ADMINISTRATIVE APPOINTMENTS (cont)

<table>
<thead>
<tr>
<th>NAME</th>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAMELA M. CROSELL</td>
<td>Teacher/Mentor</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>(Effective July 1, 2012)</td>
<td>Rodgers Forge Elementary School</td>
<td>McCormick Elementary School</td>
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<tr>
<td>ERIN D. DICELLO</td>
<td>Teacher/Resource</td>
<td>Assistant Principal</td>
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<tr>
<td>(Effective July 1, 2012)</td>
<td>Colgate Elementary School</td>
<td>Colgate Elementary School</td>
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<tr>
<td>MELISSA E. DIDONATO</td>
<td>Assistant to the Assistant</td>
<td>Principal</td>
</tr>
<tr>
<td>(Effective July 1, 2012)</td>
<td>Superintendent – Zone 2</td>
<td>Padonia International Elementary School</td>
</tr>
<tr>
<td>KATIE L. FILLING</td>
<td>Teacher/Resource</td>
<td>Specialist</td>
</tr>
<tr>
<td>(Effective May 23, 2012)</td>
<td>Office of Title I</td>
<td>Office of Title I</td>
</tr>
<tr>
<td>RORRIE K. FORTIER</td>
<td>Specialist, PreK-12</td>
<td>Coordinator, Elementary Mathematics</td>
</tr>
<tr>
<td>(Effective May 23, 2012)</td>
<td>Office of Mathematics</td>
<td>Office of Mathematics</td>
</tr>
<tr>
<td>RENEE A. JENKINS</td>
<td>Assistant Principal</td>
<td>Principal</td>
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<tr>
<td>(Effective July 1, 2012)</td>
<td>Cedarmere Elementary School</td>
<td>Deer Park Elementary School</td>
</tr>
<tr>
<td>AMANDA K. JOHNSON</td>
<td>Teacher/Resource</td>
<td>Assistant Principal</td>
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<tr>
<td>(Effective July 1, 2012)</td>
<td>Baltimore Highlands Elementary School</td>
<td>Baltimore Highlands Elementary School</td>
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<tr>
<td>KELLY O’CONNELL</td>
<td>Teacher/Classroom</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>(Effective July 1, 2012)</td>
<td>West Towson Elementary School</td>
<td>Chatsworth School</td>
</tr>
<tr>
<td>PAMELA A. OLIVER-JONES</td>
<td>Assistant Principal</td>
<td>Principal</td>
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<tr>
<td>(Effective July 1, 2012)</td>
<td>New Town Elementary School</td>
<td>Sparks Elementary School</td>
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<tr>
<td>ARICKA R. PORTER</td>
<td>Assistant Principal</td>
<td>Principal</td>
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<tr>
<td>(Effective July 1, 2012)</td>
<td>Featherbed Lane Elementary School</td>
<td>Winfield Elementary School</td>
</tr>
<tr>
<td>DAVID ROBB</td>
<td>Teacher/Instructional Specialist</td>
<td>Specialist</td>
</tr>
<tr>
<td>(Effective May 23, 2012)</td>
<td>Technology</td>
<td>Office of Instructional Technology</td>
</tr>
<tr>
<td>MARGARET M. ROBERTS</td>
<td>Assistant Principal</td>
<td>Principal</td>
</tr>
<tr>
<td>(Effective July 1, 2012)</td>
<td>Sandalwood Elementary School</td>
<td>Victory Villa Elementary School</td>
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### RECOGNITION OF ADMINISTRATIVE APPOINTMENTS (cont)

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<thead>
<tr>
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<th>FROM</th>
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<tbody>
<tr>
<td><strong>TIMOTHY P. RUALO</strong></td>
<td>Supervisor, Secondary Social Studies</td>
<td>Coordinator, Elementary Social Studies</td>
</tr>
<tr>
<td>(Effective July 1, 2012)</td>
<td>Office of Social Studies</td>
<td>Office of Social Studies</td>
</tr>
<tr>
<td><strong>MARYJANE M. SALAGA</strong></td>
<td>Teacher/Mentor White Oak School</td>
<td>Assistant Principal Arbutus Elementary School</td>
</tr>
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<td>(Effective July 1, 2012)</td>
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<tr>
<td><strong>MARK F. TAYLOR</strong></td>
<td>Teacher/Classroom Woodholme Elementary School</td>
<td>Assistant Principal New Town Elementary School</td>
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<td>(Effective July 1, 2012)</td>
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</tr>
<tr>
<td><strong>PAUL L. TAYLOR, JR.</strong></td>
<td>Architectural Project Manager Prince George’s County Public Schools</td>
<td>Assistant Administrator, Engineering and Construction Department of Physical Facilities</td>
</tr>
<tr>
<td>(Effective May 23, 2012)</td>
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</tr>
<tr>
<td><strong>JOHARI TOE</strong></td>
<td>Specialist, Instructional Coach Elementary Office of Title I</td>
<td>Assistant Principal Sandalwood Elementary School</td>
</tr>
<tr>
<td>(Effective July 1, 2012)</td>
<td></td>
<td></td>
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<tr>
<td><strong>GORDON E. WEBB</strong></td>
<td>Assistant Principal Deer Park Magnet Middle School</td>
<td>Principal Stemmers Run Middle School</td>
</tr>
<tr>
<td>(Effective July 1, 2012)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CANDACE L. WINTERTON</strong></td>
<td>Assistant Principal Fullerton Elementary School</td>
<td>Principal Fullerton Elementary School</td>
</tr>
<tr>
<td>(Effective July 1, 2012)</td>
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### OLD BUSINESS

#### Proposed 2013-2014 Calendar

Mr. Janssen moved to approve the proposed 2013-2014 school calendar as presented in Exhibit B. Mr. Parker seconded the motion. The Board unanimously approved the proposed 2013-2014 school calendar (favor-12).

#### Proposed Special Education Staffing Plan for 2012-2013

On motion of Ms. Bright Gordon, seconded by Mr. Parker, the Board unanimously approved the proposed Special Education Staffing Plan for 2012-2013, as presented in Exhibit C (favor-12).
OLD BUSINESS (cont)

Proposed Changes to Policy 5550

Mr. Coleman reported that, at the Board’s request, the Policy Review Committee (PRC) had revisited Policy 5550, taking into consideration all comments received from Board members. Mr. Coleman asked Mr. Dale Rauenzahn, Executive Director of Student Support Services, and Ms. Patsy Holmes, Director of Student Support Services, to respond to Board member questions or comments.

Mr. Dale Rauenzahn, Executive Director of Student Support Services, highlighted three changes to: (1) scope of authority; (2) removing as a violation the use of personal telecommunication/electronic communication devices under certain circumstances; (3) deleting “shall” and inserting “may” to clarify that a Category III violation under this section could result in assignment to an alternative program or expulsion, thus making additional options available to school administrators.

Mr. McNaney supports the revisions to the cell phone portion of the policy.

Ms. Johnson asked why the committee did not consider making minor infractions in-school suspensions. Mr. Rauenzahn stated that principals decide whether a student will serve an in-school suspension. Ms. Johnson asked why “attendance” was categorized as “in-school suspension only” and other Category I offenses are not. Mr. Rauenzahn responded that state law requires that “attendance” violations be “in-school suspensions.” Ms. Johnson asked why other minor infractions could not qualify for in-school suspensions. Mr. Rauenzahn responded that the revised policy and new rule will give the principals interventions to prevent the minor offenses from resulting in out of school suspensions. The goal is to keep students in the instruction program.

Ms. Bright Gordon asked whether the policy addresses the use of electronic devices on a school bus. Mr. Rauenzahn responded that the use of cell phones on buses cannot occur unless the principal has given prior approval.

Ms. Johnson asked whether Category III, “striking a staff member unintentionally,” would result in a suspension. Mr. Rauenzahn responded that the policy was revised to state “may result in assignment to an alternative program, or expulsion” instead of “shall.” Ms. Johnson asked for examples of suspensions that would fall in the category of “disruptive behavior that interferes with school program.” Mr. Rauenzahn responded that some examples are: students shoving desks; insubordination; and chronic disruptive behavior.
OLD BUSINESS (cont)

Ms. Johnson asked what plans exist to support schools and provide professional development for staff. Mr. Rauenzahn responded that a training camp will begin at the principals’ academy in June; assistant principals will receive training in July; and in August, administrative teams will be assembled to communicate with parents and communities through the student handbook. Ms. Johnson requested additional reports to the Board on suspensions and expulsions.

Mr. Collins exited the room at 8:39 p.m.

Mr. Coleman stated that the PRC is recommending that the Board approve Policy 5550 as presented on tonight’s agenda. The Committee is also requesting that the Board suspend the third reader and take action tonight so that the policy can be published in the Student Behavior Handbook and printed in time for the opening of the 2012-2013 school year.

Mr. Collins re-entered the room at 8:41 p.m.

The Board approved suspending the third reader on Policy 5550 (favor-11). Ms. Johnson abstained from voting on this item.

The Board approved the proposed changes to Policy 5550, *Disruptive Behavior*, as presented in exhibit D (favor-10). Mr. Collins and Ms. Johnson opposed this item.

PERSONNEL MATTERS

On motion of Mr. Janssen, seconded by Mr. Uhlfelder, the Board approved the personnel matters as presented on exhibits E, Transfers (Copy of the exhibit is attached to the formal minutes).

On motion of Mr. Janssen, seconded by Ms. Bright Gordon, the Board approved the personnel matters as presented on exhibits F, Retirements (Copy of the exhibit is attached to the formal minutes).

On motion of Mr. Janssen, seconded by Mr. Parker, the Board approved the personnel matters as presented on exhibits G, Resignations (Copy of the exhibit is attached to the formal minutes).

On motion of Mr. Parker, seconded by Mr. McNaney, the Board approved the personnel matters as presented on exhibits H, Leaves of Absence (Copy of the exhibit is attached to the formal minutes).
PERSONNEL MATTERS (cont)

On motion of Mr. Janssen, seconded by Mr. Parker, the Board approved the personnel matters as presented on exhibits I, Deaths (Copy of the exhibit is attached to the formal minutes).

On motion of Mr. Uhlfelder, seconded by Mr. Parker, the Board approved the personnel matters as presented on exhibits J, Certificated Appointments (Copy of the exhibit is attached to the formal minutes).

Ms. Roddy moved that exhibit K be modified to add exhibit K-1. Mr. McNaney seconded the motion. The Board approved adding exhibit K-1 to the agenda (favor-8). Ms. Bright Gordon, Mr. Coleman, and Mr. Parker opposed adding the item to the agenda. Mr. Collins abstained from voting on this item.

Mr. Schmidt noted that two appointments on exhibit K are individuals being promoted to school-based positions. On motion of Mr. Janssen, seconded by Mr. Parker, the Board unanimously approved these positions as presented in exhibit K (Copy of the exhibit is attached to the formal minutes).

Mr. Schmidt stated that two additional appointments on exhibit K are central office positions. Mr. Collins moved to approve these two appointments. Ms. Bright Gordon seconded the motion. The motion failed (favor-5; opposed-6; abstained-1). Mr. Janssen, Mr. Parker, Ms. Roddy, Ms. Schmidt, Mr. Uhlfelder, and Mr. McNaney opposed this item. Ms. Johnson abstained from voting on this item.

Mr. Janssen moved to conditionally approve exhibit K-1. Ms. Roddy seconded the motion. Ms. Roddy noted that this appointment request is being made by the incoming superintendent, and the appointment would be effective July 2, 2012. Mr. Collins urged the Board to not approve this position conditionally.

The motion failed (favor-6; opposed-6). Ms. Bright Gordon, Mr. Coleman, Mr. Collins, Ms. Johnson, Mr. Moniodis, and Mr. Parker opposed this item.

AFSCME AND ESPBC SALARY SCALES

On motion of Mr. Parker, seconded by Mr. Uhlfelder, the Board approved the proposed new salary scales for the American Federation of State, County, and Municipal Employees (AFSCME) and the Education Support Professionals of Baltimore County (ESPBC) effective July 1, 2012 (favor-11). Student representative, Mr. McNaney did not vote on this item.
FY 2013 SUPPLEMENTAL APPROPRIATION

Ms. Barbara Burnopp, Chief Financial Officer, shared with Board members that this supplemental appropriation includes general fund revenue provided by Baltimore County’s increased local appropriation from its contingency reserve in order to comply with the Maintenance of Effort provisions of Senate Bill 848 and the Budget and Reconciliation Financing Act of 2012 requiring local school boards to pay the local share of the total employer contribution for local employees participating in the Maryland State Teachers’ Retirement and Pension System.

On motion of Mr. Moniodis, seconded by Mr. Uhlfelder, the Board approved the operating budget appropriation transfer of $15,756,000 as presented in exhibit M (favor-10). Mr. Parker abstained from voting on this item. Student representative, Mr. McNaney, did not vote on this item.

BUILDING AND CONTRACT AWARDS

The Building and Contracts Committee, represented by Mr. Parker, recommended approval of items 1-25 (exhibit N).

The Board approved these recommendations.

1. PCR-284-10 Contract Modification: Science and Math Supplies and PCR-285-10
2. RGA-141-11 Contract Modification and Extension: Office Supplies
3. JMI-604-04 contract Modification and Extension: Software for Financial Data and Reporting of School Activity Funds
4. RGA-105-11 Contract Modification and Extension: Teach for America
5. MBU-521-12 Asbestos Abatement Monitoring and Miscellaneous Industrial Hygiene Services
6. RGA-143-12 Board of Education Hearing Examiner
7. RGA-979-12 Cohort – Business and Technology Management, Innovative Leadership Track – Master of Science
8. RGA-980-12 Cohort – Middle School Literacy Cohort (M.Ed. Reading Specialist)
9. RGA-142-12 Consultant Services for Turning Around the Lowest-Achieving Schools
10. JMI-617-12 Data Quality Software
11. MBU-523-12 dishwashing and Cleaning Agents
### BUILDING AND CONTRACT AWARDS (cont)

| 12. | RGA-141-12 | Meeting Space for Administrative and Supervisory Meetings |
| 13. | MWE-831-12 | Piano Tuning |
| 14. | MBU-524-12 | Small Wares |
| 15. | JNI-715-12 | Textbook – *Communicating through Graphic Design* |
| 16. | MWE-834-12 | Web-Based Keyboarding Software |
| 17. | PCR-256-12 | Weight and Cardio Room Equipment |
| 18. | JMI-628-08 | Contract Modification: Consultant Services – Architectural/Engineering (A/E) Services – Hereford High School |
| 19. | MBU-529-12 | Contract: On-Call Architectural Services – Various Schools |
| 20. | PCR-257-12 | Contract: On-call Civil/structural Engineering Services – Various Schools |
| 21. | MWE-838-12 | Contract: On-Call Mechanical/Electrical/Plumbing Services – Various Schools |
| 22. | JNI-766-12 | Replacement of windows, Doors, and Blinds – Cedarmere Elementary School |
| 23. | JMI-629-12 | Video Surveillance System Upgrade – Kenwood High School |
| 25. | RGA-146-12 | Request for Approval: Educational Facilities Master Plan and Comprehensive Maintenance Plan FY2013 |

### CURRICULA PROGRAMS

The Curriculum Committee, represented by Ms. Johnson, recommended approval of the following curricula for the 2012-2013 school year as presented in exhibit L:

- IB-ITGS Curriculum
- Latin I, II, and III Pilot Curricula
- Chinese IV Honors Curricula

On motion of Mr. Parker, seconded by Mr. Coleman, the Board unanimously approved the IB-ITGS Curriculum (favor-12).

On motion of Mr. Uhlfelder, seconded by Mr. Parker, the Board unanimously approved the Latin I, II, and III pilot curricula (favor-12).
CURRICULA PROGRAMS (cont)

On motion of Mr. Moniodis, seconded by Mr. Uhlfelder, the Board unanimously approved the Chinese IV Honors curricula (favor-12).

INFORMATION

The Board received the following as information:

A. Revised Superintendent’s Rule 5550 – STUDENTS: Services to Students-Disruptive Behavior

B. Financial Report for the months ending April 2011 and 2012

C. Southeast Area Education Advisory Council Meeting Minutes of April 16, 2012

ANNOUNCEMENTS

Mr. Schmidt made the following announcements:

• The Northeast Area Education Advisory Council will hold its planning meeting on Wednesday, June 13, 2012, at 7:00 p.m.

• The Board of Education will hold its next meeting on Tuesday, July 10, 2012, at Greenwood. The meeting will begin with an open session at approximately 5:15 p.m. The Board will then adjourn to meet in closed session. The open session will reconvene at approximately 7:00 p.m. The public is welcome to all open sessions.

ADJOURNMENT

Since there was no further business, the Board adjourned its meeting at 9:08 p.m.

Respectfully submitted,

Joe A. Hairston
Secretary-Treasurer

/bls
DATE:       July 10, 2012
TO:         BOARD OF EDUCATION
FROM:       S. Dallas Dance, Ph.D., Superintendent
SUBJECT:    CONSIDERATION OF THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 3160, SCHOOL-SPONSORED ACTIVITIES
ORIGINATOR: Kara Calder, Executive Director, Planning and Support Operations
RESOURCE PERSON(S):

INFORMATION

That the Board of Education approves the proposed changes to Policy 3160– School-Sponsored Activities. This is the third reading.

*****

Attachment I – Policy Analysis
Attached II – Policy 3160
POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 3160
SCHOOL-SPONSORED ACTIVITIES

Statement of Issues or Questions Addressed
In accordance with Board of Education Policy and Superintendent’s Rule 8130, Policy 3160 is scheduled for review in school year 2011-2012. Policy 3160 articulates the Board’s commitment to providing school-sponsored activities for students as part of the total educational program while minimizing the risk of potential loss and exposure property damage, property loss, or bodily injury associated with these activities. Staff is recommending that Policy 3160 be revised to: (1) include a policy statement that better reflects the Board’s intent; (2) include an implementation section; (3) 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 1300, Use of School Facilities
2. Board of Education Policy 2361, Distribution of Non-School Materials
3. Board of Education Policy 3125, School Activity Funds
4. Board of Education Policy 3150, Board Insurance Program
5. Board of Education Policy 5320, Organizations
6. Board of Education Policy 5330, Social Events
7. Board of Education Policy 6701, Extracurricular Activities
8. Board of Education Policy 6800, Field Trips and Foreign Travel
10. Board of Education Policy 8410, Fraud Reporting

Legal Requirements
1. Annotated Code of Maryland, Education Article §4-105, Comprehensive liability insurance; defense of sovereign immunity.

Similar Policies Adopted by Other Local School Systems
1. Harford County Board of Education, Policy 06-0013-000, Non-school Sponsored Trips
2. Frederick County Board of Education, Policy 111, Safety

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
No other options were considered.
**Timeline**
First reading – May 22, 2012
Public comment – June 12, 2012
Third reading/vote – July 10, 2012
NON-INSTRUCTIONAL SERVICES: NON-INSTRUCTIONAL SERVICES [Risk Management]

School-Sponsored Activities

I. POLICY STATEMENT

A. THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) IS COMMITTED TO OFFERING SCHOOL-SPONSORED ACTIVITIES FOR STUDENTS AS PART OF THE TOTAL EDUCATIONAL PROGRAM AS LONG AS THE RISK OF POTENTIAL LOSS AND EXPOSURE TO PROPERTY DAMAGE, PROPERTY LOSS, OR BODILY INJURY ASSOCIATED WITH THESE ACTIVITIES CAN BE MINIMIZED.

[Consistent with the Board of Education’s goal to provide a safe and orderly learning environment.]

II. IMPLEMENTATION

A. THE BOARD DIRECTS THE SUPERINTENDENT TO IMPLEMENT THIS POLICY. [the Superintendent of Schools shall establish administrative procedures for the review and approval of school-sponsored activities and programs that carry a high risk of exposure for property damage, property loss, or bodily injury.]

LEGAL REFERENCES: ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §4-105, COMPREHENSIVE LIABILITY INSURANCE; DEFENSE OF SOVEREIGN IMMUNITY.

RELATED POLICIES: BOARD OF EDUCATION POLICY 1300, USE OF SCHOOL FACILITIES
BOARD OF EDUCATION POLICY 2361, DISTRIBUTION OF NON-SCHOOL MATERIALS
BOARD OF EDUCATION POLICY 3125, SCHOOL ACTIVITY FUNDS
BOARD OF EDUCATION POLICY 3150, BOARD INSURANCE
POLICY 3160

BOARD OF EDUCATION POLICY 5320, ORGANIZATIONS
BOARD OF EDUCATION POLICY 5330, SOCIAL EVENTS
BOARD OF EDUCATION POLICY 6701, EXTRACURRICULAR ACTIVITIES
BOARD OF EDUCATION POLICY 6800, FIELD TRIPS AND FOREIGN TRAVEL
BOARD OF EDUCATION POLICY SUB SERIES 8360, ETHICS CODE
BOARD OF EDUCATION POLICY 8410, FRAUD REPORTING

Policy
Adopted: 03/13/07
REVISED: ________
DATE: July 10, 2012

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Ph.D., Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED DELETION OF BOARD OF EDUCATION POLICY 4302, TENURE AND NON-TENURE

ORIGINATOR: Donald Peccia, Assistant Superintendent, Human Resources

RESOURCE PERSON(S):

RECOMMENDATION

That the Board of Education approves the proposed deletion of Policy 4302. This is the third reading.

*****

Attachment I – Policy Analysis
Attached II – Policy 4302
Policy Analysis for
Board of Education Policy 4302
Tenure and Non-Tenure

Statement of Issues or Questions Addressed
In accordance with Board of Education Policy and Superintendent’s Rule 8130, Policy 4302 is scheduled for review in school year 2011-2012. Policy 4302 articulates: (1) how a teacher obtains tenure; (2) the annual declaration of intent requirement. Staff is recommending that the policy be deleted. The process for granting tenure is simply a restatement of the teacher contract language found in the Code of Maryland Regulation (COMAR 13A.07.02.01). Further, the declaration of intent process is outlined in Department of Human Resources’ procedures. As such, the policy is not needed and should be deleted.

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

Relationship to Other Board of Education Policies
1. Board of Education Policy 4004, Evaluations

Legal Requirements
1. COMAR 13A.07.02.01, Contracts

Similar Policies Adopted by Other Local School Systems
A search of LEA policy websites was conducted and no similar policies were found.

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
No other alternatives were considered

Timeline
First reading – May 22, 2012
Public comment – June 12, 2012
Third reading/vote – July 10, 2012
PERSONNEL: Professional Staff

Tenure and Non-Tenure

A teacher with a Professional Certificate must teach two (2) years successfully before being granted tenure. The non-tenured status of a probationary (second-year) teacher with a professional certificate may be extended to a third year with the approval of the Superintendent.

Teachers shall be asked annually whether they intend to accept reemployment in the school system and will be required, as appropriate, to indicate their plans.

Legal References: Annotated Code of Maryland, Education Article, §6-102, Classes of teachers’ certificates.
COMAR 13A.07.02.01, Contracts
DATE: July 10, 2012

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Ph.D., Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 6800, FIELD TRIPS AND FOREIGN TRAVEL

ORIGINATOR: Roger Plunkett, Assistant Superintendent, Curriculum and Instruction

RESOURCE PERSON(S): Kathleen McMahon, Executive Director, Special Programs

RECOMMENDATION

That the Board of Education approves the proposed changes to Policy 6800. This is the third reading.

*****

Attachment I – Policy Analysis
Attached II – Policy 6800
Policy Analysis for
Board of Education Policy 6800
Field Trips and Foreign Travel

Statement of Issues or Questions Addressed
Policy 6800 was last reviewed in 2007. Policy 6800 supports field trips as an integral part of the curriculum when conducted to support the instructional program. Staff is recommending that Policy 6800 be revised to: (1) include in policy a statement that field trips must directly relate to the curriculum and be aligned with school system goals; (2) delineate clear standards for the approval of field trips, participation by all eligible students, and the authority of the school system to cancel trips at any time and without financial responsibility to the Board; (3) include an implementation section; (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 5550, Disruptive Behavior
3. Board of Education Policy 6000, Curriculum and Instruction
4. Board of Education Policy 6100, Curriculum

Legal Requirements
1. None

Similar Policies Adopted by Other Local School Systems
1. Anne Arundel County Board of Education, Policy IFS, Field Trips
2. Howard County Board of Education, Policy 8100, Field Trips and Student Activity Trips
3. Montgomery County Board of Education, Policy IPD, Travel Study Programs, Field Trips and Student Organization Trips
4. Prince George’s County Board of Education, Policy 6153, Field Trips

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
No other options were considered.

Timeline
First reading – May 22, 2012
Public comment – June 12, 2012
Third reading/vote – July 10, 2012
INSTRUCTION: FIELD TRIPS

Field Trips and Foreign Travel

I. POLICY STATEMENT

A. The Board of Education of Baltimore County (Board) recognizes THAT [the] field tripS AND FOREIGN TRAVEL STUDY PROGRAMS REPRESENT [as] an integral part of the CURRICULUM WHEN USED TO ENHANCE AND SUPPORT THE instructional program. THE BOARD SUPPORTS THE USE OF CAREFULLY PLANNED FIELD TRIPS AND FOREIGN TRAVEL STUDY PROGRAMS THAT ARE CLEARLY ALIGNED TO AND A LOGICAL OUTGROWTH OF THE CURRICULUM AND ALIGN WITH SCHOOL SYSTEM GOALS.

II. STANDARDS

A. THE PROVISIONS OF THIS POLICY APPLY TO ALL FIELD TRIPS SPONSORED BY BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS).

B. A FIELD TRIP SHALL SUPPORT THE INSTRUCTIONAL PROGRAM AND HAVE A DIRECT RELATIONSHIP TO CURRICULUM GOALS AND OBJECTIVES.

C. NO STUDENT MAY BE DENIED PARTICIPATION IN A SCHOOL-SPONSORED FIELD TRIP OR FOREIGN STUDY PROGRAM DUE TO DISABILITY OR FINANCIAL CIRCUMSTANCES.

D. FIELD TRIPS REQUIRE THE PRIOR APPROVAL OF THE SCHOOL PRINCIPAL, CURRICULUM CONTENT SUPERVISOR, ASSISTANT SUPERINTENDENT FOR THE SCHOOL’S ZONE, AND/OR THE EXECUTIVE DIRECTOR OF SPECIAL PROGRAMS.

E. FIELD TRIPS ARE TO BE CONDUCTED IN ACCORDANCE WITH BOARD POLICIES, SUPERINTENDENT’S RULES, AND ESTABLISHED PROCEDURES RELATING TO HEALTH, SAFETY, AND THE CONDUCT OF STUDENTS, EMPLOYEES, AND CHAPERONES.
F. STUDENTS MAY NOT PARTICIPATE IN SCHOOL-SPONSORED FIELD TRIPS WITHOUT THE PERMISSION OF THEIR PARENT/GUARDIAN AS INDICATED BY A COMPLETED PERMISSION FORM.

G. THE BOARD RESERVES THE RIGHT TO CANCEL A FIELD TRIP AND FOREIGN TRAVEL PROGRAM, OR RECALL THE GROUP, FOR ANY REASON. THE BOARD DOES NOT ASSUME FINANCIAL LIABILITY FOR FIELD TRIPS OR FOREIGN TRAVEL INCLUDING, BUT NOT LIMITED TO, REFUNDS OR CANCELLATIONS FOR ANY REASON.

III. IMPLEMENTATION

A. THE BOARD DIRECTS THE SUPERINTENDENT TO IMPLEMENT THIS POLICY.

[Field trips shall demonstrate recognition of students’ needs, interests, and abilities as evidenced by careful planning; they shall be designed to support, enhance, and extend, classroom instruction and curriculum at all levels; and they shall capitalize on resources including historic sites, museums, and cultural exhibits, expanding students’ horizons beyond the immediate community. When participating in field trips, students have the opportunity to develop and foster skills in real world settings, as well as to apply information learned in an academic setting to a practical setting. As an outgrowth of participation in field trips, students shall engage in reflection and meaningful follow-up.

Field trips, clearly aligned to and a logical outgrowth of the Essential Curriculum, shall be available to Baltimore County Public School (BCPS) students as part of a planned program. Enrichment through field trips is not intended to supplant this Essential Curriculum. While field trips serve as one means for broadening student experiences, the safety and security of the students, as well as the appropriate use of instructional time and personnel, are foremost in importance.

While on an approved field trip, participating students are expected to adhere to behavior expectations outlined in Board Policy 5550, STUDENTS: Conduct, Disruptive Behavior, and Board Policy 5560, STUDENTS: Conduct, Suspension or Expulsion.
The Board further recognizes that secondary students may desire to participate in foreign travel programs which provide a unique opportunity for students to broaden their knowledge of other cultures. It is the expectation of the Board that the staff shall consider the safety and security of students in planning and granting approval for foreign travel.

Further, the staff shall inform the Superintendent of the foreign travel programs operating in BCPS.

Specific information shall be made available to parents, guardians, and interested persons regarding the educational value related to the curriculum, the risks of financial loss, and logistics. While foreign travel is a vehicle for extending student experiences, the appropriate use of instructional time and personnel is foremost in importance.

While on approved foreign travel, participating students are to adhere to behavior expectations outlined in Board Policy 5550, STUDENTS: Conduct, Disruptive Behavior, and Board Policy 5560, STUDENTS: Conduct, Suspension or Expulsion.

The Board does not assume financial liability for field trips or foreign travel including, but not limited to, refunds or cancellations for any reason.

Legal References:  
Annotated Code of Maryland, Education Article, §7-308  
COMAR 13A.08.01.01

Related Policies:  
BOARD OF EDUCATION POLICY 3160, SCHOOL-SPONSORED ACTIVITIES  
Board of Education Policy 5550, [Disruptive] Behavior  
BOARD OF EDUCATION POLICY 6000, CURRICULUM AND INSTRUCTION  
BOARD OF EDUCATION POLICY 6100, CURRICULUM  
Board of Education Policy 5560, Suspension or Expulsion  
Board of Education Policy 8362, Gifts  
Board of Education Policy 8363, Conflict of Interest

Policy
Adopted:  11/21/68
Revised:  04/25/95
Revised:  09/09/02
Re-adopted:  12/18/07
REVISED:  _________
DATE: July 10, 2012
TO: BOARD OF EDUCATION
FROM: S. Dallas Dance, Ph.D., Superintendent
SUBJECT: CONSIDERATION OF THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 8210, OFFICERS, ELECTION
ORIGINATOR: Margaret-Ann Howie, Esq., General Counsel
RESOURCE PERSON(S): Patricia Clark, Policy and Compliance Officer

RECOMMENDATION

That the Board of Education approves the proposed changes to Policy 8210. This is the third reading.

*****

Attachment I – Policy Analysis
Attached II – Policy 8210
POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 8210
OFFICERS, ELECTION
RENAMED AS, “BOARD OFFICERS – ELECTION AND TERM OF OFFICE”

Statement of Issues or Questions Addressed
In accordance with Policy and Rule 8130, Policy 8210 is scheduled for review in school year 2011-2012. Policy 8210 establishes the annual meeting for the selection of the president and vice president and the terms of office for these positions. Policy 8210 has been revised to: (1) rename the policy to more accurately reflect the policy’s content; (2) include a policy statement; (3) clarify that when a vacancy occurs, the Board may fill the position during election at the next regularly scheduled Board meeting; (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 8222, Officers, Duties: Secretary-Treasurer

Legal Requirements
1. Annotated Code of Maryland, Education Article §4-102, County superintendent
2. Annotated Code of Maryland, Education Article §4-107, Meetings; officers; expenses
3. Annotated Code of Maryland, Education Article §4-204, Administration of office of county superintendent; general duties

Similar Policies Adopted by Other Local School Systems
1. Anne Arundel County Board of Education, Policy BBC, Board Organizational Meeting and Board Officers
2. Caroline County Board of Education, Policy BCB, School Board Officers
3. Frederick County Board of Education, Policy 101.2, Officers
4. Harford County Board of Education, Policy 22-0005-000, Board Officers – Election and Term of Office
5. Kent County Board of Education, Policy BDB, Board Officers
6. Prince George’s County Board of Education, Policy 9361, Meetings, Election of Officers

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
No other alternatives were considered.

Timeline
First Reading – May 22, 2012
Public Comment – June 12, 2012
Third Reading/vote – July 10, 2012
INTERNAL BOARD POLICIES: DUTIES AND RESPONSIBILITIES [Organization]

BOARD Officers – [.] Election AND TERMS OF OFFICE

I. POLICY STATEMENT

A. At the first meeting in July of each year, the Board OF EDUCATION OF BALTIMORE COUNTY (BOARD) shall organize by electing a president and a vice president FROM AMONG ITS MEMBERS.

B. THE TERMS OF OFFICE FOR THE PRESIDENT AND VICE PRESIDENT [whose terms of office] shall be one year.

II. VACANCIES

A. ANY VACANCY [vacancies] in the offices of president and/or vice president shall be filled by an election at the next REGULARLY SCHEDULED [regular] Board meeting AFTER THE VACANCY OCCURS.

III. ELECTION

A. The Superintendent [of Schools] shall be the executive officer and secretary-treasurer of the Board. As secretary-treasurer to the Board, the Superintendent shall preside over the election for the office of president.

Legal ReferenceS:

ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §4-102, COUNTY SUPERINTENDENT
Annotated Code of Maryland, Education Article §4-107, Meetings; officers; expenses
ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §4-204, ADMINISTRATION OF OFFICE OF COUNTY SUPERINTENDENT; GENERAL DUTIES
RELATED POLICY: BOARD OF EDUCATION POLICY 8222, SECRETARY-TREASURER
DATE: July 10, 2012

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Ph.D., Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 8222, SECRETARY- TREASURER

ORIGINATOR: Margaret-Ann Howie, Esq., General Counsel

RESOURCE PERSON(S): Patricia Clark, Policy and Compliance Officer

RECOMMENDATION

That the Board of Education approves the proposed changes to Policy 8222. This is the third reading.

*****

Attachment I – Policy Analysis
Attached II – Policy 8222
Statement of Issues or Questions Addressed
In accordance with Policy and Rule 8130, Policy 8222 is scheduled for review in school year 2011-2012. Policy 8222 outlines the duties of the Superintendent in his/her capacity as Secretary-Treasurer of the Board of Education. Policy 8222 has been revised to: (1) rename the policy; (2) include a policy statement; (3) delete the requirement that the Superintendent be incapacitated in order to send a designee to board or committee meetings; (4) include responsibilities as Treasurer of the Board; (5) 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. None

Legal Requirements
1. Annotated Code of Maryland, Education Article §4-102, County superintendent
2. Annotated Code of Maryland, Education Article §4-204, Administration of office of county superintendent; general duties
3. Annotated Code of Maryland, Education Article §4-205, Powers and duties of county superintendent

Similar Policies Adopted by Other Local School Systems
1. Anne Arundel County Board of Education, Policy BBA, Superintendent – Secretary/Treasurer, Executive Officer of the Board
2. Frederick County Board of Education, Policy 103, Superintendent
3. Harford County Board of Education, Policy 22-0012-000, Superintendent Relations
4. Prince George’s County Board of Education, Policy 9230, Secretary, Treasurer, and Executive Officer

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
No other alternatives were considered.

Timeline
First Reading – May 22, 2012
Public Comment – June 12, 2012
Third Reading/vote – July 10, 2012
INTERNAL BOARD POLICIES: Duties and Responsibilities

[Officers, Duties:]  Secretary-Treasurer

I. POLICY STATEMENT

A. IN ACCORDANCE WITH STATE LAW, the Superintendent [of Schools] shall serve as secretary-treasurer OF [to] the Board OF EDUCATION OF BALTIMORE COUNTY (BOARD).

II. DUTIES

A. As secretary-treasurer, THE SUPERINTENDENT [, his/her duties] shall [be]:

1. MAINTAIN, FILE, AND STORE ALL [To Have complete charge of proper maintenance, filing and storage of] documents and records of the Board IN ACCORDANCE WITH THE SCHOOL SYSTEM’S RECORDS RETENTION SCHEDULE.

2. PUBLISH ALL LEGAL [To Post and issue written] notices CONCERNING BOARD BUSINESS [as required bylaw,] and DISTRIBUTE NOTICES OF [notify all Board members of Board] meetings.

3. [To] PERSONALLY, OR THROUGH A DESIGNEE, attend all MEETINGS OF THE Board [meetings] and OF ITS COMMITTEES, [meetings of all the committees] except when THE BOARD IS CONSIDERING APPEALS IN ITS QUASI-JUDICIAL ROLE IN CLOSED SESSION, OR WHEN THE SUPERINTENDENT’S [his/her own] tenure, salary, or the administration of his/her office are under consideration. [In case of incapacitation, the Superintendent shall appoint an alternate and notify the president of the Board.]

4. [To] Prepare the agenda for each Board meeting.

5. [To] Record minutes of the meetings of the Board.

6. [To] Conduct and sign the correspondence of the Board, WHEN APPROPRIATE.

7. [To] Prepare and submit all official Board documents.

8. [To] Sign and execute all official papers on behalf of the Board when the signature of the Board members is not required.

9. [To] Compile and present information useful to the Board in making decisions and in keeping informed on the progress of the school system.
10. ACT AS CUSTODIAN OF ALL FUNDS BELONGING TO AND UNDER THE CONTROL OF THE BOARD.
11. DISBURSE BOARD FUNDS ACCORDING TO THE PROVISIONS OF THE ANNUAL BUDGET, SPECIFIC DIRECTIVES OF THE BOARD, AND AS PROVIDED BY LAW.

Legal ReferenceS: 

Annotated Code of Maryland, Education Article §4-102, County superintendent

Annotated Code of Maryland, Education Article §4-204, Administration of office of county superintendent; general duties

Annotated Code of Maryland, Education Article §4-205, Powers and duties of county superintendent

Policy Board of Education of Baltimore County

Adopted: 04/13/72
Revised: 05/22/07
REVISED: _______
DATE: July 10, 2012

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Ph.D., Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 8230, ORIENTATION OF NEW BOARD MEMBERS

ORIGINATOR: Margaret-Ann Howie, Esq., General Counsel

RESOURCE PERSON(S): Patricia Clark, Policy and Compliance Officer

RECOMMENDATION

That the Board of Education approves the proposed changes to Policy 8230. This is the third reading.

*****

Attachment I – Policy Analysis
Attached II – Policy 8230
POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 8230
ORIENTATION OF NEW BOARD MEMBERS

Statement of Issues or Questions Addressed
In accordance with Policy and Rule 8130, Policy 8230 is scheduled for review in school year 2011-2012. Policy 8230 outlines the responsibility of the Board to provide orientation for new Board members. Policy 8230 has been revised to: (1) include a policy statement; (2) include a provision for conducting an orientation session for new Board members to reflect current practice; (3) include a provision for granting access to and training on the school system’s relevant systems and networks; (4) revise the policy to reflect Board members will be provided access to the Board’s policies and Superintendent’s rules online, as the Board no longer provides print copies; (5) 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. None

Legal Requirements
1. None

Similar Policies Adopted by Other Local School Systems
1. Charles County Board of Education, Policy 8110, Members: Orienting New Board Members
2. Frederick County Board of Education, Policy 100-3, Orientation Procedures for Board of Education Candidates
3. Washington County Board of Education, Policy BHA, Orientation: New Board Members

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
No other alternatives were considered.

Timeline
First Reading – May 22, 2012
Public Comment – June 12, 2012
Third Reading/vote – July 10, 2012
INTERNAL BOARD POLICIES: Duties and Responsibilities

Orientation of New Board Members

I. POLICY STATEMENT

A. The Board of Education of Baltimore County (BOARD) BELIEVES THAT IT IS IMPORTANT THAT A NEW MEMBER BE KNOWLEDGEABLE ABOUT SCHOOL BOARD GOVERNANCE AND THE OPERATION OF THE SCHOOL SYSTEM, AND, IN SO FAR AS POSSIBLE, BE PREPARED TO DISCUSS AND CAST INFORMED VOTES ON MATTERS BEFORE THE BOARD.

B. THE BOARD and the administrative staff shall assist each new member to understand the Board’s functions, policies, SUPERINTENDENT’S RULES [and procedures], and operation of the school system upon being SWORN [sword] in. [The following methods shall be employed:]

II. NEW BOARD ORIENTATION

A. THE ORIENTATION PROCESS FOR EACH NEWLY APPOINTED SCHOOL BOARD MEMBER INCLUDES:

1. CONVENEING A WORKSHOP FOR THE PRIMARY PURPOSE OF ORIENTING NEW MEMBERS TO HIS OR HER RESPONSIBILITIES; POLICY-MAKING AND ADMINISTRATION; LEGAL AND FISCAL RESPONSIBILITIES; OPEN MEETING LAWS; BOARD STRUCTURE AND ORGANIZATION; AND THE MISSION AND GOALS OF THE SCHOOL SYSTEM.

2. [1.] PROVIDING EACH new member [s] Shall be given] selected material on the functions of the Board [of Education] and the school system.

3. [2.] INVITING EACH [The] new member TO [shall be invited to] meet with the Superintendent [of Schools].

4. [3.] PROVIDING EACH NEW MEMBER ONLINE ACCESS TO, AND TRAINING ON, RELEVANT SYSTEMS AND NETWORKS.
5. PROVIDING EACH NEW MEMBER TRAINING ON ACCESSING THE BOARD’S POLICIES AND SUPERINTENDENT’S RULES ON THE SCHOOL SYSTEM’S WEBSITE. [A copy of the Board of Education policies, administrative regulations, and other pertinent materials shall be provided for each new Board member.]

B. ALL NEW MEMBERS ARE STRONGLY ENCOURAGED TO ATTEND WORKSHOPS FOR NEW BOARD MEMBERS CONDUCTED BY THE MARYLAND ASSOCIATION OF BOARDS OF EDUCATION AND THE NATIONAL SCHOOL BOARDS ASSOCIATION.
DATE: July 10, 2012

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Ph.D., Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 8250, BOARD MEMBER ATTENDANCE

ORIGINATOR: Margaret-Ann Howie, Esq., General Counsel

RESOURCE PERSON(S): Patricia Clark, Policy and Compliance Officer

INFORMATION

That the Board of Education approves the proposed changes to Policy 8250. This is the third reading.

*****

Attachment I – Policy Analysis
Attached II – Policy 8250
**Policy Analysis for**

**Board of Education Policy 8250**

*Attendance of Board Members at Board Meetings*

*Renamed as, “Board Member Attendance”*

**Statement of Issues or Questions Addressed**
In accordance with Policy and Rule 8130, Policy 8250 is scheduled for review in school year 2011-2012. Policy 8250 outlines Board member attendance requirements at Board meetings. Policy 8250 has been revised to: (1) rename the policy, (2) include a policy statement; (3) 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 3126, *Expense Reimbursement*
2. Board of Education Policy 3127, *Travel*
3. Board of Education Policy 8270, *Board Committees*

**Legal Requirements**
1. *Annotated Code of Maryland, Education Article §3-108, Appointment, term, and removal from county board*

**Similar Policies Adopted by Other Local School Systems**
1. Anne Arundel County Board of Education, Policy BAD, *Board Member Removal from Office*

**Draft of Proposed Policy**
Attached

**Other Alternatives Considered by Staff**
No other alternatives were considered.

**Timeline**
First Reading – May 22, 2012
Public Comment – June 12, 2012
Third Reading/vote – July 10, 2012
INTERNAL BOARD POLICIES: Duties and Responsibilities

BOARD MEMBER Attendance [of Board Members at Board Meetings]

I. POLICY STATEMENT

THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) BELIEVES BOARD MEMBERS MUST BE PERSONALLY PRESENT AT BOARD MEETINGS IN ORDER TO VOTE OR OTHERWISE PARTICIPATE AT THE MEETING IN THEIR POSITION AS A BOARD MEMBER. [As appointees of the Governor of Maryland, members are required to attend not less than fifty percent (50%) of the regular meetings of the Board.]

II. ATTENDANCE

ALL BOARD MEMBERS SHALL [It shall be the policy of the Board that all members] attend all meetings, both PUBLIC [regular] and special.

III. ABSENCES

A. EACH BOARD MEMBER SHALL NOTIFY the secretary-treasurer OR HIS/HER DESIGNEE OF NON-ATTENDANCE IN ADVANCE OF THE BEGINNING OF THE BOARD MEETING. [shall be notified of non-attendance in advance of the time of the meeting.]

B. PURSUANT TO MARYLAND LAW, A BOARD MEMBER MAY BE REMOVED AS A MEMBER FOR FAILURE TO ATTEND, WITHOUT CAUSE, AT LEAST HALF OF THE SCHEDULED MEETINGS OF THE BOARD IN ANY ONE CALENDAR YEAR.

IV. EXPENSES

A. BOARD MEMBERS SHALL BE REIMBURSED all necessary expenses of attending meetings relating to OFFICIAL school BOARD matters, including transportation, meals, and registration fees [, shall be charged to Board of Education funds].

B. TRAVEL AND EXPENSE REIMBURSEMENT WILL BE MADE IN ACCORDANCE WITH BOARD POLICIES, SUPERINTENDENT’S RULES, AND ESTABLISHED SCHOOL SYSTEM ACCOUNTING PROCEDURES.
Legal Reference: *Annotated Code of Maryland, Education Article §3-108, Appointment, term, and removal from county board*

**RELATED POLICIES:** BOARD OF EDUCATION POLICY 3126, *EXPENSE REIMBURSEMENTS*
BOARD OF EDUCATION POLICY 3127, *TRAVEL*
BOARD OF EDUCATION POLICY 8270, *BOARD COMMITTEES*

Policy Board of Education of Baltimore County
Adopted: 04/13/72
Revised: 05/22/07
REVISED: _________
DATE: July 10, 2012

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Ph.D., Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 8260, AUTHORITY OF INDIVIDUAL BOARD MEMBERS

ORIGINATOR: Margaret-Ann Howie, Esq., General Counsel

RESOURCE PERSON(S): Patricia Clark, Policy and Compliance Officer

RECOMMENDATION

That the Board of Education approves the proposed changes to Policy 8260. This is the third reading.

*****

Attachment I – Policy Analysis
Attached II – Policy 8260
POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 8260
PUBLIC STATEMENTS OF INDIVIDUAL BOARD MEMBERS
RENAMED AS, “AUTHORITY OF INDIVIDUAL BOARD MEMBERS”

Statement of Issues or Questions Addressed
In accordance with Policy and Rule 8130, Policy 8260 is scheduled for review in school year 2011-2012. Policy 8260 prohibits individual Board members from acting on behalf of the Board unless specifically authorized to do so. Policy 8260 has been revised to: (1) rename the policy to more accurately reflect the policy’s intent; (2) include a policy statement; (3) 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 8120, Purpose, Role, and Responsibilities of the Board of Education

Legal Requirements
1. Annotated Code of Maryland, Education Article §3-104, County board is a corporate body; general powers

Similar Policies Adopted by Other Local School Systems
1. Anne Arundel County Board of Education, Policy BAC, Board Member Authority
2. Charles County Board of Education, Policy 8140, Members: Code of Behavior: Board Operating Procedures
3. Harford County Board of Education, Policy 22-0020-000, Board Code of Conduct
4. Prince George’s County Board of Education, Policy 9270, Actions by Individual Board Members
5. St. Mary’s County Board of Education, Policy BBAB, Board Members Authority

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
No other alternatives were considered.

Timeline
First Reading – May 22, 2012
Public Comment – June 12, 2012
Third Reading/vote – July 10, 2012
INTERNAL BOARD POLICIES: Duties and Responsibilities

AUTHORITY [Public Statements] of Individual Board Members

I. POLICY STATEMENT

A. THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) IS A BODY POLITIC AND CORPORATE THAT EXERCISES ITS AUTHORITY THROUGH COLLECTIVE ACTION WHEN THE BOARD IS legally in session. INDIVIDUAL BOARD MEMBERS SHALL HAVE NO AUTHORITY TO MAKE DECISIONS, COMMIT THE BOARD TO ACTIONS, OR TAKE OFFICIAL ACTION ON BEHALF OF THE ENTIRE BOARD.

II. POSITION

A. The Board shall not be bound in any way by any action or statement on the part of any individual Board member, except when THAT [such] statement or action is SPECIFICALLY AUTHORIZED BY [in pursuance of specific instructions from] the Board.

B. Official statements to the public shall be made by the BOARD president, or a designated member, following official action by the Board. [The Board may issue releases to the news media following official action in substantive matters.]

LEGAL REFERENCE: ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §3-104, COUNTY BOARD IS A CORPORATE BODY; GENERAL POWERS

RELATED POLICY: BOARD OF EDUCATION POLICY 8120, PURPOSE, ROLE, AND RESPONSIBILITIES OF THE BOARD OF EDUCATION
DATE: July 10, 2012

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Ph.D., Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 8270, BOARD COMMITTEES

ORIGINATOR: Margaret-Ann Howie, Esq., General Counsel

RESOURCE PERSON(S): Patricia Clark, Policy and Compliance Officer

RECOMMENDATION

That the Board of Education approves the proposed changes to Policy 8270. This is the third reading.

*****

Attachment I – Policy Analysis
Attached II – Policy 8270
POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 8270
STANDING AND SPECIAL COMMITTEES
RENAMED AS, “BOARD COMMITTEES”

Statement of Issues or Questions Addressed
In accordance with Policy and Rule 8130, Policy 8270 is scheduled for review in school year 2011-2012. Policy 8270 outlines the authority of the Board to establish committees to review specific topics and make recommendations or, in the case of student suspensions and expulsions, issue decisions on behalf of the Board. Policy 8270 has been revised to: (1) rename the policy; (2) include a policy statement; (3) authorize the Board president to appoint members to serve on Board committees; (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 5560, Suspensions, Assignment to Alternative Programs, or Expulsions

Legal Requirements
1. Annotated Code of Maryland, Education Article §7-305, Suspension and expulsion

Similar Policies Adopted by Other Local School Systems
1. Anne Arundel County Board of Education, Policy BEE, Board Committees
2. Caroline County Board of Education, Policy BCE, School Board Committees
3. Charles County Board of Education, Policy BDE, Board Committees
4. Washington County Board of Education, Policy BDE, Board Member Standing Committees

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
No other alternatives were considered.

Timeline
First Reading – May 22, 2012
Public Comment – June 12, 2012
Third Reading/vote – July 10, 2012
INTERNAL BOARD POLICIES: Duties and Responsibilities

BOARD [Standing and Special] Committees

I. POLICY STATEMENT

A. THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) REVIEWS AND ACTS ON A WIDE VARIETY OF ISSUES. AT TIMES, IT IS NECESSARY TO ESTABLISH SPECIAL [standing] committees of THE BOARD [members] TO REVIEW A SPECIFIC TOPIC; REPORT TO AND MAKE RECOMMENDATIONS TO THE BOARD; OR, IN THE CASE OF STUDENT SUSPENSIONS AND EXPULSIONS, HEAR APPEALS AND ISSUE DECISIONS.

II. POSITION

A. THE BOARD PRESIDENT WILL ANNUALLY APPOINT BOARD MEMBERS TO SERVE ON ITS COMMITTEES, which shall be advisory in nature. [may be appointed annually.] The judgments and recommendations of such committees shall be submitted to the entire Board for [any] formal action [to be taken].

B. Special committees of members may be created by the Board for specific assignments. These SPECIAL committees shall be appointed by the BOARD president AND SHALL TERMINATE [Special committees shall be terminated] upon the completion of THE COMMITTEE’S [their] assignment or by a vote of the Board.

C. THE BOARD MAY ESTABLISH A hearing panel[s] composed of at least three non-student Board members TO HEAR APPEALS FILED IN ACCORDANCE WITH BOARD POLICY 5560, SUSPENSIONS, ASSIGNMENT TO ALTERNATIVE PROGRAMS, OR EXPULSIONS, AND TO ISSUE DECISIONS [may be established for appeals of suspension or expulsion of students].
Legal Reference:  *Annotated Code of Maryland*, Education Article §7-305, *Suspension and expulsion*

RELATED POLICY:  BOARD OF EDUCATION POLICY 5560, *SUSPENSIONS, ASSIGNMENT TO ALTERNATIVE PROGRAMS, OR EXPULSIONS*

Policy Adopted:  04/13/72
Revised:  08/19/72
Revised:  05/22/07
REVISED:  ___________
DATE: July 10, 2012

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Ph.D., Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 8280, MEMBERSHIPS

ORIGINATOR: Margaret-Ann Howie, Esq., General Counsel

RESOURCE PERSON(S): Patricia Clark, Policy and Compliance Officer

RECOMMENDATION

That the Board of Education approves the proposed changes to Policy 8280. This is the third reading.

*****

Attachment I – Policy Analysis
Attached II – Policy 8280
Statement of Issues or Questions Addressed
In accordance with Policy and Rule 8130, Policy 8280 is scheduled for review in school year 2011-2012. Policy 8280 provides for membership in state and national school board associations, and other similar organizations. Policy 8280 has been revised to: (1) rename the policy to better reflect the policy’s intent; (2) include a policy statement; (3) 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. None

Legal Requirements
1. None

Similar Policies Adopted by Other Local School Systems
1. Anne Arundel Board of Education, Policy BH, School Board Memberships
2. Charles County Board of Education, Policy 8120, Members: Opportunities for Development
3. Harford County Board of Education, Policy 22-0013-000, Memberships
4. Howard County Board of Education, Policy 2000, School Board Governance
5. Washington County Board of Education, Policy BJ, School Board Memberships

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
No other alternatives were considered.

Timeline
First Reading – May 22, 2012
Public Comment – June 12, 2012
Third Reading/vote – July 10, 2012
INTERNAL BOARD POLICIES: Duties and Responsibilities

MembershipS [in School Board Associations]

I. POLICY STATEMENT

The Board of Education OF BALTIMORE COUNTY (BOARD) may hold memberships in [such local, state, regional, and] national AND STATE school board associations, OR OTHER SIMILAR ORGANIZATIONS, [as may exist] for the purpose of strengthening its effectiveness.

Policy Adopted: 04/13/72
Readopted: 05/22/07
REVISED: ________

Board of Education of Baltimore County
## RETIREMENTS

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>SCHOOL/OFFICE</th>
<th>YRS. OF SERVICE</th>
<th>EFFECTIVE DATE</th>
</tr>
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<tbody>
<tr>
<td>Patricia Abraham</td>
<td>Special Ed Teacher</td>
<td>Kenwood High</td>
<td>4.0</td>
<td>07/01/12</td>
</tr>
<tr>
<td>Narda Anderson</td>
<td>Prekindergarten</td>
<td>Woodmoor Elementary</td>
<td>17.9</td>
<td>07/01/12</td>
</tr>
<tr>
<td>Flora Becker</td>
<td>Paraeducator</td>
<td>Pikesville Middle</td>
<td>6.0</td>
<td>06/01/12</td>
</tr>
<tr>
<td>Miriam Blama</td>
<td>Science Teacher</td>
<td>Hereford Middle</td>
<td>32.0</td>
<td>07/01/12</td>
</tr>
<tr>
<td>Donna Bowman</td>
<td>Science Teacher</td>
<td>Gen. John Stricker Middle</td>
<td>42.0</td>
<td>07/01/12</td>
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<tr>
<td>Phyllis Boyd</td>
<td>Social Studies Teacher</td>
<td>Hereford High</td>
<td>40.0</td>
<td>07/01/12</td>
</tr>
<tr>
<td>Deborah Brannock</td>
<td>Guidance Counselor</td>
<td>Owings Mills High</td>
<td>30.6</td>
<td>07/01/12</td>
</tr>
<tr>
<td>Lois Burger</td>
<td>Art Teacher</td>
<td>Franklin Middle</td>
<td>24.8</td>
<td>07/01/12</td>
</tr>
<tr>
<td>Gail Cecchetti</td>
<td>Special Ed Teacher</td>
<td>Glyndon Elementary</td>
<td>25.0</td>
<td>07/01/12</td>
</tr>
<tr>
<td>Wayne Eppig</td>
<td>Team Leader Tech Support</td>
<td>Timonium/IMS</td>
<td>20.9</td>
<td>07/01/12</td>
</tr>
<tr>
<td>Joseph Garrett</td>
<td>Assistant Principal</td>
<td>Milford Mill Academy</td>
<td>41.0</td>
<td>07/01/12</td>
</tr>
<tr>
<td>Janelle Hardin</td>
<td>English Teacher</td>
<td>Rosedale Center</td>
<td>18.0</td>
<td>07/01/12</td>
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<tr>
<td>Suzanne Henneman</td>
<td>Resource Teacher</td>
<td>ESS/Special Prog Prek-12</td>
<td>31.5</td>
<td>07/01/12</td>
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<tr>
<td>Christine Hepner</td>
<td>Guidance Counselor</td>
<td>Dundalk Elementary</td>
<td>34.7</td>
<td>07/01/12</td>
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<tr>
<td>Timothy Hester</td>
<td>Science Teacher</td>
<td>Dulaney High School</td>
<td>10.0</td>
<td>07/01/12</td>
</tr>
<tr>
<td>Joyce Hill</td>
<td>Prekindergarten</td>
<td>Martin Blvd Elementary</td>
<td>20.0</td>
<td>07/01/12</td>
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<tr>
<td>Paulette Keiser</td>
<td>Reading Teacher</td>
<td>Deep Creek Middle</td>
<td>16.0</td>
<td>07/01/12</td>
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<tr>
<td>Laurie Lane</td>
<td>Special Ed Teacher</td>
<td>Lansdowne Elementary</td>
<td>13.0</td>
<td>07/01/12</td>
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<tr>
<td>NAME</td>
<td>POSITION</td>
<td>SCHOOL/OFFICE</td>
<td>YRS. OF SERVICE</td>
<td>EFFECTIVE DATE</td>
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<tr>
<td>Janet Maltese</td>
<td>Classroom Teacher</td>
<td>Sparks Elementary</td>
<td>32.9</td>
<td>07/01/12</td>
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<tr>
<td>Gloria Mathews</td>
<td>Classroom Teacher</td>
<td>Sparks Elementary</td>
<td>36.6</td>
<td>07/01/12</td>
</tr>
<tr>
<td>Stephanie May</td>
<td>Modern Languages</td>
<td>Loch Raven High</td>
<td>24.0</td>
<td>07/01/12</td>
</tr>
<tr>
<td>Ann Meckel</td>
<td>Science Teacher</td>
<td>Loch Raven Tech Academy</td>
<td>30.0</td>
<td>07/01/12</td>
</tr>
<tr>
<td>Carol Miller</td>
<td>Special Ed Teacher</td>
<td>Milford Mill Academy</td>
<td>22.0</td>
<td>07/01/12</td>
</tr>
<tr>
<td>Brenda Parr</td>
<td>Lead Clerk</td>
<td>Timonium/Accounting</td>
<td>21.3</td>
<td>07/01/12</td>
</tr>
<tr>
<td>Christine Pavlo</td>
<td>Social Studies Teacher</td>
<td>Deer Park Middle Magnet</td>
<td>23.0</td>
<td>07/01/12</td>
</tr>
<tr>
<td>Linda Peterson</td>
<td>Guidance Counselor</td>
<td>Martin Blvd Elementary</td>
<td>21.5</td>
<td>07/01/12</td>
</tr>
<tr>
<td>Mary Phillips</td>
<td>Paraeducator</td>
<td>Catonsville High</td>
<td>33.7</td>
<td>07/01/12</td>
</tr>
<tr>
<td>Sara Pipino</td>
<td>Special Ed Teacher</td>
<td>Perry Hall Middle</td>
<td>30.0</td>
<td>07/01/12</td>
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<tr>
<td>Marjorie Rawn</td>
<td>Special Ed Teacher</td>
<td>Ridge Ruxton School</td>
<td>33.3</td>
<td>07/01/12</td>
</tr>
<tr>
<td>Judith Schwartz</td>
<td>Social Worker</td>
<td>Woodlawn Middle</td>
<td>20.0</td>
<td>07/01/12</td>
</tr>
<tr>
<td>Nellie Slater</td>
<td>Principal</td>
<td>Harford Hills Elementary</td>
<td>29.0</td>
<td>08/01/12</td>
</tr>
<tr>
<td>Denise Stemler</td>
<td>Science Teacher</td>
<td>Hereford Middle</td>
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<td>07/01/12</td>
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<tr>
<td>Mary Strassner</td>
<td>Classroom Teacher</td>
<td>Joppa View Elementary</td>
<td>23.0</td>
<td>07/01/12</td>
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<tr>
<td>Homa Taavoni</td>
<td>Lib Sci Media</td>
<td>Edmondson Hghts Elem</td>
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<td>07/01/12</td>
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<td>Angela Thomas</td>
<td>Guidance Counselor</td>
<td>Winand Elementary</td>
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<td>07/01/12</td>
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<tr>
<td>Nancy Thomas-Lazzaro</td>
<td>Admin Secretary III</td>
<td>Deep Creek Middle</td>
<td>34.7</td>
<td>07/01/12</td>
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<tr>
<td>Diane Ude</td>
<td>Special Ed Teacher</td>
<td>Joppa View Elementary</td>
<td>20.0</td>
<td>07/01/12</td>
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<tr>
<td>Bonnie Wagstaff</td>
<td>Classroom Teacher</td>
<td>Sandy Plains Elementary</td>
<td>10.0</td>
<td>07/01/12</td>
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<tr>
<td>Nancy Williams</td>
<td>Fiscal Assistant III</td>
<td>Timonium/Accounting</td>
<td>23.0</td>
<td>07/01/12</td>
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# BALTIMORE COUNTY PUBLIC SCHOOLS
## Towson, Maryland 21204
### July 10, 2012

## Resignations

### Elementary – 12

<table>
<thead>
<tr>
<th>School</th>
<th>Employee Name</th>
<th>Date of Resignation</th>
<th>Years Employed</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baltimore Highlands Elementary School</td>
<td>Melissa K. Yoder</td>
<td>06/30/12</td>
<td>6.0 yrs.</td>
<td>Speech Language Pathologist</td>
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<tr>
<td>Battle Monument School</td>
<td>Teresa B. Fiskum</td>
<td>06/30/12</td>
<td>23.0 yrs.</td>
<td>Nurse</td>
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<td></td>
<td>Natalie L. Nosal</td>
<td>08/03/12</td>
<td>4.0 yrs.</td>
<td>Physical Therapist</td>
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<tr>
<td>Fort Garrison Elementary School</td>
<td>Tisha M. Bynum</td>
<td>06/30/12</td>
<td>4.0 yrs.</td>
<td>Grade 1</td>
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<tr>
<td>Franklin Elementary School</td>
<td>Christeen M. Moore</td>
<td>06/30/12</td>
<td>7.0 yrs.</td>
<td>Grade 1</td>
</tr>
<tr>
<td>Glenmar Elementary School</td>
<td>Rachel Taylor</td>
<td>06/30/12</td>
<td>1.0 yr.</td>
<td>Music – Vocal</td>
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<tr>
<td>Halethorpe Elementary School</td>
<td>Leanne M. Chace</td>
<td>06/30/12</td>
<td>7.0 yrs.</td>
<td>Grade 4</td>
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<tr>
<td>Imagine Discovery Elementary Charter School</td>
<td>Jaclyn A. Schultz</td>
<td>06/30/12</td>
<td>7.0 yrs.</td>
<td>Physical Education</td>
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<td>Mars Estates Elementary School</td>
<td>Emily G. Klocko</td>
<td>06/30/12</td>
<td>4.0 yrs.</td>
<td>Grade 4</td>
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<td>Randallstown Elementary School</td>
<td>Amelia M. Yatto</td>
<td>06/30/12</td>
<td>2.0 yrs.</td>
<td>Grade 4</td>
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<tr>
<td>Rodgers Forge Elementary School</td>
<td>Susan A. Hommel</td>
<td>06/30/12</td>
<td>5.0 yrs.</td>
<td>Kindergarten</td>
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<tr>
<td>Woodbridge Elementary School</td>
<td>Judity Sontag</td>
<td>06/30/12</td>
<td>1.0 yr.</td>
<td>Speech Language Pathologist</td>
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### Secondary – 23

<table>
<thead>
<tr>
<th>School</th>
<th>Employee Name</th>
<th>Date of Resignation</th>
<th>Years Employed</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carver Center for Arts and Technology</td>
<td>Michelle J. Stoll</td>
<td>06/30/12</td>
<td>10.0 yrs., 5.0 mos.</td>
<td>English</td>
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<tr>
<td>Chesapeake High School</td>
<td>Lance W. Gyomory</td>
<td>06/30/12</td>
<td>5.0 yrs.</td>
<td>Mathematics</td>
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<tr>
<td>Demetnice M. Smith</td>
<td>06/30/12</td>
<td>6.0 yrs.</td>
<td>Science</td>
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<tr>
<td>Deep Creek Middle School</td>
<td>Shawn D. Knoedler</td>
<td>06/30/12</td>
<td>2.0 yrs.</td>
<td>Science</td>
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<td>Frankin Middle Magnet School</td>
<td>Kristin J. Patterson</td>
<td>06/30/12</td>
<td>2.0 yrs.</td>
<td>Mathematics</td>
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<tr>
<td>Dundalk High School</td>
<td>Meredith L. Bagnell</td>
<td>06/30/12</td>
<td>3.0 yrs.</td>
<td>Special Education – Self-Contained</td>
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<tr>
<td>Franklin Middle School</td>
<td>Rachel J. Holinsky</td>
<td>06/30/12</td>
<td>11.0 yrs.</td>
<td>Social Studies</td>
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<td>Lansdowne High School</td>
<td>Victor D. Bowman</td>
<td>06/30/12</td>
<td>3.0 yrs.</td>
<td>Science</td>
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<tr>
<td>Loch Raven High School</td>
<td>Dorianne L. Aillery</td>
<td>06/30/12</td>
<td>5.0 yrs.</td>
<td>French</td>
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</table>
Kimberly A. Stewart, 06/30/12, 5.0 yrs., 5.0 mos.
Social Studies

Old Court Middle School
Rivkah Drebin, 06/30/12, 1.0 yr.
Speech Language Pathologist

Alisha S. Jordan, 06/30/12, 2.0 yrs.
Mathematics

Parkville Middle School
Dana E. Bradshaw, 06/30/12, 4.0 yrs.
Reading

Pine Grove Middle School
Jessica E. Sutherland, 06/30/12, 3.0 yrs.
Hearing Impaired – Self-Contained

Rosedale Center
Erin A. Marcum, 06/30/12, 4.0 yrs.
Science

Sparrows Point Middle School
Mark D. Grissom, 06/30/12, 6.0 yrs., 7.0 mos.
Science

Western School of Technology & Science
Judy F. Farmer, 06/30/12, 3.0 yrs., 3.0 mos.
Special Education - Inclusion

Windsor Mill Middle School
Mary K. Mobley, 06/30/12, 2.0 yrs.
English

Woodlawn High School
Abisola Akinyele, 06/30/12, 3.0 yrs.
Science

Nicole K. Simoneaux, 06/30/12, 2.0 yrs.
English

CENTRAL OFFICE – 3

Eastern Family Resource Center
Patricia Roberts, 06/30/12, 1.0 yr.
Physical Therapist

Student Support Services
Rebecca A. Lindsay, 06/30/12, 1.0 yr.
Nurse

Superintendent’s Staff
Renee A. Foose, 06/30/12, 1.0 yr., 2.0 mos.
Deputy Superintendent
SEPARATION FROM LEAVE – 4
April M. George, granted Unusual and Imperative Leave, 07/01/11-06/30/12, resigning 06/30/12, 11.0 yrs.
Barbara L. Lutz, granted Unusual and Imperative Leave, 07/01/11-06/30/12, resigning 06/30/12, 12.0 yrs.
Patricia M. Singer, granted Unusual and Imperative Leave, 07/01/11-06/30/12, resigning 06/30/12, 5.0 yrs., 5.0 mos.
James J. Snow, granted Personal Leave, 07/01/11-06/30/12, resigning 06/30/12, 13.0 yrs.
MICHIELLE A. MEAGHER – (Elementary) – Chase Elementary School
Effective July 1, 2012 through June 30, 2013

MELISSA B. STRAUSS – (Elementary) – Middleborough Elementary School
Effective July 1, 2012 through June 30, 2013

RONALD F. ROBERTS – (Elementary) – Bedford Elementary School
Effective July 25, 2012 through August 28, 2013

DENNIS A. SEAWELL – (Building Service Worker) – Dundalk Elementary School
Effective May 25, 2012 through May 25, 2013
BALTIMORE COUNTY PUBLIC SCHOOLS
TOWSON, MARYLAND  21204

July 10, 2012

DECEASED

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

Robert K. Miller
Vocational Teacher
Carver Center for Arts and Technology
May 24, 2012
# RECOMMENDED APPOINTMENTS

## July 10, 2012

<table>
<thead>
<tr>
<th>Name</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MICHAEL J. AUSTIN</strong></td>
<td>Assistant Principal</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>(Effective July 11, 2012)</td>
<td>Prince George’s County Public Schools</td>
<td>Milford Mill Academy</td>
</tr>
<tr>
<td>(Replacing Joseph Garrett, retiring)</td>
<td>Fairmont Heights High School</td>
<td></td>
</tr>
</tbody>
</table>

| **HEATHER F. DENMYER** | Special Education Teacher                 | Assistant Principal                     |
| (Effective July 11, 2012) | Cockeysville Middle School               | Red House Run Elementary School         |
| (Replacing Stephanie Fogleman, transferring to Assistant Principal at Lansdowne Elementary School) |                                             |                                         |

| **MILDRED B. GUILD**  | Assistant Principal                      | Principal                               |
| (Effective July 11, 2012) | Lansdowne Elementary School              | Harford Hills Elementary School         |
| (Replacing Nellie Slater, retiring) |                                             |                                         |

| **KEVIN A. HOBBS**    | Central Area Superintendent              | Deputy Superintendent                    |
| (Effective July 11, 2012) | Wake County Public Schools              |                                         |
| (Replacing Renee Foose) |                                             |                                         |

| **DAREISE A. JONES**  | Mentor – Elementary Cluster              | Assistant Principal                     |
| (Effective July 11, 2012) | Dogwood Elementary School                | Loch Raven Technical Academy            |
| (Replacing Mary Jayne Read, recommended for transfer to Assistant Principal, Hereford Middle School) |                                             |                                         |

<p>| <strong>ROBERT MADDOX</strong>     | Senior Project Manager                   | Manager                                 |
| (Effective July 11, 2012) | Department of Physical Facilities        | Facilities Maintenance                  |
| (Replacing John Ander, promoted to Administrator, Maintenance and Grounds) |                                             | Department of Physical Facilities        |</p>
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>School/Office Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CHRISTEL J. MARSH</strong></td>
<td>Teacher/Special Education</td>
<td>Specialist, Child Find and PreSchool Office of Special Education - Placement and Birth – Five</td>
</tr>
<tr>
<td>(Effective July 11, 2012)</td>
<td>Timber Grove Elementary School</td>
<td>(Replacing Julie Quinn, resigned)</td>
</tr>
<tr>
<td><strong>BRETT J. MOLIN</strong></td>
<td>Teacher/English</td>
<td>Assistant Principal</td>
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<tr>
<td>(Effective July 11, 2012)</td>
<td>Kenwood High School</td>
<td>Kenwood High School</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Replacing Ryan Warfel, transferring to Assistant Principal, Sudbrook Magnet Middle School)</td>
</tr>
<tr>
<td><strong>JODI L. O’NEILL</strong></td>
<td>Teacher/Technology</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>(Effective July 11, 2012)</td>
<td>Integration Fullerton Elementary School</td>
<td>Warren Elementary School</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Replacing Barbara Cernik, retired)</td>
</tr>
<tr>
<td><strong>LISA H. PERRY</strong></td>
<td>Assistant Principal</td>
<td>Principal</td>
</tr>
<tr>
<td>(Effective July 11, 2012)</td>
<td>Hereford Middle School</td>
<td>Sparrows Point Middle School</td>
</tr>
<tr>
<td><strong>JOHN W. STALEY</strong></td>
<td>Coordinator, Secondary Director</td>
<td>Office of Mathematics, PreK-12</td>
</tr>
<tr>
<td>(Effective July 1, 2012)</td>
<td>Mathematics Office of Mathematics, PreK-12</td>
<td>(Replacing Patricia Baltzley, retired)</td>
</tr>
<tr>
<td><strong>LOUISE D. SUPNICK</strong></td>
<td>Teacher/Resource</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>(Effective July 11, 2012)</td>
<td>Office of Language Arts, Orems Elementary School</td>
<td>Orems Elementary School</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Replacing Julia Olmedo, recommended for transfer to Assistant Principal, Logan Elementary School)</td>
</tr>
<tr>
<td><strong>CATHERINE C. THOMAS</strong></td>
<td>Assistant Principal</td>
<td>Assistant to the Superintendent</td>
</tr>
<tr>
<td>(Effective July 11, 2012)</td>
<td>Logan Elementary School</td>
<td>Superintendent – Zone 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Replacing Melissa DiDonato, promoted to Principal, Padonia Elementary School)</td>
</tr>
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</table>
### BALTIMORE COUNTY PUBLIC SCHOOLS
#### TOWSON, MD

### RECOMMENDED APPOINTMENTS - ADDENDUM

**July 10, 2012**

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Position</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOHN L. MAYO</td>
<td>Assistant Superintendent Administrator, Middle School</td>
<td>Petersburg City Public Schools</td>
</tr>
<tr>
<td>(Effective July 11, 2012)</td>
<td>(Redirected Position)</td>
<td></td>
</tr>
<tr>
<td>PAUL E. MULLER</td>
<td>School Counseling Chair Pupil Personnel Worker</td>
<td>Sparrows Point High School</td>
</tr>
<tr>
<td>(Effective July 11, 2012)</td>
<td>(Replacing Gary Vaughn, retired)</td>
<td></td>
</tr>
<tr>
<td>VALERIE PATTERSON</td>
<td>Residency Officer Pupil Personnel Worker</td>
<td>Student Support Services</td>
</tr>
<tr>
<td>(Effective July 11, 2012)</td>
<td>(Replacing Steven Mackert, transferred)</td>
<td></td>
</tr>
</tbody>
</table>
RECOMMENDATION

In accordance with Policy 2310, the Department of Human Resources prepares a packet of organization charts in PowerPoint each year reflecting the major departments in the Superintendent’s Office, the Division of Business Services, and the Division of Curriculum & Instruction. The purpose is for the Board to approve the organizational structure for the upcoming school year. This presentation is submitted to the BOE on 7/10/2012 for approval.
Executive Summary
Explanation of changes for the 2012-2013 Organizational Charts
July 10, 2012

Key: **Yellow boxes** represent positions that are different or new to that particular organizational chart. **Red lettering** represents a change in title of position or title of department/office.

Page 2 – Dept. of Research, Accountability, Assessment & Data Warehouse

- Programmer Analyst III, Data Warehouse is new to this chart in FY13. The data warehouse department was added to the Department of Research, Accountability and Assessment (DRAA) last winter. This position was moved from the Department of Technology. Both schools and offices rely on data from data warehouse and the functions are more closely aligned with DRAA.
- One resource teacher position was eliminated to comply with the approved FY13 operating budget. In the approved school budget highlights section (page 98) it states: “decrease of 15 central-office, non-classroom based resource teacher FTE’s as a result of staffing reductions”. This is one of those 15 positions.

Page 4 – Assistant Superintendent, Curriculum & Instruction

- Due to expanded job responsibilities, the Assistant of Student Service Learning has been moved from under the Office of Liberal Arts to a direct report to the Asst. Superintendent of C&I. This position is now responsible for special projects for the entire division of C&I (such as leading the electronic course registration pilot committee and chairing the middle school summer college program). The role also serves as a liaison between school administration and central office personnel for Race to the Top (RTTT), turning around low achieving schools initiatives, and processes all C&I grants.

Page 6 – Division of Curriculum & Instruction Services

- Assistant Student Service Learning has been moved from under the Office of Liberal Arts to a direct report to the Asst. Superintendent of C&I (see rationale above - page 4).
- Coordinator, Title I moved from the Office of Liberal Arts to the Office of Special Programs. Title I is a supplemental program as mandated by federal law; therefore it appropriately fits under Special Programs.
- Coordinator AVID/College Board moved from the Office of Liberal Arts to the Office of Special Programs because this office works closely with the Office of School Counseling.
- To ensure program alignment with key subject areas, the Director of Special Education moved from the Office of Special Programs to the Office of Liberal Arts.
Data indicates that our special education students’ greatest needs are in the area of language arts; hence this change is appropriate especially as BCPS moves towards the implementation of the Common Core State Standards.

- Communications Specialist is a new position that was added to this chart in December 2011. This position came from the Office of Communications and has played an important role in C&I to lead major curriculum re-writes for the Common Core State Standards.
- Gifted and Talented in red – title change. Last year the office included the Magnet Program. These two functions have been separated and each has their own coordinator leading the programs.

**Pages 8&9 – Offices of Liberal Arts and Special Programs**
- The changes noted above and on Page 6 are seen here again a level down.

**Page 10 – Department of Professional Development**
- Parent support services (such as the Parent Mobile and some resource centers) were consolidated over the last year due to budget constraints.
- Two RTTT contractors were hired and added to this chart so that BCPS can meet the requirements under the grant.
ORGANIZATION CHARTS
FY 2013
The Baltimore County Public Schools
Organization Charts

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Division of Business Services

Superintendent

Administrative Assistant

Chief Financial Officer
Fiscal Services

Executive Director
Planning and Support
Operations

Chief Communications
Officer

Executive Director
Physical Facilities

Chief Information Officer
Information Technology
Department of Planning and Support Operations

Executive Director

- Administrative Assistant
  - Director Transportation
  - Director Food & Nutrition Services
    - Planning Administrator Strategic Planning
    - Manager Risk Management
    - Manager Distribution and Print Services
Office of Communications

Chief Communications Officer

Administrative Assistant

Communications Specialist

Communications Specialist Regional Advisor/Student Counsel

Communications Specialist

Manager Education Channel
Department of Physical Facilities

Executive Director

Administrative Assistant
Special Assistant Educational Planning
Special Assistant Energy Management
Fiscal Officer Budget and Accounting

Administrator Engineering and Construction
Administrator Operations
Administrator Maintenance and Grounds
Department of Human Resources

Assistant Superintendent
Human Resources

Administrative Assistant
Human Resource Officer

Manager, Staff Relations
Director, Personnel
Manager, Personnel Services
Executive Director - STEM

Executive Director
STEM

Director
Math PreK-12

Coordinator
Library Media

Director
Science PreK-12

Coordinator
Career & Tech Ed

Supervisor
Instructional Tech
Executive Director - Special Programs

- Coordinator Title I
- Coordinator Music
- Coordinator Visual Arts
- Coordinator AVID / College Board
- Coordinator School Counseling
- Coordinator Gifted & Talented
- Coordinator PE, Health, and Dance
- Supervisor Magnet Programs
The Baltimore County Public Schools
Office of Internal Audit

President
Board of Education

Chief Auditor

Administrative Assistant

Assistant Chief Auditor

Auditor IV

Auditor III

Auditor III

Auditor II

Auditor III

Auditor III

Auditor IV

Board Budget and Audit Committee Chairperson

7/10/12
DATE: July 10, 2012

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Ph. D., Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED INSTALLATION OF NEW PLAYGROUND EQUIPMENT AT WESTCHESTER ELEMENTARY SCHOOL

ORIGINATOR: Ms. Verletta White, Assistant Superintendent, Elementary Zone 3

RESOURCE PERSON(S): Marguerite DeCrispino, Principal, Westchester Elementary School

RECOMMENDATION

That the Board of Education approves the installation of new playground equipment at Westchester Elementary School.

In accordance with Superintendent's Rule #7330, Westchester Elementary School is proposing the installation of playground equipment at the school be approved.

The playground equipment at Westchester Elementary School is being purchased with donations from parents, friends, and families of the Catonsville community. All donations were given freely to the Playground Improvement Fund.

Westchester Elementary School opened in 1998, and had a designated playground. In 2003, Baltimore County Department of Recreation and Parks worked with BCPS facilities to install six play items. In 2011, only one of those items remains standing.

The benefits of free play are important for children to reach important social, emotional, and intellectual milestones. Having a safe, engaging playground is beneficial to the social development and interactions of students and community members alike.
Baltimore County Public Schools

Date: July 10, 2012

To: Board of Education

From: S. Dallas Dance, Ph. D., Superintendent

Subject: Consideration of the Proposed Flagpole Installation at Towson High School Stadium

Originator: Dr. Edward Newsome, Jr., Assistant Superintendent, High Schools

Resource Person(s): Dr. Jane Barranger, Principal, Towson High School

Recommendation

That the Board of Education approves the installation of the proposed flagpole at Towson High School

In accordance with Superintendent's rule #7330, Towson High School is proposing the installation of the scoreboards at the school be approved.

The flagpole at Towson High School is being erected with monies privately funded through the Towson Sports Boosters Club, Inc.

The addition of a flagpole will increase school spirit and patriotism in addition to providing athletes and spectators the opportunity to perform proper civic duties and observances. The project will enhance the overall image of Towson High School.

Installation of the flagpole will allow all participants in school sponsored events at the stadium to honor the flag and our country. The evaluation of the flagpole will be based on it meeting all applicable electrical and structural codes associated with the installation process.
DATE: July 10, 2012
TO: BOARD OF EDUCATION
FROM: S. Dallas Dance, Ph. D., Superintendent
SUBJECT: CONSIDERATION OF THE PURCHASE AND INSTALLATION OF PROMETHEAN BOARDS AT RODGERS FORGE ELEMENTARY SCHOOL

ORIGINATOR: Ms. Verletta White, Assistant Superintendent, Elementary Zone 3

RESOURCE PERSON(S): Melissa Fanshaw, Principal, Rodgers Forge Elementary School

RECOMMENDATION

That the Board of Education approves the purchase and installation of 20 promethean boards and two ActivPanels for Rodgers Forge Elementary School

In accordance with Superintendent's Rule #7330, Rodgers Forge Elementary Schools is proposing the purchase and installation of promethean boards and ActivPanels for approval.

The PTA has raised funds through their annual fundraising event, Tech Trek, to purchase and install 20 Promethean boards with attached projectors and two ActivPanels at Rodgers Forge Elementary School. The promethean boards will be mounted over existing chalk boards in the classrooms. The boards will be fastened to the walls using a framed mounting system. The ActivPanels require no installation. They are mobile and work with existing technology in the building.

The addition of interactive whiteboards in all classrooms will support BCPS “Blueprint for Progress” Key Strategies for Goal I – j) Integrate technology in the teaching/learning process. Interactive whiteboard technology will enhance student learning by allowing teachers to deliver engaging, multi-sensory instruction.
BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: July 10, 2012

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Ph.D., Superintendent

RE: RECOMMENDATIONS FOR AWARD OF CONTRACTS

ORIGINATOR: Rick Gay, Manager, Office of Purchasing
Michael G. Sines, Executive Director, Department of Physical Facilities

RESOURCE PERSON(S):

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
1. **Contract Modification and Extension:** Preliminary Scholastic Achievement Test – National Merit Scholarship Qualifying Test (PSAT/NMSQT)

   **Contract #:** JNI-730-11

   **Term:** N/A  **Extension:** 3 years  **Contract Ending Date:** 6/30/18

   **Estimated contract authority:** $850,000  
   **Estimated modification amount:** $576,766  
   **New estimated total contract authority:** $1,426,766

   **Board meeting date:** July 10, 2012

**Description:**

On September 7, 2010, the Board approved this contract. The contract is being modified to test all 10th and 11th grade students and to include the ReadiStep assessment for 8th and 9th grade students and to extend the contract for an additional 3 years.

The PSAT/NMSQT Early Participation Program is an educational initiative to increase opportunities for all students, with particular attention to those underrepresented in college populations. The cost is determined by the expected participation based on the projected yearly enrollment figures for the participating classes and the PSAT/NMSQT participation in the preceding year.

ReadiStep is a paper and pencil assessment that provides multi-level reporting with feedback on college and career readiness of middle and early high school grade level students. With the state of Maryland adopting and transitioning to the Common Core Standards, there is a need to measure student skills and vertically align the curriculum, instruction, and assessment for the College Readiness Pathway.

Dumbarton Middle School piloted the ReadiStep program last fall through grant funding. Results from the pilot show that ReadiStep would be a benefit to the Baltimore County public school system:

- ReadiStep scores link directly to the PSAT/NMSQT and SAT score scales, so ReadiStep scores can be interpreted to the relation of future success in these programs.
- ReadiStep reports can be an indicator of measurement of the alignment of Baltimore County’s instructional programs with the Common Core State Standards.
- ReadiStep would fill a need for an assessment that would measure the development of skills needed for more rigorous coursework.

Superintendent’s Rule 3215 creates guidelines and procedures for sole source procurement only under specific guidelines. The rule permits a sole-source contract when the Office of Purchasing
determines “that it would be advantageous or [that it would be] impractical to seek or utilize another source when the requirement is only available from a single source, and when the compatibility of equipment, accessories, or replacement parts is the paramount consideration. A sole source purchase may also arise from the following conditions: copyrighted products, such as software, publications, textbooks, media, or products (specialized and/or advanced technology), which ensure a compatible learning environment for students/faculty at various school sites. The College Board holds the copyright for these materials.

**Recommendation:**

Award of contract modification is recommended to:

The College Board
Bala Cynwyd, PA

**Responsible school or office:**
Department of Special Programs

**Contact person:**
Kathleen McMahon

**Funding source:**
Operating budget
2. **Contract:** Adhesive Whiteboard Material, Multimedia Boards, and Associated Installation Services

**Contract #:** JMI-624-12

**Term:** 5 years       **Extension:** N/A     **Contract Ending Date:** 7/31/17

**Estimated contract authority:** $500,000

**Board meeting date:** July 10, 2012  
**Bid issued:** May 3, 2012  
**Pre-bid meeting date:** N/A  
**Due date:** May 31, 2012  
**No. of vendors issued to:** 24  
**No. of bids received:** 5  
**No. of no-bids received:** 3

**Description:**

This contract consists of providing multimedia boards and chalkboard resurfacing material. Additionally, awarded contractors may provide labor, equipment, materials, supervision, tools, and all incidentals required to provide related installation and removal services.

**Recommendation:**

Award of contract is recommended to:

- Everase Corporation  
  Ivyland, PA
- Most, Inc.  
  Baltimore, MD
- Partition Plus, Inc.  
  Fallston, MD
- The Sherwin - Williams Company  
  Timonium, MD
- Visual Sound  
  Baltimore, MD

**Responsible school or office:** Department of Physical Facilities

**Contact person:** Michael G. Sines

**Funding source:** Operating budget
3. **Contract**: Microcomputer Hardware, Personal Computers, Laptops, Servers, and Related Peripherals  
   **Contract #**: JMI-602-13 (Maryland Education Enterprise Consortium--MEEC #UB 12-B-19)

   **Term**: 5 years  
   **Extension**: N/A  
   **Contract Ending Date**: 7/31/17  
   **Estimated contract authority**: $15,000,000

   - **Board meeting date**: July 10, 2012  
   - **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 desktop and portable computers, data storage devices, server class computers, network hardware and appliances, virtual computing systems, and peripherals from various suppliers on an as-needed basis. The contract may include services directly related to the hardware purchase. MEEC is a consortium of public and private K-16+ institutions, public libraries, and museums in the state of Maryland.

Section §5–112 of the Education Article of the Annotated Code of Maryland subparagraph (a) (3) states that, “…except as provided in subsection (e) of this section, a county board’s participation 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 public bidding procedures.” Further, under the Education Article §4-123 Cooperative administration of programs (a) (1) states a “county board may enter into an agreement for the cooperative or joint administration of programs with one or more: (i) County boards; (ii) Other educational institutions or agencies; and (iii) Boards of county commissioners or county councils.” In §13-110 of the State Finance and Procurement Article, “Subject to §12-107 of this article, whenever a primary procurement unit procurement officer determines that it is in the best interest of the State to sponsor or participate in an intergovernmental cooperative purchasing agreement, with the approval of the unit head and subject to any other approval required by law, the primary procurement unit may become a party to or participate under the agreement.”
**Recommendation:**

Award of contract is recommended to:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alliance InfoSystems, LLC</td>
<td>Baltimore, MD</td>
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<tr>
<td>Alliance Technology Group, LLC</td>
<td>Hanover, MD</td>
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<td>Apple, Inc.</td>
<td>Austin, TX</td>
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<td>Applied Technology Services</td>
<td>Baltimore, MD</td>
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<td>Bell Techlogix</td>
<td>Columbia, MD</td>
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<tr>
<td>Cambridge Computer</td>
<td>Waltham, MA</td>
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<td>CAS Severn, Inc.</td>
<td>Laurel, MD</td>
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<td>Daly Computers</td>
<td>Clarksburg, MD</td>
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<tr>
<td>Data Networks</td>
<td>Hunt Valley, MD</td>
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<tr>
<td>Dell</td>
<td>Round Rock, TX</td>
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<tr>
<td>Disys Solutions, Inc.</td>
<td>Chantilly, VA</td>
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<td>DSR Computer Sales and Service</td>
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<td>ePlus Technology, Inc.</td>
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<td>Electronic Systems, Inc.</td>
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<td>Force 3, Inc.</td>
<td>Crofton, MD</td>
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<td>Government Connection</td>
<td>Rockville, MD</td>
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<td>Hartford Computer Group, Inc.</td>
<td>Columbia, MD</td>
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<td>IBM Corp.</td>
<td>Baltimore, MD</td>
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<tr>
<td>Lenovo</td>
<td>Morrisville, NC</td>
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<td>OmegaCor</td>
<td>Millersville, MD</td>
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<tr>
<td>Plan B Technology</td>
<td>Bowie, MD</td>
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<td>Presidio Networked Solutions</td>
<td>Greenbelt, MD</td>
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<tr>
<td>SkyLine Network Engineering, LLC</td>
<td>Eldersburg, MD</td>
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<tr>
<td>SLAIT Consulting, LLC</td>
<td>Gaithersburg, MD</td>
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<tr>
<td>System Source</td>
<td>Hunt Valley, MD</td>
</tr>
<tr>
<td>ViON Corporation</td>
<td>Washington, DC</td>
</tr>
</tbody>
</table>

**Responsible school or office:** Department of Technology

**Contact person:** Camille B. Jones

**Funding source:** Operating budget
4. **Contract:** Technology Systems Integration  
**Contract #:** MWE-840-13 (Board of Education of Wicomico County #IFB-83900-112)

**Term:** 4 years  
**Extension:** N/A  
**Contract Ending Date:** 7/31/16  
**Estimated contract authority:** $2,000,000

**Board meeting date:** July 10, 2012  
**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 technology systems integration in schools and offices. This is a time-and-material contract with on-call services as needed. Services would include the installation, maintenance, and repair of integrated intercom/paging/public address technology including telephone system integration and other related technologies.

Section §5–112 of the Education Article of the Annotated Code of Maryland subparagraph (a) (3) states that, “Except as provided in subsection (e) of this section, a county board’s participation 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 public bidding procedures.” Further, under the Education Article §4-123 Cooperative administration of programs (a) (1) states, “A county board may enter into an agreement for the cooperative or joint administration of programs with one or more: (i) County boards; (ii) Other educational institutions or agencies; and (iii) Boards of county commissioners or county councils.” In §13-110 of the State Finance and Procurement Article, “Subject to §12-107 of this article, whenever a primary procurement unit procurement officer determines that it is in the best interest of the State to sponsor or participate in an intergovernmental cooperative purchasing agreement, with the approval of the unit head and subject to any other approval required by law, the primary procurement unit may become a party to or participate under the agreement.”

**Recommendation:**
Award of contract is recommended to:

Baltimore Sound Engineering  
Baltimore, MD

**Responsible school or office:**  
Department of Physical Facilities

**Contact person:**  
Michael G. Sines
Funding source: Operating and capital budgets

5. **Contract:** Virtual Learning Support  
   **Contract #:** RGA-101-13 (US Army Med Research Acquisition Activity W81XWH-11-C-0063)  
   **Term:** 3 years  
   **Extension:** 2 years  
   **Contract Ending Date:** 6/30/17  
   **Estimated contract authority:** $ 500,000

   **Board meeting date:** July 10, 2012  
   **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 provides for the programming support of the virtual learning classroom encompassing virtual worlds, gaming, and computer simulation to leverage new technologies that broaden the experience of student learning and engage students that otherwise may feel that schools are not keeping pace with the way they can best receive instruction in the 21st Century. The project encompasses technologies and strategies adapted from video games uniquely suited to help engage students in solving complex problems while increasing their motivation to learn and their ability to retain and master concepts in the science, technology, engineering, and mathematics (STEM) curricula. The end result will be a virtual world that houses multiple virtual environments, running concurrently with independent virtual learning experiences, scalable across the entire curriculum and student population. Students are able to navigate this environment and participate in virtual learning activities according to the class or subject area, and can engage in collaborative co-creative learning with other students and their teachers based on curriculum and learning requirements outlined within each subject area. Since 2009, this project has successfully afforded students the opportunity to experience real-life scientific exploration through these virtual environments. This project has expanded to include virtual applications that are now accessible to all schools. BCPS has created a Web presence showcasing student work as well as games for specific learning goals that can be used by the classroom teacher or practiced by the student even at home. The project also provides very popular summer training sessions for teachers. BCPS will continue to develop professionally-produced games conceptualized by students, new modules for our existing environments encompassing other areas of STEM, student contests to compete in new game creation, and a virtual environment in which all of these initiatives can be housed. In order to ascertain the effectiveness of these programs we will also be conducting research with universities, such as Johns Hopkins, that we will use to assist us in our further design and planning efforts.

The virtual learning environment, which has been hailed as the first of its kind in the nation, opened at Chesapeake High School in August 2009. The facility has garnered national attention from *Education Week*, the International Society for Technology in Education, National Public
Radio, CNBC, eSchool News, and all local media. In 2010, BCPS was awarded the Outstanding Project Award in Building/Technology Systems from the American Council of Engineering Companies/Maryland. The virtual learning environment is the result of a far-reaching partnership with major defense contractors Northrop Grumman and Lockheed Martin, the University of Baltimore, Johns Hopkins University, and private software companies such as Breakaway Games and TrainingPort Strategies.

Section §5–112 of the Education Article of the Annotated Code of Maryland subparagraph (a) (3) states that, “Except as provided in subsection (e) of this section, a county board’s participation 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 public bidding procedures.” Further, under the Education Article §4-123 Cooperative administration of programs (a) (1) states, “A county board may enter into an agreement for the cooperative or joint administration of programs with one or more: (i) County boards; (ii) Other educational institutions or agencies; and (iii) Boards of county commissioners or county councils.” In §13-110 of the State Finance and Procurement Article, “Subject to §12-107 of this article, whenever a primary procurement unit procurement officer determines that it is in the best interest of the State to sponsor or participate in an intergovernmental cooperative purchasing agreement, with the approval of the unit head and subject to any other approval required by law, the primary procurement unit may become a party to or participate under the agreement.”

**Recommendation:**

Award of contract is recommended to:

- Breakaway, LTD
  - Cockeysville, MD

**Responsible school or office:**

- Department of Technology

**Contact person:**

- Camille B. Jones

**Funding source:**

- Operating budget and grant funds
6. **Contract**: Vehicle Auction Services  
**Contract #**: PCR-259-13 (MD State contract #BPO 001B2400561)

<table>
<thead>
<tr>
<th>Term:</th>
<th>5 years</th>
<th>Extension:</th>
<th>N/A</th>
<th>Contract Ending Date:</th>
<th>7/30/17</th>
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<td>Estimated contract authority:</td>
<td>$ 50,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

**Board meeting date**: July 10, 2012  
**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 live auction services and simultaneous live Internet auction services for BCPS’ surplus motor vehicles and special purpose vehicles.

Section §5–112 of the Education Article of the Annotated Code of Maryland subparagraph (a) (3) states that, “…except as provided in subsection (e) of this section, a county board’s participation 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 public bidding procedures.” Further, the Education Article §4-123 Cooperative administration of programs (a) (1) states a “county board may enter into an agreement for the cooperative or joint administration of programs with one or more: (i) County boards; (ii) Other educational institutions or agencies; and (iii) Boards of county commissioners or county councils.” In §13-110 of the State Finance and Procurement Article, “Subject to §12-107 of this article, whenever a primary procurement unit procurement officer determines that it is in the best interest of the State to sponsor or participate in an intergovernmental cooperative purchasing agreement, with the approval of the unit head and subject to any other approval required by law, the primary procurement unit may become a party to or participate under the agreement.”

**Recommendation**:

Award of contract is recommended to:

Bel Air Auction, Inc.  
Bel Air, MD

**Responsible school or office**: Department of Planning and Support Operations

**Contact person**: Kara Calder

**Funding source**: Operating budget
7. **Contract:** Verizon Services – Dundalk and Sollers Point High Schools  
**Contract #:** JMI-605-13

**Term:** N/A  
**Extension:** N/A  
**Contract Ending Date:** N/A  
**Estimated annual award value:** $41,581  
**Estimated contingency amount:** $N/A  
**Estimated total award value:** $41,581

**Board meeting date:** July 10, 2012

**Description:**

A contract with Verizon is required to provide and install new copper and fiber cable, terminals for both types of cable, and the relocation of the demarcation point (DMARC) from the existing Dundalk High School to the new Dundalk and Sollers Point High Schools.

**Recommendation:**

Award of contract is recommended to:

- **Verizon – MD**  
  Hunt Valley, MD

**Responsible school or office:** Department of Physical Facilities

**Contact person:** Michael G. Sines

**Funding source:** Capital budget
8. **Request for Approval:** Energy Performance Contracting  
   **Contract #:** MWE-813-12  
   **Term:** N/A  
   **Extension:** N/A  
   **Contract Ending Date:** N/A  
   **Estimated annual award value:** $ 359,060  

   **Board meeting date:** July 10, 2012  
   **Bid issued:** December 8, 2011  
   **Pre-bid meeting date:** N/A  
   **Due date:** December 22, 2011  
   **No. of vendors issued to:** 7  
   **No. of bids received:** 7  
   **No. of no-bids received:** 0

**Description:**

The Department of Physical Facilities is requesting approval to initiate a pilot program of energy performance contracting at 31 schools. Performance contracting is a performance-based procurement tool that will allow BCPS to leverage the energy cost avoidance realized from making building improvements to finance those same improvements over a fixed period of time. The project will result in energy cost avoidance, upgrade infrastructure, and improved learning environments.

BCPS conducted a selection process, and Johnson Controls, Inc. (JCI), has been identified for the implementation of Phase I of the program. A preliminary analysis that was performed earlier this year indicates that cost-avoidance opportunities exist that would fund the improvement of the selected buildings. The next phase of the program requires an investment grade audit of 31 schools to be performed by JCI. The investment-grade audit allows for engineering assessments, identification of detailed facility improvement measures, and development of energy reduction plans for inclusion in the final project implementation agreement.

This request is for approval of $359,060, the cost associated with investment grade audit to be paid to the vendor in the event BCPS does not proceed with the implementation plan developed as a result of the audit.

**Recommendation:**

Award of contract is recommended to:

   Johnson Controls, Inc.                     Sparks, MD  
   **Responsible school or office:** Department of Physical Facilities  
   **Contact person:** Michael G. Sines  
   **Funding source:** Operating budget
REPORT ON THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 8312, MEETINGS: TIME AND PLACE

RECOMMENDATION

That the Board of Education reviews the proposed changes to Policy 8312. This is the first reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 8312
Statement of Issues or Questions Addressed
In accordance with Policy and Rule 8130, Policy 8312 is scheduled for review in school year 2011-2012. Policy 8312 outlines the authority of the Board to schedule public meetings of the Board. Policy 8312 has been revised to: (1) include the annual adoption of the Board’s meeting schedule during its April meeting; (2) include provisions for calling special meetings of the Board; (3) include a section that outlines how the Board will provide notice of its public meetings; (4) include a provision for closing meetings in accordance with the Open Meetings Act; (5) 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 8315, Meetings: Participation by the Public
2. Board of Education Policy 8320, Final Action by the Board
3. Board of Education Policy 8330, Minutes

Legal Requirements
1. Annotated Code of Maryland, Education Article §4-107, Meetings; Officers; Expenses
2. Annotated Code of Maryland, State Government Article §§10-501 through 10-512, Meetings (Maryland Open Meetings Act)

Similar Policies Adopted by Other Local School Systems
1. Anne Arundel County Board of Education, Policy BD, Board Meetings
2. Frederick County Board of Education, Policy 102.1, Public Meetings
3. Harford County Board of Education, Policy 22-0007-000, Public Meetings or Hearings of the Board of Education
4. Prince George’s County Board of Education, Bylaw No. 9360, Meetings
5. St. Mary’s County Board of Education, Policy BE, School Board Meetings

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
No other alternatives were considered.

Timeline
First reading – July 10, 2012
Public comment – August 7, 2012
Third reading/vote – September 4, 2012
INTERNAL BOARD POLICIES: Operations

PUBLIC Meetings[: Time and Place]

I. POLICY STATEMENT

THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) SHALL
ESTABLISH GUIDELINES FOR THE CONDUCT OF OFFICIAL BUSINESS
IN AN OPEN AND PUBLIC MANNER AND IN ACCORDANCE WITH
STATE LAW.

II. GUIDELINES

A. REGULAR MEETINGS
   1. The BOARD OF EDUCATION OF BALTIMORE COUNTY
      (Board) meets REGULARLY at such times and places as the Board
      shall designate [and in accordance with current statutes].
   2. EACH APRIL, THE BOARD WILL ADOPT A MEETING
      SCHEDULE FOR THE SUCCEEDING SCHOOL YEAR.

B. SPECIAL MEETINGS
   1. SPECIAL MEETINGS OF THE BOARD MAY BE CALLED BY
      THE PRESIDENT OR BY THE SECRETARY-TREASURER, AT
      THE DISCRETION OF THE PRESIDENT.

C. NOTICE
   1. THE BOARD SHALL GIVE REASONABLE ADVANCE
      NOTICE OF ITS PUBLIC MEETINGS. THIS NOTICE SHALL
      BE IN WRITING AND SHALL INCLUDE THE DATE, TIME,
      AND PLACE OF THE MEETING.
   2. NOTICE OF ALL REGULAR AND SPECIAL MEETINGS OF
      THE BOARD SHALL BE GIVEN TO THE MEMBERS OF THE
      BOARD AND DELIVERED TO REPRESENTATIVES OF THE
      NEWS MEDIA WHO REGULARLY REPORT ON MEETINGS
      OF THE BOARD AND SUCH STAFF MEMBERS AND OTHERS
      WHOM THE BOARD AND/OR THE SUPERINTENDENT MAY
      DESIRE TO BE PRESENT.
D. CLOSED MEETINGS

1. ALL BUSINESS SHALL BE CONDUCTED IN MEETINGS OPEN TO THE PUBLIC, EXCEPT FOR MATTERS THAT MAY BE CONDUCTED IN CLOSED SESSION IN ACCORDANCE WITH THE PROVISIONS OF THE MARYLAND OPEN MEETINGS ACT.

Legal References: Annotated Code of Maryland, Education Article[,] §4-107, MEETINGS; OFFICER; EXPENSES
               ANNOTATED CODE OF MARYLAND, STATE GOVERNMENT ARTICLE §§10-501 TO 10-512

Related Policies: BOARD OF EDUCATION POLICY 8320, FINAL ACTION BY THE BOARD
                  BOARD OF EDUCATION POLICY 8330, MINUTES

Policy       Board of Education of Baltimore County
Adopted: 4/13/72
Readopted: 7/10/07
REVISED: _____
DATE: July 10, 2012

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Ph.D., Superintendent

SUBJECT: REPORT ON THE PROPOSED DELETION OF BOARD OF EDUCATION POLICY 8313, MEETINGS: NOTICE

ORIGINATOR: Margaret-Ann F. Howie, Esq., General Counsel

RESOURCE PERSON(S): Patricia S. Clark, Policy and Compliance Officer

RECOMMENDATION

That the Board of Education reviews the proposed deletion of Policy 8313. This is the first reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 8313
Statement of Issues or Questions Addressed
In accordance with Policy and Rule 8130, Policy 8313 is scheduled for review in school year 2011-2012. Policy 8313 outlines the responsibility of the Board to provide notice of its public meetings. Policy 8313 is being recommended for deletion, because the language concerning how notice of meetings will be provided and what will be contained in the notice has been transferred to and included in Policy 8312, *Meetings: Time and Place*.

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 8312, *Meetings: Time and Place*

Legal Requirements

Similar Policies Adopted by Other Local School Systems
1. Anne Arundel County Board of Education, Policy BD, *Board Meetings*
2. Frederick County Board of Education, Policy 102.1, *Public Meetings*
3. Harford County Board of Education, Policy 22-0007-000, *Public Meetings or Hearings of the Board of Education*
4. St. Mary’s County Board of Education, Policy BEDA, *Notification of Board Meetings*

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
No other alternatives were considered.

Timeline
First reading – July 10, 2012
Public comment – August 7, 2012
Third reading/vote – September 4, 2012
INTERNAL BOARD POLICIES: Operations

Meetings: Notice

Due notice of all regular and special meetings of the Board shall be given to the members, the public generally, and such staff members and others whom the Board and/or the Superintendent of Schools may desire to be present. Such notices shall include the exact time and place of meetings.

Legal Reference: Annotated Code of Maryland, State Government Article, §10-506

Policy Adopted: 4/13/72
Readopted: 7/10/07]
DATE: July 10, 2012

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Ph.D., Superintendent

SUBJECT: REPORT ON PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 8320, FINAL ACTION BY THE BOARD

ORIGINATOR: Margaret-Ann F. Howie, Esq., General Counsel

RESOURCE PERSON(S): Patricia S. Clark, Policy and Compliance Officer

RECOMMENDATION

That the Board of Education reviews the proposed changes to Policy 8320. This is the first reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 8320
Policy Analysis for
Board of Education Policy 8320
Final Action by the Board

Statement of Issues or Questions Addressed
In accordance with Policy and Rule 8130, Policy 8320 is scheduled for review in school year 2011-2012. Policy 8320 outlines guidelines to be followed for all final actions by the Board. Policy 8320 has been edited to: (1) include a policy statement; (2) 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 8312, Public Meetings
2. Board of Education Policy 8330, Minutes

Legal Requirements
1. Annotated Code of Maryland, Education Article §4-107, Meetings; Officers; Expenses
2. Annotated Code of Maryland, State Government Article §§10-501 through 10-512, Meetings (Open Meetings Act)
3. COMAR 13A.02.01.01, Local Boards of Education

Similar Policies Adopted by Other Local School Systems
1. Anne Arundel County Board of Education, Policy BCD, Board Quorum and Rules of Order
2. Frederick County Board of Education, Policy 102.4, Conduct of Meetings
3. Harford County Board of Education, Policy 22-0009-000, Rules of Order for Meetings
4. Prince George’s County Board of Education, Bylaw 9367, Quorum and Adoption of Formal Action
5. St. Mary’s County Board of Education, Policy BEDF, Voting Methods

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
No other alternatives were considered.

Timeline
First reading – July 10, 2012
Public comment – August 7, 2012
Third reading/vote – September 4, 2012
INTERNAL BOARD POLICIES: Operations

Final Action by the Board

I. POLICY STATEMENT

THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) SHALL ESTABLISH GUIDELINES CONCERNING FINAL ACTION TAKEN BY THE BOARD.

II. GUIDELINES

A. A majority of the members of the Board shall constitute a quorum.

B. All final actions of the Board shall be taken at a public meeting, the minutes of which shall likewise be public.

C. No motion or resolution shall be declared adopted[,] without the concurrence of a majority of the whole Board.

Legal References: ANNEXED CODE OF MARYLAND, EDUCATION ARTICLE §4-107, MEETINGS; OFFICERS; EXPENSES
ANNOETED CODE OF MARYLAND, STATE GOVERNMENT ARTICLE §§10-501 TO 10-512, MEETINGS (OPEN MEETINGS ACT)
COMAR 13A.02.01.01, LOCAL BOARDS OF EDUCATION

RELATED POLICIES: BOARD OF EDUCATION POLICY 8312, PUBLIC MEETINGS
BOARD OF EDUCATION POLICY 8330, MINUTES

Policy
Adopted: 4/13/72
Readopted: 7/10/07
REVISED: _______________

Board of Education of Baltimore County
DATE: July 10, 2012

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Ph.D., Superintendent

SUBJECT: REPORT ON THE REVIEW OF BOARD OF EDUCATION POLICY 8364, FINANCIAL DISCLOSURE STATEMENTS

ORIGINATOR: Mr. James E. Coleman, Chairman
Policy Review Committee

RESOURCE Margaret-Ann F. Howie, Esq., General Counsel

PERSON(S): Patricia S. Clark, Policy and Compliance Officer

INFORMATION

That the Board of Education receives the report of the Policy Review Committee concerning the review of Policy 8364.

*****

Attachment I – Policy Analysis
Attachment II – Policy 8364
Statement of Issues or Questions Addressed
Mr. Schmidt had asked the Policy Review Committee to review once more Policy 8364 and to advise the Board whether the financial disclosure requirements for employees should differ from those for Board members. The question is again before the Committee through the Board President on behalf of the Council of Administrative and Supervisory Employees (“CASE”). The committee members have again recommended no changes be made to Policy 8364 concerning financial disclosure for employees. The Committee members, at the Board President’s request, discussed this matter in May and again in June of 2012. After discussion of this issue, the Committee’s recommendation has not changed.

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

Relationship to Other Board of Education Policies
1. Ethics Code Policies
2. Policy 4000, Precepts, Beliefs and Values
3. Policy 4002, Obligations of Employees of the Board of Education of Baltimore County

Legal Requirements
1. Annotated Code of Maryland, State Government Article §5-813, Financial Disclosure

Similar Policies Adopted by Other Local School Systems
1. Anne Arundel County Board of Education, Policy BAF, Ethics and Conflict of Interest
2. Charles County Board of Education, Policy 8160, Ethics
3. Frederick County Board of Education, Policy 109, Ethics
4. Montgomery County Board of Education, Policy BBB, Ethics
5. Prince George’s County Board of Education, Policy 0107, Ethics Regulations
6. Washington County Board of Education, Policy BBFE, Financial Disclosure Form

Draft of Proposed Policy
Attached

Other Alternatives Considered by the Policy Review Committee
No other alternatives were considered.
INTERNAL BOARD OPERATIONS: Ethics Code

Financial Disclosure Statements

I. Individuals Required to File

This policy applies to the following individuals of the school system:

A. Members of the Board of Education OF Baltimore County (Board);
B. Superintendent;
C. Deputy Superintendent;
D. Assistant Superintendents;
E. Superintendent’s Staff members;
F. Office heads in the positions of Executive Director, Director, Manager, and Coordinator;
G. Principals;
H. Purchasing Agents;
I. Any other employees who have authority to make the final decision to commit the school system to the expenditure of public funds;
J. Other employees so designated by the Board as periodic review would suggest.

II. Each individual listed above shall file the financial disclosure statement required by this policy on a form provided by the panel, under oath or affirmation, with the panel or the office designated by the Board.

III. Deadlines for Filing Statements

A. Persons required to file in paragraph I shall file a financial disclosure statement annually by no later than April 30 of each year for the preceding calendar year.

B. An individual who is appointed to fill a vacancy in an office for which a financial disclosure statement is required and who has not already filed a financial disclosure statement shall file a statement for the preceding calendar year within 30 days after appointment.
C. An individual who, other than by reason of death, leaves an office for which a statement is required shall file a statement within 60 days after leaving the office. The statement shall cover the calendar year immediately preceding the year in which the individual left office, unless a statement covering the year has already been filed by the individual; and the portion of the current calendar year during which the individual held the office.

IV. Public Record

A. The panel or office designated by the Board shall maintain all financial disclosure statements filed under this policy.

B. The panel or office designated by the Board shall make financial disclosure statements available during normal office hours, for examination and copying by the public subject to reasonable fees and administrative procedures established by the school system. (See, Superintendent’s Rule 2373, Public Information Action Requests: Schedule of Fees)

C. If an individual examines or copies a financial disclosure statement, the panel or the office designated by the Board shall record the name and home address of the individual reviewing or copying the statement and the name of the person whose financial disclosure statement was examined or copied.

D. Upon request by the individual whose financial disclosure statement was examined or copied, the panel or the office designated by the Board shall provide the individual with a copy of the name and home address of the person who reviewed the individual’s financial disclosure statement.

V. Retention Requirements

A. The panel or the office designated by the Board shall retain financial disclosure statements for four (4) years from the date of receipt.

VI. Contents of the Financial Disclosure Statement

A. Interests in Real Property
   1. The statement shall include a schedule of all interests in real property wherever located.
   2. For each interest in real property, the schedule shall include:
      a. The nature of the property and the location by street address, mailing address, or legal description of the property;
b. The nature and extent of the interest held, including any conditions and encumbrances on the interest;
c. The date when, the manner in which, and the identity of the person from whom the interest was acquired;
d. The nature and amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired;
e. If any interest was transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received for the interest, and the identity of the person to whom the interest was transferred; and
f. The identity of any other person with an interest in the property.

B. Interests in Corporations and Partnerships
1. The statement shall include a schedule of all interests in any corporation, partnership, limited liability partnership, or limited liability corporation, regardless of whether the corporation or partnership does business with the Board or the school system.
2. For each interest in corporations and partnerships, the schedule shall include:
   a. The name and address of the principal office of the corporation, partnership, limited liability partnership, or limited liability corporation;
   b. The nature and amount of the interest held, including any conditions and encumbrances on the interest;
   c. With respect to any interest transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received for the interest, and, if known, the identity of the person to whom the interest was transferred; and
   d. With respect to any interest acquired during the reporting period, the date when, the manner in which, and the identity of the person from whom the interest was acquired; and the nature and the amount of the consideration given in exchange for the interest or, if acquired other than by purchase the fair market value of the interest at the time acquired.
3. An individual may satisfy the requirements to report the amount of the interest held in the entities listed above, by reporting, instead of a dollar amount: for an equity interest in a corporation, the number of
shared held and, unless the corporation’s stock is publicly traded, the percentage of equity interest held; or for an equity interest in a partnership, the percentage of the equity interest held.

C. Interests in Business Entities doing Business with the Board of the School System
1. The statement shall include a schedule of all interests in any business entity that does business with the Board or the school system, other than interests reported under paragraph B above.
2. For each interest reported under this paragraph, the schedule shall include:
   a. The name and address of the principal office of the business entity;
   b. The nature and amount of the interest held, including any conditions to and encumbrances on the interest;
   c. With respect to any interest transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received for the interest, and, if known, the identity of the person to whom the interest was transferred; and
   d. With respect to any interest acquired during the reporting period, the date when, the manner in which, and the identity of the person from whom the interest was acquired; and the nature and the amount of the consideration given in exchange for the interest or, if acquired other than by purchase the fair market value of the interest at the time acquired.

D. Gifts
1. The statement shall include a schedule of each gift in excess of $20 in value or a series of gifts totaling $100 or more received during the reporting period from or on behalf of, directly or indirectly, any one person who does business with the Board or the school system.
2. For each gift reported under this paragraph, the schedule shall include:
   a. A description of the nature and value of the gift; and
   b. The identity of the person from whom, or on behalf of whom, directly or indirectly, the gift was received.

E. Employment With or Interest in Entities doing Business with the Board or School System
1. The statement shall include a schedule of all offices, directorships, and salaried employment by the individual or member of the
immediate family of the individual held at any time during the reporting period with entities doing business with the Board or the school system.

2. For each position reported under this paragraph, the schedule shall include:
   a. The name and address of the principle office of the business entity;
   b. The title and nature of the office, directorship, or salaried employment held and the date it commenced; and
   c. The name of each Board or school system unit with which the entity is involved as indicated by identifying one or more of the three categories of “doing business with,” as defined in Board Policy 8360, Applicability and Definitions.

F. Indebtedness to Entities doing Business with the Board or School System
   1. The statement shall include a schedule of all liabilities, excluding retail credit accounts, to persons doing business with the Board or school system owed at any time during the reporting period, by the individual; or by a member of the immediate family of the individual, if the individual was involved in the transaction giving rise to the liability.
   2. For each liability reported under this paragraph, the schedule shall include:
      a. The identity of the person to whom the liability was owed and the date the liability was incurred;
      b. The amount of the liability owed as of the end of the reporting period;
      c. The terms of payment of the liability and the extent to which the principal amount of the liability was increased or reduced during the year; and
      d. The security given, if any, for the liability.

G. Employment with the Board of School System
   1. The statement shall include a schedule of the immediate family members of the individual employed by the Board or school system in any capacity at any time during the reporting period.

H. Sources of Earned Income
   1. The statement shall include a schedule of the name and address of each place of employment and of each business entity of which the individual or a member of the individual’s immediate family was a
sole or partial owner and from which the individual or member of
the individual’s immediate family received earned income at any
time during the reporting period.

2. A minor child’s employment or business ownership need not be
disclosed if the Board of school system does not regulate, exercise
authority over, or contract with the place of employment or business
entity of the minor child.

I. The statement may also include a schedule of additional interests or
information that the individual making the statement wishes to disclose.

VII. Definition of “Interest”

A. For the purposes of Sections A, B, and C above (interests in real property,
corporations and partnerships, and business entities doing business with the
Board and school system), the following interests are considered to be the
interests of the individual making the statement.

B. An interest held by a member of the individual’s immediate family, if the
interest was, at any time during the reporting period, directly or indirectly
controlled by the individual.

C. An interest held by a business entity in which the individual held a 30% or
greater interest at any time during the reporting period.

D. An interest held by a trust or an estate in which, at any time during the
reporting period the individual held a reversionary interest or was a
beneficiary; or if a revocable trust, the individual was a settlor.

VIII. Ethics Panel Review

A. The panel shall review the financial disclosure statements submitted under
this policy for compliance with the provisions of this policy and shall notify
an individual submitting the statement of any omissions or deficiencies.

B. The Board may take appropriate enforcement action to ensure compliance
with this policy.

Related Rule: Superintendent’s Rule 2373, Public Information Act Requests: Schedule of Fees
In the past, Board members and the public have requested advance notice of important dates connected to the capital and operating budgets. The attached initial schedules outline those important dates and the process to be followed.

As specific dates become available, these schedules will be updated on the BCPS Web site at http://www.bcps.org/offices/fiscal_services/links.html.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 10, 2012</td>
<td>Present proposed operating schedule to the board</td>
</tr>
</tbody>
</table>
| August/September 2012  | ◊ Pre-budget meeting with the superintendent  
◊ Pre-budget meetings with staff  
◊ Grants and general fund instructions to offices                                   |
| October 2012           | **Northeast Area Advisory Council Pre-Budget Meeting**  
7 p.m. – Location TBD  
(Sign up begins at 6:30 p.m.)                                                   |
| October 2012           | **Southeast Area Advisory Council Pre-Budget Meeting**  
7 p.m. – Location TBD  
(Sign up begins at 6:30 p.m.)                                                   |
| October 2012           | **Central Area Advisory Council Pre-Budget Meeting**  
7 p.m. – Location TBD  
(Sign up begins at 6:30 p.m.)                                                   |
| October 2012           | **Northwest Area Advisory Council Pre-Budget Meeting**  
7 p.m. – Location TBD  
(Sign up begins at 6:30 p.m.)                                                   |
| October 2012           | **Southwest Area Advisory Council Pre-Budget Meeting**  
7 p.m. – Location TBD  
(Sign up begins at 6:30 p.m.)                                                   |
| September/October 2012 | ◊ BRASS training and FY14 budget planning sessions for office budgets  
◊ Office budget requests are due to the Office of Budget and Reporting (OBR)     |
| November 2012          | ◊ Initial budget review by the superintendent  
◊ Schools allocate holdback allotments                                             |
| January 8, 2013        | Superintendent presents proposed FY14 budget to the board – distribution of the budget book |
| January 15, 2013       | Board public hearing – West Towson Elementary School  
(snow date: January 16, 2013)                                                    |
| January 22, 2013       | Board work session  
(snow date: January 23, 2013)                                                     |
<p>| February 5, 2013       | <strong>Board adopts FY14 budget</strong>                                                        |
| February 19, 2013      | Distribution of budget book                                                          |
| March 1, 2013          | FY14 proposed budget due to the county executive                                    |</p>
<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2013</td>
<td>◊ General fund budget instructions to schools</td>
</tr>
<tr>
<td></td>
<td>◊ County executive staff reviews BCPS budget proposal</td>
</tr>
<tr>
<td>March – April 2013</td>
<td>Schools develop FY14 budget requests</td>
</tr>
<tr>
<td>April 2013</td>
<td>County executive presents FY14 budget recommendations to the county council</td>
</tr>
<tr>
<td>April 2013</td>
<td>◊ BRASS training and assistance for schools</td>
</tr>
<tr>
<td></td>
<td>◊ School budget requests are due to OBR</td>
</tr>
<tr>
<td>April – May 2013</td>
<td>County council reviews budget request on all county budgets</td>
</tr>
<tr>
<td>May 2013</td>
<td>County council holds a public hearing on all county budgets</td>
</tr>
<tr>
<td>May 2013</td>
<td>County council work session on BCPS budget</td>
</tr>
<tr>
<td>May 2013</td>
<td>County council adopts FY14 budget</td>
</tr>
<tr>
<td>July 1, 2013</td>
<td>FY14 funds available</td>
</tr>
<tr>
<td>July 2013</td>
<td>Distribution of the FY14 adopted budget book</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>------------</td>
<td>-------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>May 23, 2012</td>
<td>Public hearing on FY14 capital budget requests</td>
</tr>
<tr>
<td>July 10, 2012</td>
<td>Present proposed capital schedule to the board</td>
</tr>
</tbody>
</table>
| July 2012   | ◊ Office of Budget and Reporting and Department of Physical Facilities to meet with offices and schools to review project requests as necessary.  
 ◊ All capital project requests are due to the Office of Budget and Reporting  
 ◊ Meet with deputy superintendent, chief financial officer, executive director of facilities, and the executive director of planning and support operations to discuss the FY14 state and county capital request  
 ◊ State/county capital request reviewed by the superintendent                              |
| August 7, 2012 | Superintendent presents proposed FY14 state capital request to the board                  |
| August 21, 2012 | Board work session on proposed FY14 state capital request                                   |
| September 4, 2012 | **Board votes on superintendent’s proposed FY14 state capital request**                   |
| October 2012 | State request due to the State Interagency Committee for Public Construction (IAC)         |
| October 2012 | **Northwest Area Advisory Council**  
 FY15 Capital Pre-Budget Meeting  
 7 p.m. – Location TBD  
 (Sign-up begins at 6:30 p.m.)                                                  |
| October 2012 | **Southwest Area Advisory Council**  
 FY15 Capital Pre-Budget Meeting  
 7 p.m. – Location TBD  
 (Sign-up begins at 6:30 p.m.)                                                  |
| October 2012 | Public School Construction Program review meeting with the Maryland State Department of Education |
| November 2012 | IAC issues recommendations for state request                                               |
| December 2012 | Appeal hearing to IAC for state request                                                   |
| December 18, 2012 | Superintendent presents county capital request to the board                               |
| January 8, 2013 | **Board votes on superintendent’s proposed state (if applicable) and county capital request** |

Specific to the Board of Education

*Requires action by the Board of Education*
### FY2014 Capital Budget Schedule

**State/County Request**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event/Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 15, 2013</td>
<td>The county capital request is submitted by this date to the county Office of Budget and Finance and forwarded to the Office of Planning and Zoning. The county executive conducts an overview meeting with the County Planning Board in January.</td>
</tr>
<tr>
<td>January 2013</td>
<td>Appeal hearing to the Board of Public Works (BPW) for state request</td>
</tr>
<tr>
<td>January/February 2013</td>
<td>Presentation to the County Planning Board for county request</td>
</tr>
<tr>
<td>February/March 2013</td>
<td>County capital budget is reviewed by county agencies</td>
</tr>
<tr>
<td>April 2013</td>
<td>The county executive presents the proposed county capital budget to the county council</td>
</tr>
<tr>
<td>April 2013</td>
<td><strong>Central Area Advisory Council</strong>&lt;br&gt;<strong>FY15 Capital Pre-budget Meeting</strong>&lt;br&gt; 7 p.m. – Location TBD&lt;br&gt;(Sign up begins at 6:30 p.m.)</td>
</tr>
<tr>
<td>April 2013</td>
<td><strong>Southeast Area Advisory Council</strong>&lt;br&gt;<strong>FY15 Capital Pre-budget Meeting</strong>&lt;br&gt;7 p.m. – Location TBD&lt;br&gt;(Sign up begins at 6:30 p.m.)</td>
</tr>
<tr>
<td>April 2013</td>
<td><strong>Northeast Area Advisory Council</strong>&lt;br&gt;<strong>FY15 Capital Pre-budget Meeting</strong>&lt;br&gt;7 p.m. – Location TBD&lt;br&gt;(Sign up begins at 6:30 p.m.)</td>
</tr>
<tr>
<td>April/May 2013</td>
<td>◇ State legislature approves state capital budget ◇ County council reviews budget request</td>
</tr>
<tr>
<td>May 2013</td>
<td>County council holds a public hearing on all county budgets</td>
</tr>
<tr>
<td>May 22, 2013</td>
<td>Public hearing on BCPS FY15 capital requests</td>
</tr>
<tr>
<td>May 2013</td>
<td>The county council adopts the FY14 county capital budget</td>
</tr>
<tr>
<td>May 2013</td>
<td>BPW approves IAC recommendations of the state request</td>
</tr>
<tr>
<td>July 1, 2013</td>
<td>FY14 capital funds available</td>
</tr>
<tr>
<td>July 2013</td>
<td>Distribution of the FY14 budget book</td>
</tr>
</tbody>
</table>

---

Specific to the Board of Education

*Requires action by the Board of Education*

Revised: 7/9/2012
DATE:     July 10, 2012

TO:       BOARD OF EDUCATION

FROM:     S. Dallas Dance, Ph.D., Superintendent

SUBJECT:  UPDATE ON IMAGINE DISCOVERY CHARTER SCHOOL

ORIGINATOR: Roger Plunkett, Assistant Superintendent, Curriculum and Instruction

RESOURCE PERSON(S):  Pat Lawton, Assistant Superintendent, Elementary Zone 2
                      Kathleen McMahon, Executive Director, Special Programs

INFORMATION

As a follow up to the Board of Education’s request, staff completed an instructional data analysis of Imagine Discovery Charter School. The attached report is a comparative analysis of Imagine Discovery’s achievement data and the surrounding BCPS schools.

* * * * *

Attachment I – Report
Attachment II - Appendices
Attachment III – PowerPoint
Imagine Discovery Public Charter School Report  
Spring 2012

Imagine Discovery Public Charter School (Imagine Discovery) is the first and only public charter school in Baltimore County Public Schools (BCPS). It opened its doors on August 26, 2008.

The school is located in a business park on Whitehead Road in the Woodlawn community in a building renovated for this purpose. In addition to classrooms, the facility includes offices, a health suite, a media center that houses the computer lab and a modest collection of library books, and a multipurpose room divided by a curtain to create a cafeteria and gym.

**Enrollment**

Imagine Discovery opened its doors with 465 students enrolled in Kindergarten through Grade 4. As of September 30, 2011, the school serves 623 students enrolled in Kindergarten through Grade 7 (Appendix A). In accordance with the contract signed on January 30, 2008, the charter school reserves the right to limit class size to 22 students per class in grades one through five, and 15 students per class in Kindergarten. However, the current Imagine Discovery Public Charter School enrollment of 623 students includes classes of 15 in Kindergarten and 23 to 26 in other grades.

The charter school accepts applications for students and conducts an annual lottery for Kindergarten enrollment. The lottery is facilitated with the support of the Office of Magnet Programs for Baltimore County Public Schools. In addition to the incoming Kindergarten students, the school fills vacancies throughout the grade levels and creates a waiting list for the remaining students not selected through the lottery process.

Imagine Discovery notified BCPS on February 22, 2011, that future enrollment plans for the 2012–2013 school year projected the school to grow to a student population of 704 students. As significant facility concerns have existed since the opening of the school in 2008, Imagine Discovery was notified by BCPS on April 12, 2011, that in accordance with its charter agreement, its enrollment may not exceed 660 students during the current or any subsequent school year.

Imagine Discovery draws its enrollment from Baltimore County students previously attending both private and public schools. An examination of home addresses would indicate that the population mainly comes from the Southwest (SW) area of Baltimore County with 10 elementary schools with 18 or more students from their catchment areas and seven middle schools with students from their catchment areas based on June 30, 2011 enrollment. A further examination of these elementary and middle schools would indicate that there is adequate space for these students to attend a Baltimore County school. (Appendix B and C)

Further examination of demographics indicates that Imagine Discovery’s free and reduced meal participation (Appendix D) and special education student enrollment are significantly lower than their surrounding Baltimore County elementary and middle schools.
Faculty and Staff
The principal is fully responsible for the hiring of personnel at Imagine Discovery and has a staff which includes an assistant principal, an administrative assistant, and a fiscal assistant. At the time of its opening in 2008, Imagine Discovery’s faculty was largely comprised of untenured teachers, meaning they had less than three years of teaching experience. Their current faculty is comprised of 39.5 teachers, over half of whom are tenured. (Appendix E)

Curriculum, Instruction, and Assessment
The Imagine Discovery Public Charter School bears the same responsibility to teach and reach the standards of the state of Maryland as any other public school in the state. Terms of its agreement allow the school the autonomy to identify its own curriculum. Imagine Discovery has chosen not to use BCPS curriculum and curriculum resources and has chosen the Core Knowledge sequence developed by E. D. Hirsch.

Student Achievement
Appendix F through Appendix I compares Imagine Discovery students’ achievement on the state-mandated Maryland School Assessment program to students in the schools that geographically surround it. The schools listed are the Baltimore County public schools most frequently identified (by address) as the BCPS’ projected home schools for Imagine Discovery students.

Elementary Achievement: Math MSA
Imagine Discovery Public Charter School students achieved the lowest percent of elementary students scoring proficient/advanced on the 2011 Math MSA in their elementary neighborhood group as well as receiving the second lowest elementary Math MSA scores in the entire district. Their percent of students scoring proficient/advanced was over twenty percentage points lower than the BCPS’ average. (Appendix F)

Elementary Achievement: Reading MSA
In a ranking of BCPS elementary schools by their 2011 Reading MSA proficient/advanced achievement, Imagine Discovery Public Charter School was the twelfth lowest scoring elementary school in the entire district. Their percent of students scoring proficient/advanced was almost ten percentage points lower than the BCPS’ average. Appendix G compares Imagine Discovery’s proficient/advanced scores to those in its neighborhood group.

Middle School Achievement: Math MSA
Imagine Discovery Public Charter School students achieved the lowest percent of middle school students scoring proficient/advanced on the 2011 Math MSA in their middle school neighborhood group as well as receiving the lowest Math MSA middle school scores in the entire district. Their percent of students scoring proficient/advanced was over thirty percentage points lower than the BCPS average. (Appendix H)

Middle School Achievement: Reading MSA
Imagine Discovery Public Charter School students’ achieved 75.3% percent of middle school students scoring proficient/advanced on the 2011 Reading MSA placing them in
the middle of their neighborhood group. Their percent of students scoring proficient/advanced was over seven percentage points lower than the BCPS average. (Appendix I)

BCPS’ Benchmarks
While Board of Education Policy 1600 requires Imagine Discovery to administer the same benchmark assessments given to students in other BCPS’ elementary and middle schools, there have been inconsistencies with implementation of the benchmarks over the years. Therefore, consistent benchmark scores are not available.

Stanford Achievement Test (SAT 10)
Imagine Discovery chooses to administer the Stanford Achievement Test (SAT 10), a standardized achievement tests utilized by school districts in the United States for assessing children from Kindergarten through high school. Imagine Discovery uses the assessment to track the longitudinal progress of their initial group of grade four students from the 2008–2009 school year. The assessment has been administered in the spring of each school year for the last three years. The charts included in Appendix J indicate a steady decline in students’ assessment scores with each subsequent administration. The initial assessment year produced scores generally at or above the national percent correct. By the spring of 2011, all Reading subscores were below the national percent correct and all Math subscores were significantly below the national percent correct.

These data clearly show that BCPS’ students who have the opportunity to remain in their home schools for their instructional program consistently outperform Imagine Discovery students in both math and reading.

Monitoring
The oversight and monitoring of the instructional program at Imagine Discovery is coordinated through the office of the assistant superintendent, Zone 2. This monitoring began with weekly systemwide readiness meetings in the months leading up to the opening of the school year. The monitoring activities have continued throughout the school year with very regular onsite visits by the assistant superintendent and her assistant. The school visits conducted by the assistant superintendent include a meeting with the school’s administration, reflective dialogue with the teachers about the instructional program at the school, informal classroom visits, formal observations, and observation of grade-level meetings or data dialogues.

The visits provide an opportunity for the school administration to reflect on the daily instruction provided to students and the instructional expectations. The visits also provide support and recommendations to the administration regarding implementation of rigorous instruction, assigned with the State Curriculum and feedback on the structure and efficacy of data analysis, synthesis, and the subsequent instructional planning.

Additionally, staff from the Office of Special Education has been actively engaged in problem solving issues involving meeting the timelines and requirements of IDEA.
With all this feedback in mind, the implementation of the academic program at Imagine Discovery Public Charter School has not ever reflected the standards found in other schools in Baltimore County.

**Gifted and Talented Services**
Imagine Discovery Public Charter School is the only Baltimore County public school not identifying students for gifted and talented (GT) services. The school was notified in the spring of 2011 that they must identify students for GT services, consistent with the commitment in their Charter application. By the conclusion of SY11, no Imagine Discovery students had been identified or were receiving GT services. Imagine Discovery has identified zero GT students for the 2011–2012 school year. Assistance in the identification process has been offered by the BCPS’ Office of Gifted and Talented. Appendix K summarizes the GT identification in Imagine Discovery’s neighborhood schools.

**Special Education**
Since its opening, Imagine Discovery has always had a significantly lower percent of students receiving Special Education services than generally seen within BCPS (BCPS 12.7%; Imagine Discovery 5.6%). During the 2010–2011 school year there were significant special education compliance issues noted including inappropriate dismissal from services, timeline infractions, team notes not completed and sent home, no quarterly progress reports completed, inadequate documentation of levels of academic functioning, IEPs that did not address all identified needs, and questionable educational assessments.

In the past, numerous phone calls from parents to the Office of Special Education relating to grievances, students not receiving accommodations or supplementary aids and services, or a lack of response from school personnel were received requiring onsite intervention.

During the 2010–2011 school year there was little administrative oversight of the special education program. Staff was not held accountable for compliance and instructional responsibilities. There was no response to Office of Special Education recommendations.

The BCPS’ Office of Special Education became involved and worked to bring all cases to resolution. A few of the cases that had been mismanaged resulted in ultimately requiring inordinately expensive special education services be provided to the students.

During the 2011–2012 school year there is intense administrative oversight of the special education program. Staff is being held accountable for compliance and instructional responsibilities. Staff is being told to attend professional development offerings and coverage is arranged. There is an immediate response to Office of Special Education recommendations coupled with monitoring and follow up.

**Safe School Concerns**
Imagine Discovery Public Charter School has struggled with school safety concerns indicated by a high annual student suspension rate since its opening in 2008. Imagine Discovery’s June 2011 year-end suspension rate was 8.5%, the highest in its neighborhood group (excluding Winfield
which has Behavior and Learning Support Cluster Service Model classes. These Winfield special education classes support all the schools on the west side of Baltimore County).

The new Imagine Discovery principal, Dr. Mark Harris, worked with teachers to improve classroom management and reduce the use of student suspension as a management technique. The impact of his interventions on this year’s suspension rate will be evident at the conclusion of the 2011-2012 school year. Suspension data is included in Appendix L.

**Parent Involvement and School Climate**  
Imagine Discovery administers a parent satisfaction survey each year. Ms Lawton’s office has requested a copy of that survey.

**Professional Development**  
Professional development for teachers has been provided by Imagine Discovery Public Charter School. The school conducts weekly faculty meetings in which professional development is provided. The teachers also receive the BCPS’ developed professional development sessions on the Common Core State Standards. Imagine Discovery teachers are afforded the opportunity to attend any of the professional development offerings provided by Baltimore County Public Schools.

**Business Services**  
In addition to the administrative team, the principal is further supported by an Imagine Discovery Schools, Inc. regional finance manager, a regional director, and the corporate offices of Imagine Discovery Schools, Inc., located in Arlington, Virginia.

**Fiscal Services**  
The Imagine Discovery Public Charter School is responsible for the fiscal management of an annual allocation of funds from BCPS as well as the U.S. Department of Education Planning and Design Grant. In FY12, the allocation of $6.5 million was based on the September 30, 2011, enrollment of 623 students.

The principal’s fiscal responsibilities for Imagine Discovery greatly exceed that of other BCPS’ schools. The principal’s expenditures, the publication of quarterly and annual financial reports, compliance with internal and external auditors, and all generally accepted accounting principles are maintained.

The charter school uses BCPS’ payroll, accounting, purchasing, and budget systems to record and process all financial transactions of the school. The school compensates BCPS for these resources. BCPS’ staff supports the charter school in the use of the system processes and procedures to monitor financial activities and help safeguard the use of public funds.

While the financial management of Imagine Discovery continues to require intensive support from BCPS’ staff, at this time, funds are being spent in accordance with guidelines.
Facilities
In an effort to guide the building renovation and facility design toward compliance with MSDE guidelines, the BCPS’ Department of Physical Facilities provided support and technical assistance to Imagine Discovery beginning in February 2008, six months prior to the school opening. These efforts included providing feedback to the contractor, architect, and Imagine Discovery’s regional director as well as facilitating the timely submission of required documents to state and local regulatory agencies.

Despite the supplementary efforts of BCPS’ staff, the final review of the facility was not conducted until Monday, August 25, 2008, and at that time, the occupancy permit was approved. As a result, Imagine Discovery Public Charter School opened to students on Tuesday, August 26, 2008, one day after the scheduled opening of other BCPS’ school buildings.

The condition of the building is a daily source of concern for BCPS. Some of the facility concerns addressed with Imagine Discovery include:

- Availability of instructional space in the physical facility is inadequate.
- The cafeteria and gym share a space separated only by a curtain.
- The health suite does not provide developmentally appropriate privacy and resting areas for students from the ages of 5 to 12.
- The outdoor area is inadequate to allow for physical education for 623 students.
- The Library/Media collection is inadequate to meet the needs of older students.

As a result of these and other facility concerns, BCPS has placed a ceiling of 660 students on Imagine Discovery’s enrollment.

Transportation
BCPS’ Department of Transportation provided technical assistance in developing the bus routes, identifying approved pick-up and drop-off sites, and providing a list of pre-approved vendors. Woodlawn Motor Coach has been contracted by the school to provide buses to serve students within a five mile radius of the school.

In the past, the management of arrival and dismissal procedures, loading of school buses, and control of parent traffic in and around the parking lot did not consistently ensure student safety. These issues have begun to be addressed during the 2011-2012 school year.

Food Services
Food service is provided to Imagine Discovery by BCPS’ Department of Food and Nutrition Services.
**Next Steps**
BCPS is ultimately accountable for the performance of the students at Imagine Discovery Public Charter School. With this in mind, the assistant superintendent, Zone 2 will continue to visit the school, coordinate the gathering of student performance data, and bring areas of concern to the attention of the principal, the superintendent, and the Board of Education.

Baltimore County Public Schools’ staff will continue to support the students and staff at Imagine Discovery Public Charter School and continue to expect Imagine Discovery, LLC to provide a comparable level of support.
APPENDICES

Appendix A: Enrollment
Appendix B: Home School for Elementary Students attending Imagine Discovery
Appendix C: Home School for Middle School Students attending Imagine Discovery
Appendix D: Free and Reduced Meal Participation
Appendix E: Staffing
Appendix F: Percent of Elementary Students Proficient/Advanced on MSA Math
Appendix G: Percent of Elementary Students Proficient/Advanced on MSA Reading
Appendix H: Percent of Middle School Students Proficient/Advanced on MSA Math
Appendix I: Percent of Middle School Students Proficient/Advanced on MSA Reading
Appendix J: Imagine Discovery Public Charter School Longitudinal SAT 10 Spring Reading and Math Results
Appendix K: Gifted and Talented Services
Appendix L: Safe and Orderly - Suspensions
Appendix A

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Enrollment as of 9-30-08</th>
<th>Enrollment as of 9-30-11</th>
</tr>
</thead>
<tbody>
<tr>
<td>K</td>
<td>90</td>
<td>45</td>
</tr>
<tr>
<td>1</td>
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<td>7</td>
<td>-</td>
<td>67</td>
</tr>
<tr>
<td>Total</td>
<td>465</td>
<td>623</td>
</tr>
</tbody>
</table>
### Appendix B

#### Home School for Elementary Students Attending Imagine Discovery as of 9/30/11

<table>
<thead>
<tr>
<th>Elementary schools with more than 18 students at Imagine Discovery</th>
<th>Area</th>
<th># at Imagine Discovery 9/30/11</th>
<th>School is +/- capacity as of 9/30/11</th>
<th>% of Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edmondson Heights Elem</td>
<td>SW</td>
<td>64</td>
<td>-160</td>
<td>72.84%</td>
</tr>
<tr>
<td>Featherbed Lane Elem</td>
<td>SW</td>
<td>61</td>
<td>-149</td>
<td>77.22%</td>
</tr>
<tr>
<td>Woodmoor Elem</td>
<td>SW</td>
<td>54</td>
<td>-138</td>
<td>78.13%</td>
</tr>
<tr>
<td>Scotts Branch Elem</td>
<td>NW</td>
<td>36</td>
<td>+43</td>
<td>106.41%</td>
</tr>
<tr>
<td>Powhatan Elem</td>
<td>SW</td>
<td>32</td>
<td>-45</td>
<td>85.62%</td>
</tr>
<tr>
<td>Johnnycake Elem</td>
<td>SW</td>
<td>26</td>
<td>+69</td>
<td>112.34%</td>
</tr>
<tr>
<td>Winfield Elem</td>
<td>SW</td>
<td>25</td>
<td>-43</td>
<td>91.13%</td>
</tr>
<tr>
<td>Hebbville Elem</td>
<td>SW</td>
<td>21</td>
<td>-203</td>
<td>62.04%</td>
</tr>
<tr>
<td>Dogwood Elem</td>
<td>SW</td>
<td>18</td>
<td>-15</td>
<td>97.55%</td>
</tr>
<tr>
<td>Winand Elem</td>
<td>NW</td>
<td>18</td>
<td>-92</td>
<td>84.22%</td>
</tr>
</tbody>
</table>

Note: Schools listed have more than 18 students in their catchment area
## Home School for Middle School Students Attending Imagine Discovery as of 9/30/11

<table>
<thead>
<tr>
<th>Middle schools with more than 10 students at Imagine Discovery</th>
<th>Area</th>
<th># at Imagine Discovery 9/30/11</th>
<th>School is +/- capacity as of 9/30/11</th>
<th>% of Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Woodlawn MS</td>
<td>SW</td>
<td>44</td>
<td>-381</td>
<td>62.46%</td>
</tr>
<tr>
<td>Southwest Academy</td>
<td>SW</td>
<td>24</td>
<td>-355</td>
<td>67.76%</td>
</tr>
<tr>
<td>Old Court MS</td>
<td>NW</td>
<td>23</td>
<td>-411</td>
<td>58.19%</td>
</tr>
<tr>
<td>Deer Park MS</td>
<td>NW</td>
<td>15</td>
<td>-133</td>
<td>90.28%</td>
</tr>
<tr>
<td>Windsor Mill MS</td>
<td>SW</td>
<td>10</td>
<td>-185</td>
<td>74.13%</td>
</tr>
</tbody>
</table>

Note: Schools listed have students in their catchment area.
Imagine Discovery added Grade 7 during the 2011-12 school year.
### Appendix D

#### Free and Reduced Meal Participation

<table>
<thead>
<tr>
<th>Elementary schools with more than 18 students at Imagine Discovery</th>
<th>Area</th>
<th>FY12 Title I School (Yes/No)</th>
<th>FARMS % (as of 10/31/11)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imagine Discovery</td>
<td>SW</td>
<td>No</td>
<td>48.15%</td>
</tr>
<tr>
<td>Edmondson Heights Elem</td>
<td>SW</td>
<td>Yes</td>
<td>75.06%</td>
</tr>
<tr>
<td>Featherbed Lane Elem</td>
<td>SW</td>
<td>Yes</td>
<td>72.61%</td>
</tr>
<tr>
<td>Woodmoor Elem</td>
<td>SW</td>
<td>Yes</td>
<td>76.26%</td>
</tr>
<tr>
<td>Scotts Branch Elem</td>
<td>NW</td>
<td>Yes</td>
<td>77.08%</td>
</tr>
<tr>
<td>Powhatan Elem</td>
<td>SW</td>
<td>Yes</td>
<td>70.00%</td>
</tr>
<tr>
<td>Johnnycake Elem</td>
<td>SW</td>
<td>Yes</td>
<td>76.71%</td>
</tr>
<tr>
<td>Winfield Elem</td>
<td>SW</td>
<td>Yes</td>
<td>76.09%</td>
</tr>
<tr>
<td>Hebbville Elem</td>
<td>SW</td>
<td>Yes</td>
<td>70.09%</td>
</tr>
<tr>
<td>Dogwood Elem</td>
<td>SW</td>
<td>Yes</td>
<td>68.88%</td>
</tr>
<tr>
<td>Winand Elem</td>
<td>NW</td>
<td>No</td>
<td>56.01%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Middle schools with more than 10 students at Imagine Discovery</th>
<th>Area</th>
<th>FY12 Title I School (Yes/No)</th>
<th>FARMS % (as of 10/31/11)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imagine Discovery</td>
<td>SW</td>
<td>No</td>
<td>48.15%</td>
</tr>
<tr>
<td>Woodlawn MS</td>
<td>SW</td>
<td>No</td>
<td>73.34%</td>
</tr>
<tr>
<td>Southwest Academy</td>
<td>SW</td>
<td>No</td>
<td>69.71%</td>
</tr>
<tr>
<td>Old Court MS</td>
<td>NW</td>
<td>No</td>
<td>66.96%</td>
</tr>
<tr>
<td>Deer Park MS</td>
<td>NW</td>
<td>No</td>
<td>54.33%</td>
</tr>
<tr>
<td>Windsor Mill MS</td>
<td>SW</td>
<td>No</td>
<td>67.48%</td>
</tr>
</tbody>
</table>
## Imagine Discovery Staffing

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Staffing 8/2008</th>
<th>Staffing 9/30/11</th>
</tr>
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<tbody>
<tr>
<td>K</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>1</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>4</td>
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<tr>
<td>3</td>
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<tr>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>-</td>
<td>4</td>
</tr>
<tr>
<td>6/7</td>
<td>-</td>
<td>7</td>
</tr>
<tr>
<td>Art</td>
<td></td>
<td>1.5</td>
</tr>
<tr>
<td>Music</td>
<td></td>
<td>2.0</td>
</tr>
<tr>
<td>Phys Ed</td>
<td></td>
<td>1.5</td>
</tr>
<tr>
<td>Spanish</td>
<td>both vacant</td>
<td>1.5</td>
</tr>
<tr>
<td>Library/Media</td>
<td></td>
<td>1.0</td>
</tr>
<tr>
<td>Nurse</td>
<td></td>
<td>1.0</td>
</tr>
<tr>
<td>Guidance</td>
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<td>1.0</td>
</tr>
<tr>
<td>Special Ed</td>
<td></td>
<td>1.0</td>
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</table>
### Appendix F

#### Percent of Students Proficient/Advanced on MSA Math 2011

<table>
<thead>
<tr>
<th>Elementary schools with more than 18 students at Imagine Discovery</th>
<th>SY 11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imagine Discovery</td>
<td>68.1%</td>
</tr>
<tr>
<td>Edmondson Heights Elem</td>
<td>77.6%</td>
</tr>
<tr>
<td>Featherbed Lane Elem</td>
<td>70.2%</td>
</tr>
<tr>
<td>Woodmoor Elem</td>
<td>78.4%</td>
</tr>
<tr>
<td>Scotts Branch Elem</td>
<td>75.2%</td>
</tr>
<tr>
<td>Powhatan Elem</td>
<td>78.0%</td>
</tr>
<tr>
<td>Johnnycake Elem</td>
<td>81.1%</td>
</tr>
<tr>
<td>Winfield Elem</td>
<td>69.5%</td>
</tr>
<tr>
<td>Hebbville Elem</td>
<td>70.5%</td>
</tr>
<tr>
<td>Dogwood Elem</td>
<td>93.7%</td>
</tr>
<tr>
<td>Winand Elem</td>
<td>74.9%</td>
</tr>
<tr>
<td><strong>BCPS</strong></td>
<td><strong>88.7%</strong></td>
</tr>
</tbody>
</table>

Source: Cognos
## Appendix G

### Percent of Students Proficient/Advanced on MSA Reading 2011

<table>
<thead>
<tr>
<th>Elementary Schools with more than 18 students at Imagine Discovery</th>
<th>SY 11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imagine Discovery</td>
<td>80.6%</td>
</tr>
<tr>
<td>Edmondson Heights Elem</td>
<td>82.5%</td>
</tr>
<tr>
<td>Featherbed Lane Elem</td>
<td>79.5%</td>
</tr>
<tr>
<td>Woodmoor Elem</td>
<td>78.4%</td>
</tr>
<tr>
<td>Scotts Branch Elem</td>
<td>82.4%</td>
</tr>
<tr>
<td>Powhatan Elem</td>
<td>79.5%</td>
</tr>
<tr>
<td>Johnnycake Elem</td>
<td>82.6%</td>
</tr>
<tr>
<td>Winfield Elem</td>
<td>78.5%</td>
</tr>
<tr>
<td>Hebbville Elem</td>
<td>71.1%</td>
</tr>
<tr>
<td>Dogwood Elem</td>
<td>92.8%</td>
</tr>
<tr>
<td>Winand Elem</td>
<td>85.7%</td>
</tr>
<tr>
<td><strong>BCPS</strong></td>
<td>90.3%</td>
</tr>
</tbody>
</table>

Source: Cognos
### Percent of Students Proficient /Advanced on MSA Math 2011

<table>
<thead>
<tr>
<th>Middle Schools with more than 10 students at Imagine Discovery</th>
<th>SY 11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imagine Discovery</td>
<td>42.5%</td>
</tr>
<tr>
<td>Woodlawn MS</td>
<td>67.2%</td>
</tr>
<tr>
<td>Southwest Academy</td>
<td>80.9%</td>
</tr>
<tr>
<td>Old Court MS</td>
<td>60.7%</td>
</tr>
<tr>
<td>Deer Park MS</td>
<td>83.6%</td>
</tr>
<tr>
<td>Winsor Mill MS</td>
<td>58.7%</td>
</tr>
<tr>
<td><strong>BCPS</strong></td>
<td><strong>72.7%</strong></td>
</tr>
</tbody>
</table>

Source: Cognos
### Percent of Students Proficient/Advanced on MSA Reading 2011

<table>
<thead>
<tr>
<th>Middle Schools with more than 10 students at Imagine Discovery</th>
<th>SY 11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imagine Discovery</td>
<td>75.3%</td>
</tr>
<tr>
<td>Woodlawn MS</td>
<td>67.6%</td>
</tr>
<tr>
<td>Southwest Academy</td>
<td>80.4%</td>
</tr>
<tr>
<td>Old Court MS</td>
<td>64.2%</td>
</tr>
<tr>
<td>Deer Park MS</td>
<td>79.9%</td>
</tr>
<tr>
<td>Winsor Mill MS</td>
<td>61.1%</td>
</tr>
<tr>
<td><strong>BCPS</strong></td>
<td><strong>83.2%</strong></td>
</tr>
</tbody>
</table>

Source: Cognos
Imagine Discovery Public Charter School
Longitudinal SAT 10 Spring Reading Results

<table>
<thead>
<tr>
<th>Cluster Objective</th>
<th>Grade 6 Spring 2011</th>
<th>Grade 5 Spring 2010</th>
<th>Grade 4 Spring 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Local % Correct</td>
<td>National % Correct</td>
<td>Local % Correct</td>
</tr>
<tr>
<td>Word Study Skills</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Structural Analysis</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Consonant Sounds</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Vowel Sounds</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Vocabulary</td>
<td>70</td>
<td>78</td>
<td>71</td>
</tr>
<tr>
<td>Synonyms</td>
<td>67</td>
<td>75</td>
<td>66</td>
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<tr>
<td>Multiple Meaning Words</td>
<td>75</td>
<td>81</td>
<td>79</td>
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<tr>
<td>Context Clues</td>
<td>69</td>
<td>80</td>
<td>71</td>
</tr>
<tr>
<td>Thinking Skills (Rd. Voc)</td>
<td>72</td>
<td>81</td>
<td>75</td>
</tr>
<tr>
<td>Comprehension</td>
<td>58</td>
<td>70</td>
<td>57</td>
</tr>
<tr>
<td>Literary</td>
<td>62</td>
<td>74</td>
<td>58</td>
</tr>
<tr>
<td>Informational</td>
<td>52</td>
<td>64</td>
<td>56</td>
</tr>
<tr>
<td>Functional</td>
<td>59</td>
<td>72</td>
<td>57</td>
</tr>
<tr>
<td>Initial Understanding</td>
<td>63</td>
<td>74</td>
<td>65</td>
</tr>
<tr>
<td>Interpretation</td>
<td>60</td>
<td>73</td>
<td>54</td>
</tr>
<tr>
<td>Critical Analysis</td>
<td>52</td>
<td>64</td>
<td>56</td>
</tr>
<tr>
<td>Strategies</td>
<td>53</td>
<td>67</td>
<td>56</td>
</tr>
<tr>
<td>Thinking Skills (Rd. Comp.)</td>
<td>56</td>
<td>69</td>
<td>55</td>
</tr>
</tbody>
</table>

Imagine Discovery Public Charter School
Longitudinal SAT 10 Spring Math Results

<table>
<thead>
<tr>
<th>Cluster Objective</th>
<th>Grade 6 Spring 2011</th>
<th>Grade 5 Spring 2010</th>
<th>Grade 4 Spring 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Local % Correct</td>
<td>National % Correct</td>
<td>Local % Correct</td>
</tr>
<tr>
<td>Math: Problem Solv.</td>
<td>43</td>
<td>57</td>
<td>57</td>
</tr>
<tr>
<td>Number Sense &amp; Operat.</td>
<td>43</td>
<td>58</td>
<td>55</td>
</tr>
<tr>
<td>Patterns, Relate., &amp; Alg.</td>
<td>38</td>
<td>58</td>
<td>60</td>
</tr>
<tr>
<td>Data, Statist., &amp; Prob.</td>
<td>39</td>
<td>50</td>
<td>57</td>
</tr>
<tr>
<td>Geometry and Measurement</td>
<td>48</td>
<td>61</td>
<td>62</td>
</tr>
<tr>
<td>Comm. and Representation</td>
<td>52</td>
<td>64</td>
<td>65</td>
</tr>
<tr>
<td>Estimation</td>
<td>45</td>
<td>58</td>
<td>57</td>
</tr>
<tr>
<td>Mathematical Connections</td>
<td>43</td>
<td>60</td>
<td>61</td>
</tr>
<tr>
<td>Reason. &amp; Problem Solving</td>
<td>36</td>
<td>51</td>
<td>49</td>
</tr>
<tr>
<td>Thinking Skills (Prob Solv)</td>
<td>42</td>
<td>57</td>
<td>56</td>
</tr>
<tr>
<td>Math: Procedures</td>
<td>42</td>
<td>64</td>
<td>51</td>
</tr>
<tr>
<td>Comp. with Whole Numbers</td>
<td>49</td>
<td>73</td>
<td>57</td>
</tr>
<tr>
<td>Computation with Decimals</td>
<td>41</td>
<td>62</td>
<td>43</td>
</tr>
<tr>
<td>Comp. with Fractions</td>
<td>36</td>
<td>57</td>
<td>54</td>
</tr>
<tr>
<td>Computation in Context</td>
<td>39</td>
<td>60</td>
<td>44</td>
</tr>
<tr>
<td>Comp. with Symb. Notation</td>
<td>45</td>
<td>68</td>
<td>58</td>
</tr>
<tr>
<td>Thinking Skills (Proced.)</td>
<td>39</td>
<td>60</td>
<td>44</td>
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</table>
### Gifted and Talented Services
6/30/2011

<table>
<thead>
<tr>
<th>School</th>
<th># of Students</th>
<th>% of Student Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imagine Discovery</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Edmondson Heights Elem</td>
<td>26</td>
<td>11.2%</td>
</tr>
<tr>
<td>Featherbed Lane Elem</td>
<td>37</td>
<td>14.8%</td>
</tr>
<tr>
<td>Woodmoor Elem</td>
<td>36</td>
<td>19.3%</td>
</tr>
<tr>
<td>Scotts Branch Elem</td>
<td>34</td>
<td>12.5%</td>
</tr>
<tr>
<td>Powhatan Elem</td>
<td>49</td>
<td>37.1%</td>
</tr>
<tr>
<td>Johnnycake Elem</td>
<td>34</td>
<td>11.8%</td>
</tr>
<tr>
<td>Winfield Elem</td>
<td>32</td>
<td>13.6%</td>
</tr>
<tr>
<td>Hebbville Elem</td>
<td>28</td>
<td>15.5%</td>
</tr>
<tr>
<td>Dogwood Elementary</td>
<td>36</td>
<td>13.4%</td>
</tr>
<tr>
<td>Winand Elementary</td>
<td>34</td>
<td>15.8%</td>
</tr>
</tbody>
</table>
### Safe and Orderly Environment – Suspensions

<table>
<thead>
<tr>
<th>School</th>
<th>Year-End Suspension Rate 2010-2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imagine Discovery</td>
<td>8.5%</td>
</tr>
<tr>
<td>Edmondson Heights Elem</td>
<td>7.6%</td>
</tr>
<tr>
<td>Featherbed Lane Elem</td>
<td>2.9%</td>
</tr>
<tr>
<td>Woodmoor Elem</td>
<td>3.5%</td>
</tr>
<tr>
<td>Scotts Branch Elem</td>
<td>2.8%</td>
</tr>
<tr>
<td>Powhatan Elem</td>
<td>7.9%</td>
</tr>
<tr>
<td>Johnnycake Elem</td>
<td>4.2%</td>
</tr>
<tr>
<td>Winfield Elem **</td>
<td>10.3%</td>
</tr>
<tr>
<td>Hebbville Elem</td>
<td>5.4%</td>
</tr>
<tr>
<td>Dogwood Elem</td>
<td>6.4%</td>
</tr>
<tr>
<td>Winand Elem</td>
<td>4.5%</td>
</tr>
</tbody>
</table>

** Winfield has Behavior and Learning Support Cluster Service Model classes that provide support to students from neighboring schools.
Imagine Discovery Public Charter School Update

Board of Education
July 10, 2012
Imagine Discovery Public Charter School

- First BCPS public charter school
- Located in the Woodlawn community
- Currently serves students in Kindergarten to Grade 7
- Adding Grade 8 in 2012–13
Imagine Discovery
Student Population

- Currently serves 623 students
- Most students come from the Southwest area of Baltimore County
- Charter Agreement sets enrollment capacity at 660 students
Demographics

Imagine Discovery has a significantly lower percentage of students

- Participating in the meal program
- Receiving special education services
- Experiencing student mobility than surrounding BCPS’ schools.
Imagine Discovery Curriculum and Assessments

- Core Knowledge is the curriculum
- Administers all Maryland assessments
- Administers the Stanford Achievement Test Series, Tenth Edition (SAT 10) to benchmark student progress
Elementary Math MSA
Percent Proficient/Advanced
2010–2011

- Imagine Discovery  68.1%
- BCPS                88.7%
Elementary Reading MSA
Percent Proficient/Advanced
2010–2011

- Imagine Discovery  80.6%
- BCPS             90.3%
Middle School Math MSA Percent Proficient/Advanced 2010–2011

- Imagine Discovery 42.5%
- BCPS 72.7%
<table>
<thead>
<tr>
<th></th>
<th>Percent Proficient/Advanced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imagine Discovery</td>
<td>75.3%</td>
</tr>
<tr>
<td>BCPS</td>
<td>83.2%</td>
</tr>
</tbody>
</table>
Imagine SAT 10 Math

Comparison to National Averages

- In 2009 (Grade 4), this group of students outperformed the national average in 17 of the 17 math strands tested.

- In 2011 (Grade 6), this group of students lag behind national averages in all 17 of the 17 math strands.
Imagine SAT 10 Reading

Comparison to National Average

- In 2009 (Grade 4), this group of students outperformed the national average in 14 of the 18 reading strands tested.

- In 2011 (Grade 6), this group of students lag behind national averages in all 14 of the 14 reading strands.
Concluding Comments

- Additional information about Imagine Discovery Public Charter School is included in the full report submitted to the Board of Education.
COMMUNITY RELATIONS: Communication with the Public

Copyright [and Intellectual Property (Original Works)]

I. PURPOSE

A. BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS) IS COMMITTED TO RESPECTING THE RIGHTS OF COPYRIGHT HOLDERS AND COMPLYING WITH THE COPYRIGHT LAW. THIS RULE OUTLINES STANDARDS AND RESPONSIBILITIES FOR THE USE OF COPYRIGHTED MATERIALS.

B. THE PURPOSE OF THIS RULE IS TO PROVIDE GUIDELINES FOR: (1) USING COPYRIGHT-PROTECTED MATERIALS IN THE CLASSROOM, (2) OBTAINING PERMISSION TO USE THESE WORKS FOR INSTRUCTIONAL PURPOSES, AND (3) OUTLINING EXPECTED COMPLIANCE OBLIGATIONS FOR ALL BCPS EMPLOYEES AND STUDENTS.

II. RESPONSIBILITIES

A. THE SUPERINTENDENT HAS DESIGNATED THE OFFICE OF LIBRARY INFORMATION SERVICES (LIS) TO ESTABLISH PROCEDURES TO INFORM STAFF ABOUT U.S. COPYRIGHT LAW, MAKE THESE PROCEDURES AVAILABLE ON THE LIS WEB PAGE, AND PROVIDE TRAINING TO LIBRARY MEDIA SPECIALISTS ON THE PROPER USE OF COPYRIGHTED MATERIALS.

B. EACH SCHOOL LIBRARY MEDIA SPECIALIST WILL ACT AS A RESOURCE PERSON TO RESPOND TO STAFF AND STUDENT QUESTIONS CONCERNING THE PROPER USE OF COPYRIGHTED MATERIALS.

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A. THE COPYRIGHT LAW PROTECTS THE INTELLECTUAL PROPERTY RIGHTS OF AUTHORS OR OTHER CREATORS BY GRANTING THEM EXCLUSIVE RIGHTS TO CONTROL HOW THEIR WORKS MAY BE USED, INCLUDING THE RIGHTS TO
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B. EMPLOYEES AND STUDENTS SHOULD ASSUME THAT COPYRIGHT RESTRICTIONS APPLY, UNLESS THEY HAVE DETERMINED THAT MATERIALS ARE NOT COPYRIGHTED OR THEY HAVE RECEIVED THE COPYRIGHT HOLDER’S PERMISSION TO USE THE COPYRIGHTED MATERIALS.

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IV. FAIR USE

A. IN ACCORDANCE WITH SECTION 107 OF THE COPYRIGHT ACT, THE REPRODUCTION OF A COPYRIGHTED WORK MAY BE CONSIDERED “FAIR” WHEN THE WORK IS USED FOR SUCH PURPOSES AS CRITICISM, COMMENT, NEWS REPORTING, TEACHING, SCHOLARSHIP, OR RESEARCH.

B. IN ORDER TO DETERMINE IF A PARTICULAR USE QUALIFIES AS FAIR USE, ALL OF THE FOLLOWING FACTORS MUST BE MET:
1. THE PURPOSE AND CHARACTER OF THE USE (WHETHER FOR COMMERCIAL OR NONPROFIT EDUCATIONAL USE);
2. THE NATURE OF THE COPYRIGHT PROTECTED WORK;
3. THE AMOUNT AND SUBSTANTIALITY OF THE PORTION USED; AND
4. THE EFFECT OF THE USE UPON THE POTENTIAL MARKET FOR OR VALUE OF COPYRIGHTED WORK.

C. LIS WILL DEVELOP PROCEDURES EXPLAINING FAIR USE IN THE USE OF COPYRIGHTED MATERIAL FOR INSTRUCTIONAL
PURPOSES INCLUDING PRINT, PERFORMANCE, MULTIMEDIA/VISUAL ARTS, MUSICAL PERFORMANCES, VIDEO RECORDING, COMPUTER SOFTWARE AND MUSIC.

V. GUIDELINES FOR DIGITAL DISTANCE LEARNING

A. DIGITAL DISTANCE LEARNING REFERS TO EDUCATION IN WHICH THE INSTRUCTOR AND PARTICIPANTS ARE SEPARATED BY PHYSICAL SPACE AND/OR TIME.

B. THE TECHNOLOGY, EDUCATION, AND COPYRIGHT HARMONIZATION (TEACH) ACT FACILITATES AND ENABLES THE PERFORMANCE AND DISPLAY OF COPYRIGHTED MATERIALS FOR DISTANCE EDUCATION OR ONLINE INSTRUCTION WHEN IT REPLACES REGULAR CLASSROOM INSTRUCTION. TEACH APPLIES TO DISTANCE EDUCATION AND INCLUDES PARTICIPATION OF ANY ENROLLED BCPS STUDENT IN ONLINE OR HYBRID COURSES, ON OR OFF OF SCHOOL PROPERTY.

C. BCPS TEACHERS MAY PERFORM OR DISPLAY COPYRIGHTED WORKS IN DISTANCE EDUCATION OR ONLINE ENVIRONMENTS WHEN ALL OF THE FOLLOWING CRITERIA ARE MET:

1. THE INSTRUCTIONAL MATERIAL IS DIRECTLY RELATED TO THE CLASS CONTENT OR INSTRUCTIONAL ACTIVITY;
2. THE USE IS LIMITED TO STUDENTS ENROLLED IN THE DISTANCE LEARNING COURSE;
3. THE INSTRUCTIONAL MATERIAL IS MADE BY, AT THE DIRECTION OF, OR UNDER THE SUPERVISION OF THE TEACHER;
4. THE INSTRUCTIONAL MATERIAL IS COMPARABLE TO THE AMOUNT THAT IS TYPICALLY DISPLAYED IN THE COURSE OF FACE-TO-FACE TEACHING;
5. THE TRANSMISSION IS MAINTAINED ON THE DISTANCE LEARNING PLATFORM ONLY FOR THE PERIOD OF TIME WHICH IS REASONABLY NECESSARY TO FACILITATE THE LEARNING OBJECTIVES OF THE TRANSMISSION;
6. THE MATERIAL IS ACQUIRED WITHIN THE LEGAL CONFINES OF THE COPYRIGHT LAW; AND
7. THE FOLLOWING NOTICE SHALL BE DISPLAYED AT THE DISTANCE LEARNING ACCESS POINT:
(a) THIS ONLINE COURSE MAY CONTAIN MATERIALS USED IN COMPLIANCE WITH U.S. COPYRIGHT LAW. UNDER THIS LAW, MATERIALS MAY NOT BE DOWNLOADED, SAVED, REVISED, COPIED, OR DISTRIBUTED WITHOUT PERMISSION. THESE MATERIALS ARE TO BE USED FOR THE CURRENT COURSE ONLY, ARE LIMITED TO THE PRESENT COURSE’S DURATION, AND MAY NOT BE FURTHER DOWNLOADED UNLESS AUTHORIZED BY THE INSTRUCTOR.

VI. GUIDELINES FOR REPRODUCTION AND DISTRIBUTION OF INSTRUCTIONAL MATERIALS FOR USE BY PERSONS WITH DISABILITIES

A. PREVIOUSLY PUBLISHED NON-DRAMATIC LITERARY WORKS IN PRINT AND PHONORECORD FORMAT MAY BE REPRODUCED IN SPECIALIZED FORMATS AND DISTRIBUTED FOR EXCLUSIVE USE BY THE BLIND OR OTHER PERSONS WITH DISABILITIES. SPECIALIZED FORMATS INCLUDE BRAILLE, AUDIO, OR DIGITAL TEXT.

B. REPRODUCED SPECIALIZED FORMATS MUST INCLUDE A NOTICE IDENTIFYING THE COPYRIGHT OWNER, ORIGINAL COPYRIGHT DATE, AND WARNING THAT ANY FURTHER REPRODUCTION OR DISTRIBUTION IS AN INFRINGEMENT.

C. THE OFFICE OF SPECIAL EDUCATION WILL COORDINATE THE REPRODUCTION OR DISTRIBUTION OF THESE ADAPTED INSTRUCTIONAL MATERIALS.

VII. GUIDELINES FOR USE OF STUDENT INTELLECTUAL PROPERTY

A. BCPS WILL PUBLISH OR PRODUCE A STUDENT’S INTELLECTUAL PROPERTY CREATED DURING SCHOOL-SPONSORED ACTIVITIES AND/OR LEARNING EXPERIENCES IN ACCORDANCE WITH BOARD OF EDUCATION POLICY AND SUPERINTENDENT’S RULE 6202, TELECOMMUNICATIONS ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS.
B. THE NOTICE OF COPYRIGHT SHALL BE USED WHEN ELECTRONICALLY PUBLISHING OR PRODUCING STUDENT INTELLECTUAL PROPERTY.

VIII. REQUESTING PERMISSION TO USE COPYRIGHTED MATERIALS

A. IF A WORK IS PROTECTED BY THE COPYRIGHT LAW, IS NOT IN THE PUBLIC DOMAIN, AND DOES NOT MEET THE CRITERIA FOR FAIR USE OR ANOTHER EXCEPTION, YOU MUST OBTAIN PERMISSION FROM THE COPYRIGHT HOLDER IN ORDER TO REPRODUCE, MODIFY, DISPLAY, PERFORM, OR DISTRIBUTE THE COPYRIGHTED WORK.

B. PERMISSION SHOULD BE OBTAINED PRIOR TO USING THOSE WORKS BY USING THE COPYRIGHT PERMISSION REQUEST FORM (RULE 1120, FORM A).

C. ALL PERMISSIONS TO USE A COPYRIGHTED WORK SHALL BE MAINTAINED BY THE SCHOOL/OFFICE THAT REQUESTED THE PERMISSION AND SHALL BE KEPT ON FILE AT LEAST AS LONG AS THE PERMISSION PERIOD AND IN ACCORDANCE WITH THE BCPS RECORDS RETENTION SCHEDULE.

VII. COPYRIGHT NOTICE

A. A COPYRIGHT NOTICE SHOULD INCLUDE ALL OF THE FOLLOWING ELEMENTS: (1) THE SYMBOL ©; (2) THE YEAR WHEN THE WORK WAS FIRST CREATED; (3) THE NAME OF THE OWNER OF THE COPYRIGHT.

1. BCPS COPYRIGHT NOTICE EXAMPLE:
   © 2012 BALTIMORE COUNTY PUBLIC SCHOOLS. ALL RIGHTS RESERVED.
   DOCUMENTS AND RELATED GRAPHICS MAY BE DUPLICATED FOR EDUCATIONAL, NON-PROFIT SCHOOL USE ONLY. ALL OTHER USES, TRANSMISSIONS, AND DUPLICATIONS ARE PROHIBITED UNLESS PERMISSION IS GRANTED EXPRESSLY.

2. STUDENT COPYRIGHT NOTICE EXAMPLE:
   © 2012 JOHNNY SMITH. ALL RIGHTS RESERVED.
VIII. COMPLIANCE

A. EMPLOYEES
1. ALL EMPLOYEES ARE EXPECTED TO ADHERE TO THIS RULE AND THE COPYRIGHT LAW AND UNDERSTAND THE COMPLIANCE INFORMATION PROVIDED FOR THEM ON THE LIS WEBSITE. EMPLOYEES WHO FAIL TO COMPLY MAY BE HELD PERSONALLY LIABLE FOR COPYRIGHT INFRINGEMENT AND SUBJECT TO DISCIPLINARY ACTION.

B. STUDENTS
1. STUDENTS WHO FAIL TO COMPLY WITH THE COPYRIGHT LAW WILL BE RESPONSIBLE AND LIABLE FOR BREACHES OF COPYRIGHT ARISING FROM THEIR OWN ACTIONS AND MAY BE SUBJECT TO DISCIPLINARY ACTION IN ACCORDANCE WITH THE ACADEMIC DISHONESTY PROVISION IN THE STUDENT CODE OF CONDUCT.

LEGAL REFERENCES: THE COPYRIGHT ACT OF 1976, TITLE 17 OF THE UNITED STATES CODE, AS AMENDED
17 U.S.C. §121, LIMITATIONS ON EXCLUSIVE RIGHTS: REPRODUCTION FOR BLIND OR OTHER PEOPLE WITH DISABILITIES (CHAFEE AMENDMENT)

RELATED POLICIES: BOARD OF EDUCATION POLICY 1110, MEDIA, PUBLIC RELATIONS AND PUBLICATIONS, EVENTS, TELEVISION, AND WEB SITE
BOARD OF EDUCATION POLICY 4100, EMPLOYEE CONDUCT AND RESPONSIBILITIES
BOARD OF EDUCATION POLICY 4104, TELECOMMUNICATIONS ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS
BOARD OF EDUCATION POLICY 5500, CONDUCT
[A. Libraries may make a single copy, with Notice of Copyright present, of the following:

- An unpublished work which is in its collection solely for purposes of preservation and security or for deposit for research use in another qualified library or archives

- A published work in order to replace it because it is damaged, deteriorated, lost, or stolen provided that an unused replacement cannot be obtained at a fair price.

B. Employees and students shall obtain prior permission from the copyright owner to copy, modify, display, perform, or distribute copyrighted works which do not meet the criteria for use. Use the Baltimore County Public Schools' Copyright Permission Request form (Rule 6202, Form E) for this purpose. A copy of all correspondence and one copy of the reproduced material shall be kept on file by the principal/office head or designee for the duration of the copyright.

Employees and students do not need permission to copy, modify, display, perform, or distribute works classified as in the public domain. Works in the public domain include works with the following characteristics: originally non-copyrightable, lost copyright, expired copyright, authored by the federal government, or granted by the author to the public domain. Unless materials are clearly marked as in the public domain, consider them to be copyrighted.

C. Employees shall obtain permission from the parent/guardian prior to electronically publishing or distributing a student's intellectual property/original work. (See, Student Handbook and Telecommunications Acceptable Use Policy Acknowledgement Form (Rule 6202, Form A)).
Employees shall display the Notice of Copyright when electronically publishing student intellectual property. The Notice of Copyright informs the public that the student's original work is protected by copyright, identifies the copyright owner, and shows the year of the first publication.

Use the following copyright notice for student publications:

Copyright © Date Abbreviation of name of owner. All rights reserved. (e.g., Copyright © 1997 John D. All rights reserved).

Documents and related graphics may be duplicated for educational, non-profit school use only. All other uses, transmissions and duplications are prohibited unless permission is granted expressly.

E. A work created by an employee within the scope of his/her employment in Baltimore County Public Schools is a work made for hire. Baltimore County Public Schools are the initial owner of all the rights of copyright in the work unless a prior written agreement is signed by both parties.

Use the following copyright notice for Baltimore County Public Schools' publications:

Copyright © 1997 Baltimore County Public Schools. All rights reserved.

Documents and related graphics may be duplicated for educational, non-profit school use only. All other uses, transmissions, and duplications are prohibited unless permission is granted expressly.

F. Guidelines for Use of Print Materials:

Permissible Uses

Single Copies for Individual Teacher Use

A single copy may be made of any of the following by educators for their scholarly research or for use in teaching or preparing to teach a class:

- A chapter from a book
- An article from a periodical or newspaper
• A short story, short essay, or short poem - whether or not from a collective work

• A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

Multiple Copies for Classroom Use

Multiple copies not to exceed one copy per student in a course may be made by/for the teacher giving the course for classroom use or discussion provided that all four of the following criteria are met:

Criterion 1: Brevity

<table>
<thead>
<tr>
<th>Type of Work</th>
<th>Suggested Safe Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poem</td>
<td>A complete poem if less than 250 words and if printed on not more than two pages</td>
</tr>
<tr>
<td></td>
<td>A longer poem, an excerpt of not more than 250 words</td>
</tr>
<tr>
<td>Prose</td>
<td>A complete article, story, or essay of under 2,500 words</td>
</tr>
<tr>
<td></td>
<td>A prose work of not more than 1,000 or 10% of the work, whichever is less, but in any event a minimum of 500 words</td>
</tr>
<tr>
<td>Illustration</td>
<td>One chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue</td>
</tr>
<tr>
<td>&quot;Special&quot; books of less than 2,500 words, such as children's books</td>
<td>Up to two (2) pages of the text representing not more than 10% of the total words</td>
</tr>
</tbody>
</table>

Criterion 2: Spontaneity

• The copying is at the instant and inspiration of the individual teacher.
• The decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Criterion 3: Cumulative Effect

• The copying of the material is for only one (1) course in the school in which the copies are made.

• Not more than one (1) short poem, article, story, essay, or two (2) excerpts may be copied from the same author during one class term.

• Not more than three (3) excerpts may be copied from the same collective work or periodical volume during one (1) class term.

• There may not be more than nine (9) instances of such multiple copying for one course during one class term.

• No limit has been placed on the number of copies that can be made of newspapers, the current news sections of periodicals, and works in the public domain.

Criterion 4: Each copy must include the same Notice of Copyright included on the original work.

G. Guidelines for Use of Print Materials:

Prohibited Uses

• Copying to create, replace, or substitute for anthologies, compilations, or collective works whether copies are accumulated or reproduced and used separately.

• Copying of or from any work intended to be "consumable" such as workbooks, exercises, standardized tests, test booklets, answer sheets, and like consumable material.

• Copying as a substitute for the purchase of books, publishers' reprints, or periodicals.

• Repeated copying of the same item by the same teacher from term to term.

• Charging students beyond the actual cost of the photocopying.
H. Guidelines for Use of Printed Musical Scores:

Permissible Uses

- Emergency copying to replace purchased copies which for any reason are not available for an imminent performance, provided purchased replacement copies are substituted in due course.

- Making single copies or up to one (1) copy per student of excerpts of works for academic purposes other than performance, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit, such as a section, movement, or aria, but in no case more than 10% of the whole work.

- Editing or simplifying printed copies which have been purchased, provided that the fundamental character of the work is not distorted or lyrics altered or added.

I. Guidelines for Use of Printed Musical Scores:

Prohibited Uses

- Copying to create, replace, or substitute for anthologies, compilations, or collective works.

- Copying of or from works intended to be "consumable" in the course of study or of teaching, such as workbooks, exercises, standardized tests, answer sheets, and like material.

- Copying for the purpose of performance, except in emergency situations described above.

- Copying for the purpose of substituting for the purchase of music except in situations described above.

- Copying without inclusion of the Notice of Copyright which appears on the printed copy.

J. Guidelines for Use of Off-Air Recording of Non-Fee Based Broadcast Programming for Educational Purposes:

Permissible and Prohibited Uses
Video recordings made for instructional use in Baltimore County Public Schools shall comply with the Superintendent's Rule 6002, Instruction - Selection of Instructional Materials, and have the approval of the principal or designee.

- Off-air recording may be used once by an individual teacher in the course of relevant teaching activities and repeated only once when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster, or campus, as well as in the homes of students receiving formalized home instruction, during the first 10 consecutive school days in the 45 calendar day retention period.

- Off-air recordings may be kept for 45 consecutive calendar days after the date of recording. Upon the conclusion of such retention period, all off-air recordings must be erased or destroyed.

- Off-air recordings may be made only at the request of and used by individual teachers and may not be regularly recorded in anticipation of requests.

- No program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times it may be broadcast.

- Copies of off-air recordings must include the copyright notice on the broadcast notice as recorded.

- Off-air recordings need not be used in their entirety, but they cannot be altered from their original content. Recordings may not be physically or electronically combined or merged to constitute a teaching anthology or compilation.

- After the first 10 consecutive school days, off-air recordings may be used up to the end of the 45-calendar day retention period only for teacher evaluation purposes.

- Off-air recordings may be made by an educational institution for the deaf and hearing impaired. Permitted activities include: the making of a captioned version for non-commercial purposes; performances of that version for educational purposes within the institution for its students; and the sharing among other such institutions.

K. Guidelines for Use of Cable in the Classroom - Television Programming

Programs broadcast over a number of cable channels may be videotaped in accordance with the copyright codes published in the *Cable in the Classroom* monthly programming guide.
RULE 1120 [1110.1]

L. Guidelines for Use of Baltimore County Public Schools Cable Education Channel Programming

Copyright fees have been paid or permission given for Baltimore County Public Schools cable Educational Channel programming to be taped, kept, and used indefinitely for instructional purposes unless otherwise indicated.

M. Guidelines for Use of Pay/Premium Broadcasts

Employees shall not copy for classroom use any programming from pay/premium broadcast channels such as Home Team Sports, Showtime, The Disney Channel, or Home Box Office unless the broadcast is part of the Cable in the Classroom programming.

N. Guidelines for Use of Rented Video Programs

Rented video programs may be used for "face-to-face" instruction in schools only if the rental agency allows for use with non-home audiences. Rented or purchased video tapes that display the "For Home Use Only" warning shall not be used in classrooms. No fee shall be collected from viewers as such action would constitute a public performance for commercial/profit purposes. Rented video tapes should comply with the Superintendent's Rule 6002, Instruction - Selection of Instructional Materials, and have the approval of the principal or designee.

O. Guidelines for Use of Computer Programs:

Permissible Uses

The owner of a copy of a computer program may make or authorize the making of another copy or adaptation of the computer program provided that it is:

- Created as an essential step in the utilization of the computer program in conjunction with a machine and used in no other manner, or
- For archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful.

Prohibited Uses
• Using a backup (archival) copy at the same time that the master (original) copy is being used.
• Lending the backup copy--An archival copy is permissible only to ensure the owner access to the program in the event of loss or damage to the master.
• Installing one computer program into several machines for simultaneous multiple use unless as specified in the licensing agreement.
• Using educational licensed software for personal use if so restricted in the licensing agreement.
• Reproducing documentation manuals without the written permission of the producer.

Q. Guidelines for Use of Commercial Databases

Downloading information from a commercial database is divided into two (2) categories of use:

• Downloading information of files briefly for the purpose of editing and printing
• Downloading computer files onto disk for retention and repeated use requires a license agreement with the utility or database owner.

R. Guidelines for Use of Multimedia and Web Pages

Multimedia included on web pages are considered to be copyrighted unless the copyright owner authorizes copying or it is in the public domain. Multimedia includes text, motion, music, lyrics, music/video, illustrations, photographs, images, computer software, and databases which are combined into an integrated presentation. Use of these multimedia resources included as part of a web site should parallel the use limits for print, audiovisual, and computer software set forth in this rule.

If there is a question as to whether a particular act of copying might be in violation of the copyright law, permission shall be obtained from the copyright holder before copies are made or included in the web site. The Copyright Permission Request form (Rule 6202, Form E) is used for this purpose.

A copy of all correspondence and one copy of the reproduced material shall be kept on file by the principal/office head or designee for the length of the copyright.
RULE 1120 [1110.1]

S. Employees shall comply with copyright laws and guidelines for use of print, audiovisual, and computer programs and databases as set forth in this rule. Failure to comply shall result in disciplinary action up to and including termination.

Students shall comply with copyright laws and guidelines for use of print, audiovisual, and computer programs and databases as set forth in this rule. Students who fail to comply shall be disciplined according to the procedures set forth in the Baltimore County Public Schools Student Handbook.

Legal References: Federal Laws


Related Policies: Board of Education Policy 4104, Telecommunications Access to Electronic Information, Services, and Networks
Board of Education Policy 6202, Telecommunications Access To Electronic Information, Services, and Networks]

Rule Superintendent of Schools
Approved: 06/09/97
Revised: 01/13/04
REVISED: ________
In the course of our school system’s ongoing development of curriculum materials, Web pages, and other resources to enhance teaching and learning, we frequently encounter published materials of extraordinary relevance to our instructional program. We are currently engaged in a project for which we are requesting your permission to include your intellectual property in the forthcoming publication as described.

<table>
<thead>
<tr>
<th>Description of Copyrighted Material Requested</th>
<th>Description of BCPS Publication/Production</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include applicable information in order that the owner of the copyright is able to identify the requested material.</td>
<td>Include applicable information in order that the owner of the copyright is informed of the intended use of the copyrighted work(s).</td>
</tr>
</tbody>
</table>

- **Title:** __________________________________________
- **Edition:** _________________________________________
- **Author(s) or Editor(s):** ____________________________
- **Publisher/Producer:** _______________________________
- **Pages or Sections Requested:** _______________________  
  **URL:** http:// _________________________________
- **Type of Reproduction:** ____________________________
- **Number of copies:** _______________________________
- **URL:** http:// _________________________________  
  **Approximate Publication/Production Date:** ________

☐ **I give my permission.** Other than the bibliographic citation to document the source of my copyrighted work, I request that BCPS include additional information. <Please specify on the reverse side.>

☐ **I am not the owner of the copyrighted material.** <Please identify on the reverse side the owner, if known.>

☐ **I do not give my permission.**

**Signature:** ________________________________________  **Title** __________________________________________

**Name:** <Please print.>  **Date:** ____________________________________

**FILING INSTRUCTIONS FOR BCPS PERSONNEL INITIATING THIS COPYRIGHT PERMISSION**

A COPY OF ALL CORRESPONDENCE, INCLUDING THE COPYRIGHT PERMISSION REQUEST AND ALL PERMISSIONS TO USE A COPYRIGHTED WORK, ALONG WITH ONE COPY OF THE REPRODUCED MATERIAL, SHALL BE MAINTAINED BY THE SCHOOL OR OFFICE THAT REQUESTED THE PERMISSION AND SHALL BE KEPT ON FILE AT LEAST AS LONG AS THE PERMISSION PERIOD AND IN ACCORDANCE WITH THE BCPS RECORDS RETENTION SCHEDULE.
COMMUNITY RELATIONS: Public Charter Schools

PUBLIC CHARTER SCHOOLS

I. PURPOSE

A. TO IDENTIFY PROCEDURES FOR THE ESTABLISHMENT, EVALUATION AND CLOSING OF A PUBLIC CHARTER SCHOOL UNDER THE SUPERVISION OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD).

B. THE EXECUTIVE DIRECTOR, SPECIAL PROGRAMS, DIVISION OF CURRICULUM AND INSTRUCTION, SHALL DEVELOP GUIDANCE FOR THE CHARTER SCHOOL APPLICATION PROCESS AND MAKE THAT GUIDANCE AVAILABLE ON THE SCHOOL SYSTEM’S WEBSITE.

II. DEFINITIONS

A. CHARTER SCHOOL LIAISON – THE EXECUTIVE DIRECTOR, SPECIAL PROGRAMS, DIVISION OF CURRICULUM AND INSTRUCTION.

B. PUBLIC CHARTER SCHOOL – A PUBLIC SCHOOL THAT OPERATES UNDER A CHARTER, OR CONTRACT, WITHIN THE PUBLIC SCHOOL SYSTEM, CREATED IN ACCORDANCE WITH STATE LAW AND REGULATIONS, AND IS UNDER THE CONTROL OF THE BOARD.

III. LETTER OF INTENT

THE APPLICANT IS SOLELY RESPONSIBLE FOR COMPLYING WITH THE APPLICATION PROCESS AND COMPLETING THE CHARTER SCHOOL APPLICATION IN ACCORDANCE WITH THE FOLLOWING PROCEDURES.

A. PERSONS INTERESTED IN OPERATING A PUBLIC CHARTER SCHOOL MUST FIRST SUBMIT TO THE CHARTER SCHOOL LIAISON A LETTER OF INTENT AND PROSPECTUS WHICH SUMMARIZES THE CHARTER PROPOSAL BY MAY 1, TWO YEARS PRECEDING THE PROPOSED STARTING DATE OF THE CHARTER
SCHOOL. THE LETTER OF INTENT MUST INCLUDE THE FOLLOWING:

1. VISION AND MISSION STATEMENTS FOR THE PROPOSED CHARTER SCHOOL.
2. PLANS FOR THE DELIVERY OF THE EDUCATIONAL PROGRAMS, INCLUDING IDENTIFICATION OF ANY UNIQUE FOCUS OR CURRICULA.
3. THE MANAGEMENT STRUCTURE TO BE USED BY THE CHARTER SCHOOL AND HOW THE STRUCTURE WILL PROVIDE FOR THE SCHOOL’S LEGAL, PROGRAMMATIC, AND FISCAL ACCOUNTABILITY.
4. A NOTARIZED STATEMENT THAT THE APPLICANT HAS THE FULL LEGAL AND ORGANIZATIONAL AUTHORITY TO APPLY TO ESTABLISH A PUBLIC CHARTER SCHOOL AND TO OPERATE THE SCHOOL, IF APPROVED.

B. THE CHARTER SCHOOL LIAISON WILL REVIEW THE LETTER OF INTENT AND NOTIFY THE APPLICANT IN WRITING WHETHER THE INFORMATION IS SUFFICIENT TO SUPPORT THE DEVELOPMENT OF A FORMAL APPLICATION.

C. THE CHARTER SCHOOL LIAISON WILL ONLY ACCEPT APPLICATIONS FROM ELIGIBLE APPLICANTS WHO HAVE RECEIVED WRITTEN APPROVAL OF A PROSPECTUS.

D. THE KEY COMPONENTS TO BE INCLUDED IN THE LETTER OF INTENT ARE MORE FULLY OUTLINED IN THE CHARTER SCHOOL APPLICATION PROCESS MANUAL AND SERVE AS A RESOURCE IF THE APPLICANT SEeks TO SUBMIT A LETTER OF INTENT.

IV. APPLICATION

A. IF THE LETTER OF INTENT AND PROSPECTUS ARE APPROVED, THE COMPLETED APPLICATION SHALL BE SUBMITTED TO THE CHARTER SCHOOL LIAISON BY JANUARY 1 OF THE YEAR PRECEDING THE SCHOOL’S PROPOSED STARTING DATE.

B. THE APPLICANT SHALL SUBMIT TWENTY (20) COPIES OF THE APPLICATION TO THE CHARTER SCHOOL LIAISON FOR DISTRIBUTION TO THE SUPERINTENDENT AND STAFF...
MEMBERS WITH APPROPRIATE PERMISSIONS ACKNOWLEDGED FOR PHOTOCOPYING ANY MATERIAL THAT IS PROTECTED AS A BUSINESS SECRET. AN ELECTRONIC COPY OF THE APPLICATION AND ALL SUPPORTING DOCUMENTATION SHALL ACCOMPANY THE APPLICATION SUBMISSION.

C. THE APPLICANT, AT A MINIMUM, SHALL PROVIDE PLANS FOR ADDRESSING EACH OF THE COMPONENTS REQUIRED FOR THE FORMAL APPLICATION. APPLICATIONS SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING COMPONENTS:

1. A STATEMENT OF INTENT TO COMPLY WITH APPLICABLE FEDERAL, STATE, AND LOCAL LAWS AND REGULATIONS AND BOARD POLICY AND SUPERINTENDENT’S RULE 1600, PUBLIC CHARTER SCHOOLS.

2. THE APPLICANT’S VISION OF THE PUBLIC CHARTER SCHOOL’S EXPECTATIONS AND MISSION. THE PRIMARY MISSION MUST REMAIN FOCUSED ON STUDENT ACADEMIC ACHIEVEMENT.

3. SPECIFIC PLANS AND STRATEGIES FOR DEVELOPING AND DELIVERING EDUCATIONAL PROGRAMS.

4. SPECIFIC EDUCATIONAL RESULTS, INCLUDING STUDENT ACADEMIC OUTCOMES AND HOW THEY SHALL BE MEASURED.

5. SPECIFIC PLANS FOR MEETING OR EXCEEDING CURRENT ACCOUNTABILITY PROVISIONS OF BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS) AND STATE LAW AND REGULATIONS.

6. STUDENT RECRUITMENT AND ADMISSION PROCEDURES.

7. A FACILITIES PLAN THAT SPECIFIES COST, LOCATION, AVAILABLE SPACE AND ITS USE, AND THE TERMS AND CONDITIONS OF THE FACILITY ACQUISITION AND NECESSARY UTILITIES.

8. A DEFINED MANAGEMENT AND ADMINISTRATIVE STRUCTURE THAT SHALL BE IN PLACE FOR THE PUBLIC CHARTER SCHOOL.


10. A PLAN WHICH SHALL INCLUDE ASSURANCES OF FINANCIAL SOLVENCY FOR THE DURATION OF THE
CHARTER AND ACCOUNTABILITY FOR THE USE OF FUNDS AND RESOURCES.

11. ANY WAIVERS EXPECTED AND DETAILED EXPLANATION FOR THE REASON FOR REQUESTING THE EXEMPTION.

D. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED, AND THE APPLICATION WILL NOT BE CONSIDERED.

V. APPROVAL PROCESS

A. THE CHARTER SCHOOL LIAISON WILL REVIEW THE COMPLETED APPLICATION SUBMITTED IN ACCORDANCE WITH ESTABLISHED CRITERIA AND DEADLINES AND MAKE A RECOMMENDATION TO THE SUPERINTENDENT, WHO WILL MAKE FINAL RECOMMENDATIONS TO THE BOARD FOR CONSIDERATION.

B. THE BOARD RETAINS THE RIGHT TO ACCEPT, MODIFY, OR DENY ANY CHARTER SCHOOL APPLICATION.

C. UPON RECEIPT OF A COMPLETED APPLICATION, THE BOARD SHALL RENDER A DECISION WITHIN 120 CALENDAR DAYS AND PROVIDE A DETAILED WRITTEN RECOMMENDATION WITH RATIONALE FOR ITS DECISION FOR APPROVAL OR DENIAL OF THE APPLICATION.

D. UPON APPROVAL OF A PUBLIC CHARTER SCHOOL APPLICATION, THE BOARD-APPROVED COMPONENTS OF THE APPLICATION SHALL BECOME PART OF A CONTRACTUAL CHARTER BETWEEN THE PUBLIC CHARTER SCHOOL AND THE BOARD. A CHARTER WILL BE GRANTED FOR NO LONGER THAN FOUR (4) SCHOOL YEARS.
VI. REPORTING REQUIREMENTS

A. EACH PUBLIC CHARTER SCHOOL SHALL PROVIDE A WRITTEN ANNUAL REPORT TO THE BOARD. THE REPORT SHALL INCLUDE:
   1. FISCAL ACCOUNTABILITY;
   2. STUDENT PERFORMANCE; AND
   3. ANY OTHER MATTER REQUIRED BY THE CHARTER AGREEMENT.

B. THE PUBLIC CHARTER SCHOOL SHALL COMPLY WITH AND PROVIDE INFORMATION REQUIRED TO COMPLY WITH FINANCIAL, PROGRAMMATIC, OR COMPLIANCE AUDITS CONSISTENT WITH FEDERAL, STATE, AND LOCAL LAWS AND PROCEDURES.

C. THE PUBLIC CHARTER SCHOOL SHALL BE PREPARED TO RESPOND TO ALL REQUESTS FOR WRITTEN/ORAL REPORTS.

D. THE PUBLIC CHARTER SCHOOL’S ANNUAL REPORT WILL BE MADE AVAILABLE ON THE SCHOOL SYSTEM’S WEBSITE.

VII. EVALUATION

A. THE PUBLIC CHARTER SCHOOL SHALL BE EVALUATED ANNUALLY BASED ON STUDENT ACHIEVEMENT, ESTABLISHED GOALS/OBJECTIVES, FISCAL MANAGEMENT, AND OTHER CRITERIA OUTLINED IN THE APPROVED APPLICATION AND THE TERMS AND CONDITIONS OF THE CHARTER.

B. FOR A PUBLIC CHARTER SCHOOL TO REMAIN IN OPERATION, IT MUST BE ABLE TO MEET THE NEEDS OF ITS STUDENTS, MAINTAIN STUDENT ENROLLMENT LEVELS, AND REMAIN ACCOUNTABLE UNDER THE TERMS OF THE CHARTER AGREEMENT.

C. THE ANNUAL EVALUATION FOR EACH PUBLIC CHARTER SCHOOL SHALL BE POSTED ON THE SCHOOL SYSTEM’S PUBLIC CHARTER SCHOOL WEBSITE IN ORDER TO KEEP PARENTS APPRISED OF THE SCHOOL’S PERFORMANCE.
VIII. PROVISIONS FOR RENEWAL

A. THE PUBLIC CHARTER SCHOOL MAY REQUEST RENEWAL OF THE EXISTING CHARTER AGREEMENT IF DONE SO BY NO LATER THAN SEPTEMBER 30 PRIOR TO EXPIRATION OF THE CHARTER AGREEMENT.

B. A CHARTER SCHOOL MAY BE RENEWED PROVIDED THAT A PROGRAM REVIEW DEMONSTRATES THAT THE SCHOOL HAS SUCCESSFULLY FULFILLED THE TERMS OF ITS CONTRACT.

C. THE FOLLOWING CRITERIA WILL BE ANALYZED TO REVIEW THE CHARTER SCHOOL’S PERFORMANCE:
   1. EDUCATIONAL PERFORMANCE
   2. FINANCIAL PERFORMANCE
   3. ORGANIZATIONAL PERFORMANCE

D. SPECIFIC INDICATORS AND STANDARDS WILL BE ANALYZED AND EVALUATED WITHIN THESE THREE CATEGORIES.

E. BCPS WILL ALSO COLLECT INFORMATION FROM THE CHARTER SCHOOL ABOUT ITS PLANS OVER THE TERM OF ITS SUBSEQUENT CONTRACT; SPECIFICALLY, ANY MODIFICATIONS, ADJUSTMENTS, AND AMENDMENTS IT PROPOSES TO MAKE TO ITS CURRENT CONTRACT THAT WOULD TAKE EFFECT OVER THE SUBSEQUENT CONTRACT.

IX. PROBATION/REVOCATION

IN ACCORDANCE WITH POLICY 1600, IF A CHARTER SCHOOL IS BEING RECOMMENDED FOR PROBATION/REVOCATION OF ITS CHARTER, THE FOLLOWING PROCEDURES SHALL APPLY:

A. THE SUPERINTENDENT OR DESIGNEE SHALL PROVIDE THE CHARTER SCHOOL GOVERNING BOARD WITH:
   1. WRITTEN NOTIFICATION AND DESCRIPTION OF THE BASIS FOR PROBATION/REVOCATION.
   2. INSTRUCTIONS FOR CORRECTING THE DEFICIENCY OR FAILURE THAT IS THE BASIS FOR PROBATION/
REVOCATION, WHICH MAY INCLUDE A REQUEST FOR A CORRECTIVE ACTION PLAN.

3. A SPECIFIED REASONABLE TIME NOT TO EXCEED NINETY (90) CALENDAR DAYS DURING WHICH THE CHARTER SCHOOL GOVERNING BOARD MAY REMEDY THE PROBLEM TO AVOID THE REVOCATION ACTION.

B. IF THE CHARTER SCHOOL FAILS TO REMEDY THE PROBLEM WITHIN THE SPECIFIED TIME FRAME, THE SUPERINTENDENT MAY RECOMMEND IN WRITING TO THE BOARD THAT IT REVOKE THE CHARTER, WITH A COPY PROVIDED TO THE CHARTER SCHOOL’S GOVERNING BOARD.

C. THE DECISION TO REVOKE A PUBLIC CHARTER SCHOOL’S CHARTER AGREEMENT WILL BE MADE AT A PUBLIC MEETING OF THE BOARD. NOTICE OF PUBLIC HEARINGS CONCERNING REVOCATION OF A CHARTER AGREEMENT WILL BE PUBLISHED ON THE SCHOOL SYSTEM’S WEBSITE, AS WELL AS NOTICE PROVIDED TO PARENTS OF STUDENTS ENROLLED IN THE PUBLIC CHARTER SCHOOL.

D. UPON REVOCATION, PERSONNEL AND STUDENTS SHALL BE REASSIGNED PURSUANT TO BOARD POLICY, SUPERINTENDENT’S RULES, AND ESTABLISHED SCHOOL SYSTEM PROCEDURES AND NEGOTIATED AGREEMENTS.

E. UPON REVOCATION, ALL RESOURCES PURCHASED WITH FEDERAL, STATE, AND BCPS FUNDS REMAIN THE PROPERTY OF BCPS.

F. THE BOARD RESERVES THE RIGHT TO IMPLEMENT CONTROL AND OPERATION OF THE PUBLIC CHARTER SCHOOL ON AN IMMEDIATE BASIS UPON REVOCATION.

X. EXCEPTIONS

IF THE BASIS FOR REVOCATION INVOLVES IMMEDIATE THREAT TO THE HEALTH, SAFETY, OR EDUCATIONAL WELFARE OF THE STUDENTS ENROLLED AT THE PUBLIC CHARTER SCHOOL, THE BOARD RESERVES THE RIGHT TO IMMEDIATELY SUSPEND OPERATION AND REVOKE THE CHARTER.
XI. APPEALS

IF THE BOARD DENIES AN APPLICATION TO ESTABLISH A PUBLIC CHARTER SCHOOL, THE APPLICANT MAY APPEAL THE DECISION TO THE MARYLAND STATE BOARD OF EDUCATION IN ACCORDANCE WITH §4-205(c) OF THE EDUCATION ARTICLE.

[Compliance
A. A Charter School Advisory Committee shall be appointed by the Superintendent to review public charter school applications and submit its findings to the Superintendent for recommendation to, and subsequent consideration by, the Board of Education of Baltimore County (Board).

B. The Charter School Advisory Committee shall establish a public charter school application process, as well as, criteria with which to consider proposals for a public charter school including, but not limited to, elements related to student achievement, academic programs, resources, and fiscal management. Executive summaries of the advisory committee analysis shall be submitted to the Superintendent and/or designee for review, comment, and recommendation to the Board. The Superintendent shall recommend approval or denial of the application to the Board.

C. A charter school liaison shall be appointed by the superintendent to support the area assistant superintendent and the charter school principal, and to facilitate communications between the charter school operator and the school system.]

Legal References: Annotated Code of Maryland, Education Article, TITLE 9, MARYLAND PUBLIC CHARTER SCHOOL PROGRAM [§§9-101 to 110.]
ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §4-205(c), POWERS AND DUTIES OF COUNTY SUPERINTENDENT
Related Policy: Board of Education Policy 5150, *Residents and Nonresidents*
NON-INSTRUCTIONAL SERVICES: NON-INSTRUCTIONAL SERVICES [Risk Management]

School [-] Sponsored Activities

I. PURPOSE

TO PROVIDE GUIDELINES FOR THE REVIEW AND APPROVAL OF ACTIVITIES FOR STUDENTS SPONSORED BY THE BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS).

II. [I.] Definitions

FOR PURPOSES OF THIS RULE, THE FOLLOWING DEFINITIONS SHALL APPLY:

A. *High risk activities* - ACTIVITIES [Those] that expose the Board of Education OF BALTIMORE COUNTY (BOARD) and its employees to elevated risk of personal injury, property damage, general liability, and may be difficult to control and monitor. [Refer to intranet site, Office of Risk Management, for examples of high risk activities.]

B. *NON-SCHOOL SPONSORED ACTIVITIES* – ACTIVITIES

C. *SCHOOL DAY* – EACH DAY THAT SCHOOLS ARE OPEN FROM THE OPENING BELL SIGNALING THE COMMENCEMENT OF THE SCHOOL DAY UNTIL THE BELL SIGNALING DISMISSAL.

D. *School-sponsored activities* – ACTIVITIES [those] that are SPONSORED, APPROVED, CONDUCTED, planned and/or SUPERVISED by school personnel regardless of whether they take place on or off school property or occur during normal school hours.

III. RESPONSIBILITY

A. OFFICE OF RISK MANAGEMENT

1. THE OFFICE OF RISK MANAGEMENT SHALL BE RESPONSIBLE FOR MAINTAINING A LIST OF ACTIVITIES THAT ARE DEEMED TO BE HIGH RISK AND NOT APPROVED AS SCHOOL-SPONSORED ACTIVITIES.
RULE 3160

2. THE LIST OF HIGH RISK ACTIVITIES WILL BE MADE AVAILABLE THROUGH THE OFFICE OF RISK MANAGEMENT AND ON THE OFFICE’S INTRANET SITE.

B. SCHOOL PRINCIPAL
1. ALL SCHOOL-SPONSORED EVENTS SHALL BE REVIEWED AND APPROVED BY THE PRINCIPAL PRIOR TO BEING SCHEDULED AND ANNOUNCED. THE PRINCIPAL SHALL BE VESTED WITH THE AUTHORITY TO REVOKE PARTICIPATION IN SUCH ACTIVITIES.
2. THE PRINCIPAL SHALL ENSURE THAT ALL CONTRACTS AND AGREEMENTS ARE APPROVED IN ACCORDANCE WITH BOARD POLICY, SUPERINTENDENT’S RULES, AND ESTABLISHED PROCEDURES.
3. THE PRINCIPAL SHALL BE THE SIGNATORY ON ALL SUCH CONTRACTS AND AGREEMENTS.
   a. BCPS WILL NOT BE FINANCIALLY RESPONSIBLE FOR, AND HAS NO OBLIGATION TO REIMBURSE, INDIVIDUALS OR BUSINESSES FOR CONTRACTS OR AGREEMENTS THAT LACK AUTHORIZED SIGNATURES.
4. THE PRINCIPAL WILL BE RESPONSIBLE FOR ENSURING THAT THE SCHOOL-SPONSORED ACTIVITY IS CONSISTENT WITH THE EDUCATIONAL MISSION OF THE SCHOOL SYSTEM, EXTENDS LEARNING OPPORTUNITIES TO PARTICIPANTS, AND THAT PARTICIPATION IN THE ACTIVITY IS OPEN TO ALL QUALIFIED STUDENTS.

C. STAFF SPONSOR
THE STAFF SPONSOR SHALL ATTEND ALL MEETINGS, FUNCTIONS, OR PRACTICES OF THE ACTIVITY, ADVISE AND SUPERVISE STUDENTS, AND KEEP THE SCHOOL PRINCIPAL INFORMED REGARDING THE ACTIVITY.

D. OFFICE SPONSOR
1. COUNTYWIDE BCPS-SPONSORED ACTIVITIES, SPONSORED BY A BCPS OFFICE, MUST BE APPROVED BY THE OFFICE’S EXECUTIVE DIRECTOR.
2. THE EXECUTIVE DIRECTOR SHALL ENSURE THAT ALL CONTRACTS AND AGREEMENTS ARE APPROVED IN ACCORDANCE WITH BOARD POLICY, SUPERINTENDENT’S RULES, AND ESTABLISHED PROCEDURES.
3. THE EXECUTIVE DIRECTOR SHALL BE THE SIGNATORY ON ALL SUCH CONTRACTS AND AGREEMENTS.

4. THE OFFICE HEAD WILL BE RESPONSIBLE FOR ENSURING THAT THE SCHOOL-SPONSORED ACTIVITY IS CONSISTENT WITH THE EDUCATIONAL MISSION OF THE SCHOOL SYSTEM, EXTENDS LEARNING OPPORTUNITIES TO PARTICIPANTS, AND THAT PARTICIPATION IN THE ACTIVITY IS OPEN TO ALL QUALIFIED STUDENTS.

IV. REVIEW PROCESS

A. A WRITTEN REQUEST TO APPROVE AN ACTIVITY MUST BE SUBMITTED TO THE SCHOOL PRINCIPAL OR EXECUTIVE DIRECTOR AND INCLUDE A DESCRIPTION AND PURPOSE OF THE ACTIVITY; DATE, TIME, AND PLACE OF THE ACTIVITY; COST; ANY CONTRACTS/AGREEMENTS REQUIRED FOR PARTICIPATION IN THE ACTIVITY; AND ANY ADDITIONAL INFORMATION THAT MAY ASSIST THE ADMINISTRATOR IN REVIEWING THE REQUEST.

B. THE PRINCIPAL OR EXECUTIVE DIRECTOR WILL DENY ANY ACTIVITY THAT IS LISTED AS A HIGH-RISK ACTIVITY AS DETERMINED BY THE OFFICE OF RISK MANAGEMENT.

C. [II.] THOSE ACTIVITIES NOT LISTED AS HIGH RISK BY THE OFFICE OF RISK MANAGEMENT, BUT [Any school/office-sponsored high risk activities or programs that] MAY expose the Board [of Education] to an elevated risk of property damage, loss, and/or bodily injury, must be submitted for review TO THE OFFICE OF RISK MANAGEMENT. THE PRINCIPAL OR OFFICE HEAD SHALL INITIATE THE REVIEW BY COMPLETING THE [using the request for] Risk Management Review Form AND SUBMITTING THE FORM to the Office of Risk Management at least thirty (30) business days prior to the event.

1. [III.] The Office of Risk Management WILL [shall] approve or reject the PROPOSED activity.


3. PRINCIPALS [School-based administrators]/office heads shall not sign any contract for HIGH RISK school-sponsored activities
D. [V.] Activities and programs that are excluded from the Board’s [of Education’s] insurance coverage are prohibited. [Refer to intranet site, Office of Risk Management.]

[VI. School-based administrators/office heads shall not sign any contract for school-sponsored activities/programs that include high-risk activities until approval is obtained.]

V. NON-SCHOOL SPONSORED ACTIVITIES

A. ACTIVITIES THAT ARE SPONSORED BY INDIVIDUALS AND ORGANIZATIONS OTHER THAN THE SCHOOL SYSTEM SHALL NOT BE PLANNED DURING THE SCHOOL DAY, MONIES SHALL NOT BE COLLECTED IN THE SCHOOL, AND INFORMATION CONCERNING THE TRIP SHALL NOT BE DISCUSSED OR DISTRIBUTED IN THE SCHOOL OR DURING THE SCHOOL DAY.

B. THE BOARD AND THE SCHOOL SYSTEM SHALL ASSUME NO RESPONSIBILITY OR LIABILITY FOR NON-SCHOOL SPONSORED ACTIVITIES.

C. EMPLOYEES SHALL NOT, DURING THE REGULAR SCHOOL DAY, PARTICIPATE IN, ADVERTISE, PROMOTE, OR ENROLL STUDENTS FOR NON-SCHOOL SPONSORED ACTIVITIES, NON-SCHOOL SPONSORED TRAVEL-STUDY PROGRAMS, OR NON-SCHOOL SPONSORED TRIPS.

D EMPLOYEES SHALL NOT USE SCHOOL SYSTEM FUNDS, RESOURCES, OR EQUIPMENT TO ADVERTISE, PROMOTE, OR ENROLL STUDENTS FOR NON-SCHOOL SPONSORED ACTIVITIES.

E. TRAVEL AGENCIES OR OTHER ORGANIZATIONS SHALL NOT BE PERMITTED TO COME INTO SCHOOLS FOR THE PURPOSE OF ADVERTISING, PROMOTING, OR ENROLLING STUDENTS FOR NON-SCHOOL SPONSORED TRAVEL-STUDY PROGRAMS OR TRIPS.

F. NOTHING IN THIS RULE WILL PRECLUDE A PT(S)A OR OTHER ESTABLISHED SCHOOL-SPONSORED BUSINESS PARTNERSHIP
RULE 3160

FROM DISSEMINATING MATERIALS ABOUT SUCH PROGRAMS AS LONG AS THE MATERIALS CLEARLY INDICATE THAT THE ACTIVITY IS NOT AFFILIATED WITH, SPONSORED BY, OR ENDORSED BY BALTIMORE COUNTY PUBLIC SCHOOLS.

G. EMPLOYEES WHO PARTICIPATE IN THE PLANNING AND PROMOTION OF NON-SCHOOL SPONSORED ACTIVITIES MUST:
   1. NOTIFY STUDENT PARTICIPANTS AND PARENTS THAT THE ACTIVITY IS NOT SCHOOL-SPONSORED AND THAT THE BOARD IS NOT LIABLE FOR LOSSES INCURRED AS A RESULT OF THE ACTIVITY.
   2. DO SO OUTSIDE OF THE NORMAL WORK DAY.

H. INDIVIDUALS AND ORGANIZATIONS WHO ORGANIZE OR PLAN NON-SCHOOL SPONSORED ACTIVITIES ON SCHOOL PROPERTY MUST COMPLETE AN APPLICATION FOR USE OF FACILITIES.

I. STUDENTS WHO PARTICIPATE IN A NON-SCHOOL SPONSORED ACTIVITY AND WHO ARE ABSENT DURING ALL OR PART OF THE SCHOOL DAY SHALL BE CODED AS UNLAWFULLY ABSENT.

VI. COMPLIANCE

ALL EMPLOYEES ARE RESPONSIBLE FOR FOLLOWING BOARD POLICIES, INCLUDING THE BOARD’S ETHICS CODE, RULES, AND ESTABLISHED PROCEDURES WHEN ENTERING INTO CONTRACTS AND AGREEMENTS FOR SCHOOL-SPONSORED ACTIVITIES.

LEGAL REFERENCES: ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §4-105, COMPREHENSIVE LIABILITY INSURANCE; DEFENSE OF SOVEREIGN IMMUNITY.

RELATED POLICIES: BOARD OF EDUCATION POLICY 1300, USE OF SCHOOL FACILITIES
                  BOARD OF EDUCATION POLICY 2361, DISTRIBUTION OF NON-SCHOOL MATERIALS
                  BOARD OF EDUCATION POLICY 3125, SCHOOL ACTIVITY FUNDS
RULE 3160

BOARD OF EDUCATION POLICY 3150, BOARD INSURANCE
BOARD OF EDUCATION POLICY 3160, SCHOOL-SPONSORED ACTIVITIES
BOARD OF EDUCATION POLICY 5320, ORGANIZATIONS
BOARD OF EDUCATION POLICY 5330, SOCIAL EVENTS
BOARD OF EDUCATION POLICY 6701, EXTRACURRICULAR ACTIVITIES
BOARD OF EDUCATION POLICY 6800, FIELD TRIPS
BOARD OF EDUCATION POLICY SUB SERIES 8360, ETHICS CODE
BOARD OF EDUCATION POLICY 8410, FRAUD REPORTING

RELATED RULE: SUPERINTENDENT’S RULE 2361, DISTRIBUTION OF NON-SCHOOL MATERIALS

Rule
Superintendent of Schools

Approved: 06/12/07
REVISED: _________
PERSONNEL: Conduct

Drug-Free Workplace

I. Purpose

A. Consistent with the *Federal Drug-Free Workplace Act of 1988*, the unlawful manufacture, distribution, possession, or use of a controlled substance or alcohol in any quantity in the workplace or at any school-sponsored event is prohibited.

1. Violations of this Rule in the workplace or at any school-sponsored event will result in disciplinary action up to and including termination. Employees who have violated Policy 4101 and who continue employment with Baltimore County Public Schools (BCPS) shall attend a prescribed substance abuse education and/or treatment program, as determined appropriate by the substance abuse professional, as a condition of returning to work or as a condition of continued employment.

2. Failure to comply with the requirements of a prescribed substance abuse education and/or treatment program or a second violation of Policy 4101 will result in a recommendation for termination.

B. Employees SHALL NOTIFY the Board of Education of Baltimore County (Board) of any criminal drug statute conviction for a violation occurring in the workplace or at a school-sponsored event no later than 5 CALENDAR days after such conviction.

C. The Superintendent or designee shall provide a copy of this Rule to new employees of the Board. Adherence to this Rule is a condition of employment.

II. Definitions

A. *Breath Alcohol Technician (BAT)* means an individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device (EBT) or other approved alcohol measurement device.

B. *Designated Employer Representative (DER)* is the person(s) designated by BCPS to answer questions about the regulations; to exchange information; and, to whom the medical review officer and the breath alcohol technician report a pass/fail test result. The DER is also authorized to take immediate
steps to remove employees from safety sensitive duties, or cause employees to be removed from these covered duties.

C. **Medical Review Officer** is a licensed physician responsible for receiving laboratory results generated by the BCPS drug testing program, who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate a donor’s confirmed positive test result with his/her medical history and any other relevant biomedical information.

D. **Workplace** is any Board-owned, controlled, or leased property or vehicle.

E. **School-sponsored event** is one that is planned and/or controlled by school personnel regardless of whether it takes place on or off school property or occurs during normal school hours.

F. **Trained administrator** is an administrator who has taken and passed the online course for reasonable suspicion provided by the Office of Risk Management.

G. **Violation** is: (1) a positive drug or alcohol test conducted by an approved medical center by BCPS as a result of reasonable suspicion for drug and/or alcohol use or, (2) the unlawful manufacture, distribution, possession of a controlled substance or alcohol in any quantity in the workplace.

III. **Drug and/or Alcohol Testing**

A. **Cause for Testing**
   1. Employees may be tested for drugs and/or alcohol when a trained administrator who has completed training on reasonable suspicion has reason to believe that an employee may be under the influence of drugs or alcohol at the workplace or at a school-sponsored event.
   2. Such reasonable suspicion may be, but will not be limited to, any of the following:
      a. Physical evidence exists which indicates drug or alcohol use by an employee while on duty or while attending a school-sponsored event;
      b. Notification that an employee is using or is under the influence of drugs or alcohol is received;
      c. Observable behaviors of an employee indicative of drug or alcohol use, and which the employee cannot reasonably explain;
d. An on-duty accident by an employee resulting in personal injury or significant property damage and it is determined that drug or alcohol use by the employee may have contributed to the cause of the accident;

e. A documented deterioration of the employee’s job performance is determined to be caused, in part or in whole.

3. Upon direction from a trained administrator, the employee shall be transported to a designated laboratory, certified by the Department of Health and Mental Hygiene, for the administration of drug and/or alcohol tests immediately. Refusal to submit to drug and/or alcohol testing after being directed will be considered an act of insubordination, subject to disciplinary action up to and including termination. Failure to adhere to all required drug and/or alcohol testing procedures will be considered insubordination, subject to disciplinary action up to and including termination.

B. Drug Testing Procedure

1. At the designated laboratory, the employee will be required to provide a urine sample. The employee’s urine sample will be tested for any illegal drug or controlled substance for which testing is possible. Results will be reported to the approved Medical Review Officer (MRO). If the test results are negative, the MRO will report such results to the DER for BCPS and to the employee. If the results are negative and dilute, the employee will be scheduled for another drug test with the provision that the collection of the urine sample will be under “direct observation.”

2. If the test results are positive, a confirmation test will be performed. In the case of confirmed positive tests, the MRO will contact the employee to determine whether the use of valid prescription or non-prescription drugs or substances is the cause of the positive results. If the MRO’s investigation reveals a valid reason for the positive test results, the MRO shall contact the laboratory, and the test results shall be reported as negative to the DER for BCPS. If the MRO’s investigation does not reveal a valid reason for the test results, the MRO shall report the test results as positive to the DER for BCPS.
C. Alcohol Testing Procedure

1. EMPLOYEES WHOSE JOB DUTIES REQUIRE A COMMERCIAL DRIVER’S LICENSE (CDL) AND/OR WHO ARE SUBJECT TO THE REGULATIONS OF THE DEPARTMENT OF TRANSPORTATION (DOT)
   a. At the designated laboratory, the employee will be required to give a breath sample to a certified Breath Alcohol Technician (BAT).
   b. If the breath alcohol test records a level of 0.02 or above, it will be considered a positive test, and the employee will be required to remain at the laboratory for a second test within fifteen minutes.
   c. A second breath test result of 0.02 will result in the BAT or approved laboratory personnel reporting a positive test result to the DER for BCPS.
   d. Refusal to submit to alcohol testing, or failure to remain for a second test after being instructed to do so by the BAT, will be reported to the DER for BCPS and considered an act of insubordination resulting in appropriate disciplinary action, up to and including termination.

2. NON-DOT REGULATED EMPLOYEES
   a. AT THE DESIGNATED LABORATORY, THE EMPLOYEE WILL BE REQUIRED TO PROVIDE A SALIVA SPECIMEN.
      (1) THE EMPLOYEE MUST REMAIN AT THE TESTING CENTER FOR THE TEST RESULT OR AS DIRECTED BY THE TESTING CENTER PERSONNEL.
      (2) IF THE SALIVA SPECIMEN TEST IS NEGATIVE, NO FURTHER SPECIMEN IS REQUIRED.
   b. IF THE ALCOHOL SCREENING TEST RESULT IS POSITIVE, THE EMPLOYEE WILL BE REQUIRED TO PROVIDE A BLOOD SPECIMEN.
   c. A BLOOD SPECIMEN RESULT OF 0.02 OR HIGHER WILL BE CONSIDERED A POSITIVE TEST.
   d. REFUSAL OF THE EMPLOYEE TO PROVIDE A SALIVA OR BLOOD SPECIMEN SCREENING AND/OR BLOOD TESTING FOR ALCOHOL SCREENING WILL BE REPORTED TO THE DER FOR BCPS AND CONSIDERED AN ACT OF INSUBORDINATION
D. Positive Test Results
1. Any employee who has a positive drug or alcohol test will receive an initial letter directing the employee to contact the substance abuse professional for the Employee Assistance Program to schedule an initial meeting within 10 [ten (10)] business days.
2. Any employee who has a positive drug or alcohol test result shall be entitled to a copy of the following information within 30 CALENDAR [thirty (30)] days from the date the test was performed. The following information shall be delivered to the employee in person by an administrator or by certified mail.
   a. A copy of the laboratory test indicating the results.
   b. A copy of Superintendent’s Rule 4101.
   c. Written notice of any disciplinary action.
   d. A copy of Section 17-214(d) of the Health General Article of the Annotated Code of Maryland (which permits the employee to request independent testing of the sample for verification of the test result.)
   e. Notification that the employee will be unpaid until the initial evaluation by the employee assistance counselor and will be terminated if contact has not been made with the substance abuse professional within 10 [ten (10)] business days from the date of the letter.
3. Employees are advised that the Superintendent or designee retains the right to seek and impose any discipline, including, but not limited to, the suspension or termination of non-certificated employees or the recommendation to the Board of Education of Baltimore County that certificated employees be suspended or terminated.
4. Upon notification of positive test results for a temporary at-will employee, the Office of Temporary Services will be notified and the employee’s services will be terminated. The employee will not be eligible for future employment by BCPS.

E. Employee’s Right to Verify Positive Drug Test
Under Section 17-214(d) of the Health General Article of the Annotated Code of Maryland, an employee who is required to submit to drug testing under this Rule has the right to obtain independent testing of the same urine sample for verification of the test results at the employee’s request at an
approved laboratory. If an employee elects to obtain independent verification of a positive test result, any permanent disciplinary action, e.g., termination, but not suspension with pay, will not be taken pending receipt of the independent test results.

F. Confidentiality
All attempts will be made to maintain the confidentiality of medical information concerning the employee that is revealed during the testing procedures, subsequent investigation, or any related disciplinary procedure. The Superintendent or designee reserves the right to use any drug or alcohol test results, records, or documents that demonstrate the employee’s failure to adhere to this Rule.

G. Bus Drivers and Other Commercial Drivers License Holders
The provisions of this Rule with respect to drug and alcohol testing procedures are applicable to all employees. This Rule shall not supersede the requirements for employees who are subject to other federal and state regulations, BOARD POLICIES, SUPERINTENDENT’S RULES, or school system PROCEDURES concerning the drug and alcohol testing of bus drivers and person who hold a Commercial Driver’s License (CDL).

H. Drug /Alcohol Assistance and Awareness Services
BCPS supports the concept of making all employees aware of the harmful effects and legal consequences of drug and/or alcohol use. Employees who may have a drug or alcohol problem are strongly encouraged to seek assistance through the Employee Assistance Program.

I. Reservation of Rights
This Rule is not intended to, and shall not, constitute a waiver of any rights possessed by the Board or the Superintendent derived from any source whatsoever. This Rule shall not be construed as limiting the Board’s or the Superintendent’s or designee’s right to take disciplinary action, up to and including suspension or termination, for any involvement with drugs and/or alcohol not specifically addressed in this Rule.
*Annotated Code of Maryland, Health General Article §17-214, Controlled substance testing by employer*

Related Policies: Board of Education Policy 3128, *Board-Owned Vehicles*
Board of Education Policy 4002, *Obligations of Employees of the Board of Education of Baltimore County*
Board of Education Policy 4100, *Employee Conduct and Responsibilities*

Rule
Approved: 06/27/95
Revised: 01/27/98
Revised: 07/14/09
Edited: 07/01/11
Edited: 04/11/12
REVISED: __________

Superintendent of Schools
February 15, 2012

Client Contact
Company
Address
City State

IMPORTANT INFORMATION RE: MARYLAND ALCOHOL TESTING

Dear ____________:

As you know, federal and state laws control certain employer drug and alcohol testing procedures. There have been some recent questions about employer actions based on these tests in Maryland. The protocols for these tests that you have provided to Concentra may be in violation of the Maryland laws and Concentra wants to be proactive in addressing these issues with our clients.

All drug and alcohol testing required by the employers of Non-Department of Transportation job-applicants, employees, or contractors must meet comprehensive legal requirements pursuant to Maryland’s general drug and alcohol testing statute, MD–Health–General §17-214. Specifically, under §17-214(a)(11) the only permitted test specimens for current employees or contractors are blood, urine, and saliva. Hair is also an allowable specimen for job applicants under the Code of Maryland Regulations 10.10.10.06. The legislative purpose behind limiting the types of permissible specimens is to ensure that the specimen can be preserved for re-testing at a later date, if the test subject requests such action. Under the current Maryland law, an employer cannot require or request that a Non-Department of Transportation job applicant, employee, or contractor submit for a breath alcohol test regardless of the employer's intent for ordering the test.

Effective immediately, Concentra will no longer perform breath alcohol tests (BAT) on Non-Department of Transportation employees in Maryland centers. Concentra will conduct blood alcohol testing in lieu of breath alcohol testing as requested and approved by you in writing. Concentra takes your business very seriously, and we ask that you contact your account executive at your earliest convenience to discuss alternative testing in order to update your protocols and avoid any interruption in our service to you. [We suggest that you review the applicable law as it pertains to Non-Department of Transportation employees with your legal counsel. For your convenience, Code of Maryland Regulations 10.10.10.06 can be found on the following site: http://www.dsd.state.md.us/comar/getfile.aspx?file=10.10.10.06.htm]

Concentra values you as a client and hopes to avoid any inconvenience to your business and your employees. Therefore, your prompt attention to this matter is very much appreciated.

Sincerely,

W. Tom Fogarty, M.D.
Executive Vice President
Chief Medical Officer

Improving America’s health, one patient at a time.
RULE 4302

PERSONNEL: Professional Staff

AWARDING AND MAINTAINING TENURE [Procedure to be Followed in the Case of Teachers Without Tenure]

I. PURPOSE

TO DEFINE TENURE AND OUTLINE GUIDELINES FOR BALTIMORE COUNTY PUBLIC SCHOOL SYSTEM (BCPS) TEACHERS TO ATTAIN TENURE AND MAINTAIN TENURE.

II. DEFINITION

AS USED IN THIS RULE, “TENURE” IS THE EMPLOYMENT STATUS OF A TEACHER WHO HAS COMPLETED 3 CONSECUTIVE YEARS OF SUCCESSFUL TEACHING IN BCPS, WHO HAS BEEN ISSUED A REGULAR CONTRACT, WHO HAS COMPLETED APPROPRIATE COURSES REQUIRED AT THE TIME OF INITIAL EMPLOYMENT, AND WHO IS RE-EMPLOYED WITH BCPS FOR THE FOLLOWING YEAR. IN MOST CASES, TENURE IS GRANTED 3 YEARS FOLLOWING THE DATE OF EMPLOYMENT. TENURE CONTINUES UNTIL TERMINATION ACCORDING TO THE TERMS OF THE CONTRACT.

III. GUIDELINES

A. PROBATIONARY PERIOD


(a) THE BOARD MAY TERMINATE A CONTRACT UNDER THIS SUBSECTION AT THE END OF THE FIRST, SECOND OR THIRD SCHOOL YEAR OR ON THE FIRST, SECOND, OR THIRD ANNIVERSARY DATE OF EMPLOYMENT IN REGARD TO EMPLOYEES HIRED AFTER JANUARY 1 FOLLOWING THE COMMENCEMENT OF A SCHOOL YEAR.
2. A teacher who holds a Maryland Professional Certificate must teach successfully and meet performance standards for 3 years following the date of employment in accordance with the provisions of his/her regular teacher’s contract before being granted tenure.

3. A certificated employee tenured in another Maryland school system who accepts employment with BCPS shall retain tenure in BCPS under the following conditions:
   a. The teacher’s contract is renewed after 1 year probationary employment;
   b. The teacher’s final evaluation rating in the local school system from which the employee departed is “satisfactory” or better; and
   c. There has been no break in the teacher’s service between the two local school systems for longer than 1 year.

4. The probationary period for a tenured certificated teacher hired by BCPS as specified in subparagraph 3 above, may be extended for a second year from the date of employment if:
   a. The teacher does not qualify for tenure at the end of the first year based on established performance evaluation criteria; and
   b. The employee demonstrates a strong potential for improvement.

5. Provisional Contract
   a. A teacher who holds a Provisional Contract for Conditional or Resident Teacher Certificate holders, who has met performance standards, and who has completed all contingencies outlined at the time of initial employment while holding a Provisional Contract for Conditional or Resident Teacher Certificate holders, will be granted tenure with the issuance of the regular contract as long as he/she has completed a minimum of 3
CONSECUTIVE YEARS OF SATISFACTORY TEACHING PERFORMANCE FOR BCPS.

b. A TEACHER WHO HOLDS A *PROVISIONAL CONTRACT FOR CONDITIONAL OR RESIDENT CERTIFICATE HOLDERS* SHALL BE GIVEN CREDIT TOWARD TENURE FOR YEARS SERVED AS A PROVISIONAL EMPLOYEE AND SHALL BE GRANTED TENURE, IF HE/SHE HAS 3 OR MORE YEARS OF SUCCESSFUL TEACHING EXPERIENCE ON SUCH PROVISIONAL OR CONDITIONAL CERTIFICATION UPON THE ISSUANCE OF THE *REGULAR CONTRACT*.

B. LOSS OF TENURE

1. THE TEACHER MUST MAINTAIN HIS/HER MARYLAND STANDARD OR ADVANCED PROFESSIONAL CERTIFICATE IN ORDER TO RETAIN A *REGULAR CONTRACT* AND CONTINUE TO HOLD TENURE.

2. FAILURE TO RENEW A MARYLAND STANDARD OR ADVANCED PROFESSIONAL CERTIFICATE WILL RESULT IN THE ISSUANCE OF A *PROVISIONAL CONTRACT FOR CONDITIONAL OR RESIDENT TEACHER CERTIFICATE HOLDERS* AND THE TERMINATION OF TENURE.

3. WHEN A TENURED TEACHER LOSES HIS/HER CERTIFICATION, THEN HE/SHE SHALL BE CONSIDERED A NON-TENURED TEACHER. AT SUCH TIME, IT SHALL BE WITHIN THE FULL DISCRETION OF THE APPROPRIATE ADMINISTRATOR TO GRANT A NEW CONTRACT. IF A NEW CONTRACT IS GRANTED, A NEW TENURE DATE WILL BE ESTABLISHED AS A RESULT OF THE MOST RECENT CONTRACT.

[The non-renewal of a probationary teacher's contract and the evaluation of probationary teachers will be in accordance with procedures established by the State Board of Education.]
Rule

Superintendent of Schools

Approved: 05/11/72
Revised: 10/27/77
Edited: 04/08/80
Revised: 03/25/93
Revised: 02/24/98
Edited: 07/01/11
REVISED: _________
TERMINATION OF UNSATISFACTORY TENURED TEACHERS

I. PURPOSE

TO OUTLINE PROCEDURES FOR TERMINATING CERTIFICATED TEACHERS WITH TENURE WHOSE WORK IS NOT SATISFACTORY.

II. DEFINITION

UNSATISFACTORY EVALUATION – FOR THE PURPOSE OF THIS RULE, AN EVALUATION WITH AN OVERALL RATING THAT IS NOT “SATISFACTORY” OR BETTER IS CONSIDERED UNSATISFACTORY.

II. PROCEDURES

A. FREQUENCY OF OBSERVATIONS AND EVALUATIONS

THE OBSERVATION AND EVALUATION OF TENURED TEACHERS WILL BE CONDUCTED IN ACCORDANCE WITH THE TERMS OF THE NEGOTIATED MASTER AGREEMENT AND REGULATIONS ESTABLISHED BY THE MARYLAND STATE BOARD OF EDUCATION.

B. UNSATISFACTORY PERFORMANCE, YEAR ONE

1. OBSERVATIONS

a. FOLLOWING AN UNSATISFACTORY OBSERVATION, ADDITIONAL SUPPORT AND ASSISTANCE WILL BE PROVIDED BY THE PRINCIPAL AND/OR OTHER QUALIFIED OBSERVERS. [Special attention will be given the teacher by the principal and other appropriate staff members.]

b. A POST-OBSERVATION conference[s] will be held with the teacher TO DISCUSS SUGGESTIONS FOR IMPROVEMENT.

c. The principal or other QUALIFIED OBSERVER [appopriate staff members] will PROVIDE [give] the teacher WITH a WRITTEN summary of the conference. THE POST-OBSERVATION REPORT SHOULD IDENTIFY THE TEACHER’S NEEDS AND THE OBSERVATION
TEAM’S RECOMMENDATIONS FOR IMPROVEMENT. [, listing the weaknesses or shortcomings that made his/her work less than satisfactory.]


d. THE PRINCIPAL AND APPRAISAL TEAM WILL CREATE AN ASSISTANCE PLAN, WHICH MAY INCLUDE ASSIGNMENT OF A MENTOR, ASSISTANCE VISITS BY SUBJECT AREA SPECIALISTS OR OTHER ASSISTANCE DEEMED NECESSARY AND APPROPRIATE BY THE APPRAISAL TEAM.

e. [2.] One or more follow-up conferences will be held by the principal and/or other MEMBERS OF THE APPRAISAL TEAM [appropriate staff members] to evaluate A TEACHER’S [with the teacher his/her] progress in relation to IDENTIFIED [the] shortcomings. [indicated in paragraph 1 above.]

(1) A written report of EACH FOLLOW-UP [these] conference[s] shall be prepared AND GIVEN TO [for] the teacher, WITH A COPY TO THE ASSISTANT SUPERINTENDENT. [and the appropriate Executive Director of Schools as in paragraph 1 above.]

(2) THE REPORT SHALL IDENTIFY THE WEAKNESSES OR SHORTCOMINGS THAT MADE THE TEACHER’S WORK LESS THAN SATISFACTORY ALONG WITH SUGGESTIONS FOR IMPROVEMENT.

2. EVALUATIONS

a. MID-YEAR EVALUATION

(1) [3.] If the teacher’s work continues to be less than satisfactory RESULTING IN AN UNSATISFACTORY MID-YEAR EVALUATION, the ASSISTANT SUPERINTENDENT [appropriate Executive Director of Schools] will PROVIDE WRITTEN NOTICE [advise the teacher in writing] before the end of March WARNING THE TEACHER that, unless his/her work improves, CLASS II
STATUS MAY BE RECOMMENDED, [a recommendation will be made to the Superintendent of Schools that, for the following school year, his/her certificate be rated second-class, which will result in the freezing of the teacher’s salary. The WARNING LETTER SHOULD: [This letter will]

(a) Identify the teacher’s major shortcomings; [and]

(b) Encourage the teacher to seek assistance from the teacher’s principal and appraisal team and to seek clarification and/or suggestions on those competencies that need improvement. [consider his/her problems carefully with his/her principal and/or supervisor].

b. END OF YEAR EVALUATION

(1) [4.] If the teacher’s work has not improved resulting in an unsatisfactory end-of-year evaluation [to the point where it is fully satisfactory and promises to continue to be so], the ASSISTANT SUPERINTENDENT [Executive Director of Schools] will recommend to the SUPERINTENDENT that the teacher’s certificate be rated second class. [confer with the Superintendent.]

(2) UPON RECEIPT OF THE SECOND CLASS RECOMMENDATION, THE SUPERINTENDENT will confer with the ASSISTANT SUPERINTENDENT AND REVIEW THE TEACHER’S FILE. [After a review of the file,] If the Superintendent agrees with the recommendation [approves], the ASSISTANT SUPERINTENDENT [Executive Director of Schools] will prepare a letter for the SUPERINTENDENT’S signature [of the Superintendent of Schools] advising the teacher that his/her certificate [is being] will be rated second-class and his/her salary [step] will be frozen at the current step for the ensuing school year. This LETTER will be [mailed OR
HAND DELIVERED TO THE TEACHER prior to June 1.

C. UNSATISFACTORY PERFORMANCE, YEAR TWO

1. [5.] During the year in which the teacher’s certificate is rated second-class, THE PRINCIPAL AND/OR APPROPRIATE QUALIFIED OBSERVERS WILL CONTINUE TO PROVIDE SUPPORT AND ASSISTANCE TO THE TEACHER, FOLLOWING THE PROCESS OUTLINED IN PARAGRAPH II.B ABOVE, INCLUDING CONDUCTING A MINIMUM OF TWO OBSERVATIONS PER SEMESTER, A MID-YEAR EVALUATION, AND AN END-OF-YEAR EVALUATION, WITH APPROPRIATE PRE- AND POST-OBSERVATION/EVALUATION CONFERENCES. [a number of visitations and conferences will be made by the principal and other appropriate personnel and].

2. IF [if] the teacher’s MID-YEAR EVALUATION CONTINUES TO BE UNSATISFACTORY [work is not fully satisfactory], THE ASSISTANT SUPERINTENDENT WILL, [he/she will receive a letter,] during the month of February, PROVIDE WRITTEN NOTICE TO THE TEACHER [from the Executive Director of Schools advising him/her] that unless his/her PERFORMANCE SIGNIFICANTLY [work materially] improves, a recommendation to terminate his/her services at the end of the school year will be made to the Superintendent of Schools.

NOTE: If a teacher has had his/her certificate rated second-class within the past few years, improved sufficiently to be restored to first-class, and then again is doing less than satisfactory work, steps 3 and 4 may be eliminated for such a person, and step 5 applied immediately. ]

3. [6.] If the teacher’s END-OF-YEAR EVALUATION IS RATED UNSATISFACTORY [work continues to be less than satisfactory], the ASSISTANT SUPERINTENDENT [Executive Director of Schools] will MEET [confer] with the teacher TO ADVISE THAT A RECOMMENDATION WILL BE MADE TO THE SUPERINTENDENT TO TERMINATE HIS/HER EMPLOYMENT AT THE END OF THE CURRENT SCHOOL YEAR AND TO DISCUSS [. At this point, depending upon the individual circumstances,] the possibilities of retirement or resignation. [will be discussed with the teacher, and if neither of
these is selected voluntarily by the teacher, he/she will be advised that a recommendation to terminate his/her employment will be made to the Superintendent of Schools].

4. [7.] THE ASSISTANT SUPERINTENDENT [A summary of the case will be prepared by the appropriate Executive Director of Schools] WILL PREPARE A SUMMARY OF THE TEACHER’S PERFORMANCE for the Superintendent [of Schools], with a recommendation that the teacher be dismissed FOR INCOMPETENCY.

5. [8.] THE SUPERINTENDENT WILL REVIEW THE TEACHER’S PERFORMANCE AND, if the Superintendent [of Schools] agrees with the ASSISTANT SUPERINTENDENT’S RECOMMENDATION; [conclusions reached in the previous step],

(a) [he/she] will recommend TO THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) THAT the TEACHER BE TERMINATED AT THE END OF THE CURRENT SCHOOL YEAR FOR INCOMPETENCY [teacher’s dismissal by the Board of Education].

(b) SHALL, prior to May 1, [the Superintendent of Schools shall] notify the teacher, in writing, of his/her recommendation[,] and ADVISE the teacher OF HIS/HER RIGHT TO REQUEST [shall be given an opportunity for] a hearing before the Board IF SUCH REQUEST IS MADE, IN WRITING, WITHIN 10 CALENDAR DAYS OF THE DATE OF THE SUPERINTENDENT’S LETTER [of Education upon not less than ten (10) days’ notice].

6. [9.] The ASSISTANT Superintendent [of Schools] OF HUMAN RESOURCES shall notify the teacher, in writing, of the action TAKEN BY [of] the Board [of Education].

D. IN CASES WHERE A TEACHER HAS HAD HIS/HER CERTIFICATE RATED SECOND-CLASS AND HAS IMPROVED SUFFICIENTLY TO BE RESTORED TO FIRST-CLASS, PROCEDURES FOR UNSATISFACTORY PERFORMANCE, YEAR TWO, AS OUTLINED IN SECTION II.C. ABOVE SHALL BE FOLLOWED IF THE TEACHER RECEIVES AN UNSATISFACTORY EVALUATION RATING WITHIN TWO YEARS OF HAVING BEEN RATED AS SECOND CLASS.
III. COMPLIANCE

A. While every attempt will be made to follow the time schedule outlined above, this may not be possible in a case where major deterioration of a teacher’s work develops late in the school year OR A TEACHER IS OUT OF SCHOOL DUE TO AN EXTENDED ILLNESS OR OTHER VALID REASON.

B. This Rule relates only to teaching performance and does not in any manner limit the power of the Superintendent [of Schools] to recommend the dismissal of a teacher for immorality; [,] MISCONDUCT IN OFFICE, INCLUDING KNOWINGLY FAILING TO REPORT SUSPECTED CHILD ABUSE IN VIOLATION OF §5-704 OF THE FAMILY LAW ARTICLE; INSUBORDINATION; OR willful neglect of duty [, insubordination or misconduct in office, including knowingly failing to report suspected child abuse, in accordance with the law].

Legal ReferenceS:  
ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §6-102, CLASSES OF TEACHERS’ CERTIFICATES  
Annotated Code of Maryland, Education Article §6-202, Suspension or dismissal of teachers, principals, and other professional personnel  
COMAR 13A.07.02.01, CONTRACTS  
COMAR 13A.07.04, EVALUATION OF PROFESSIONALLY CERTIFICATED PERSONNEL  

RELATED POLICIES: BOARD OF EDUCATION POLICY 4004, EVALUATIONS  
BOARD OF EDUCATION POLICY 8340, APPEALS BEFORE THE BOARD OF EDUCATION  

Rule  
Superintendent of Schools  
Approved:  05/11/72  
Revised:  03/16/81  
Revised:  03/25/93  
Revised:  03/26/02  
Edited:  07/01/11  
REVISED:  _________
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**BEOBE 966000000785D 25/02**
INSTRUCTION: FIELD TRIPS

Field Trips and Foreign Travel

I. PURPOSE

A. TO PROVIDE GUIDELINES FOR APPROVING AND CONDUCTING FIELD TRIPS AND FOREIGN TRAVEL STUDY PROGRAMS SPONSORED BY BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS).

B. THIS RULE DOES NOT APPLY TO SCHOOL-SPONSORED INTERSCHOLASTIC, INTRAMURAL, OR INFORMAL ATHLETIC COMPETITIONS, UNLESS THE COMPETITION REQUIRES OVERNIGHT OR FOREIGN TRAVEL.

II. [1.] Definitions

A. CHAPERONE – A VOLUNTEER CHOSEN BY THE SCHOOL PRINCIPAL AND/OR SPONSORING TEACHER TO ACCOMPANY AND SUPERVISE STUDENTS ON A FIELD TRIP OR FOREIGN TRAVEL PROGRAM AND WHO MEETS THE FOLLOWING CRITERIA:
   1. IS AGE 21 OR OLDER;
   2. HAS COMPLETED THE BCPS VOLUNTEER PROGRAM REQUIREMENTS;
   3. HAS COMPLETED THE REQUISITE SCREENING PROCESS AND/OR BACKGROUND CHECK.

B. DAY FIELD TRIP - A FIELD TRIP THAT OCCURS DURING THE STUDENT SCHOOL DAY. A DAY FIELD TRIP MAY INCLUDE IN-STATE OR OUT-OF-STATE TRAVEL.

C. EXTENDED-DAY FIELD TRIP - A FIELD TRIP THAT OCCURS BEFORE AND/OR EXTENDS BEYOND THE STUDENT SCHOOL DAY. AN EXTENDED-DAY FIELD TRIP MAY INCLUDE IN-STATE OR OUT-OF-STATE TRAVEL.

D. FIELD TRIP - A BCPS-SPONSORED GROUP ACTIVITY WHICH IS RELATED TO THE INSTRUCTIONAL PROGRAM AND OCCURS OFF THE SCHOOL SITE.
E. **FOREIGN TRAVEL** – A BCPS-SPONSORED TRIP THAT INCLUDES TRAVEL OUTSIDE OF THE UNITED STATES.

F. **OVERNIGHT FIELD TRIP** - A FIELD TRIP THAT INVOLVES AN OVERNIGHT STAY AWAY FROM THE STUDENT’S HOME. AN OVERNIGHT FIELD TRIP MAY OCCUR IN-STATE OR OUT-OF-STATE, BUT NOT OUTSIDE OF THE UNITED STATES.

G. **PARENT** – THE BIOLOGICAL OR ADOPTIVE PARENT, LEGAL GUARDIAN, OR PERSON ACTING IN THE ABSENCE OF THE PARENT OR GUARDIAN.

H. **SCHOOL-SPONSORED ACTIVITY** – MEANS ANY ACTIVITY PLANNED AND SUPERVISED BY SCHOOL STAFF.

I. **SPONSORING TEACHER** - A BCPS CERTIFICATED EMPLOYEE WHO IS RESPONSIBLE FOR PLANNING THE FIELD TRIP, COMPLETING THE TRIP PROPOSAL FORM, COORDINATING AND EXECUTING THE FIELD TRIP DETAILS, AND SUPERVISING STUDENTS.

J. **STUDENT SCHOOL DAY** – FROM THE OPENING BELL SIGNALING COMMENCEMENT OF REGULAR INSTRUCTIONAL HOURS UNTIL THE BELL SIGNALING DISMISSAL.

[A. “Field trip” is a school-approved trip, off the premises of the school. A field trip does not include an inter-scholastic competition, unless the competition requires overnight or foreign travel.

1. “Day field trip” is a trip that occurs during the student school day. A day field trip may include in-state or out-of-state travel.

2. “Extended day field trip” is a trip that occurs before and/or extends beyond the student school day. An extended day field trip may include in-state or out-of-state travel.

3. “Overnight field trip” is a trip that involves an overnight stay away from home. An overnight field trip may occur in-state or out-of-state, but not outside of the United States.
4. “Foreign travel” is any trip or portion of a trip that is taken outside of the United States.

B. A “non-school sponsored trip” is a trip that involves school students and/or school personnel, but is not sponsored by the school or the school system.

C. Responsible Adult Participants

1. “Sponsoring teacher” is a certificated employee of the Board of Education of Baltimore County who accompanies and supervises students on the trip. The sponsoring teacher is in charge of planning and implementation of the trip. The sponsoring teacher ensures compliance with the policies of the Board of Education and the Superintendent’s rules.

2. “Chaperone” is a person, other than the sponsoring teacher, aged 21 or older, who accompanies and supervises students on a field trip.

III. [2.] General [Requirements for Field Trips]

A. All SCHOOL-SPONSORED [school-approved] field trips must be:

1. Designed to support and extend classroom instruction;
2. [They must be] Clearly aligned to and a logical outgrowth of the [Essential] curriculum GOALS AND OBJECTIVES; [
3. [They must be] SUPERVISED AND accompanied by BCPS certificated [school system] personnel; [
4. [, and they must be] Approved by the principal and other appropriate personnel as provided in this Rule.

B. Field trips should be planned to provide for the safety, comfort, and protection of students, TEACHERS, AND CHAPERONES [and of the responsible adult participants].

C. Students shall not be denied PARTICIPATION IN FIELD TRIPS OR FOREIGN TRAVEL [access to day, extended day, or overnight field trip] opportunities because of disability or economic status. Efforts shall be made to find ways to maximize participation by interested and qualified students in these field trips.

1. Students with disabilities must be provided equal opportunity for participation, including transportation to and from the destination,
and all planned educational and recreational activities that take place at the field trip site(s).

2. As part of the planning and implementation process, students with disabilities should be given the opportunity to participate with students without disabilities to the maximum extent appropriate to meet the needs of any student with a disability. For this purpose, the student’s IEP AND/OR 504 PLAN should be available to staff coordinating and participating in these field trip opportunities.

D. [Students who do not participate in field trips shall not be penalized in any manner. Appropriate educational experiences shall be provided for those students who do not participate in the field trip.]

D. [E.] The principal shall monitor [the scheduling and] the involvement of teachers and students IN FIELD TRIPS to make certain that neither instructional time nor school resources are unduly compromised by multiple field trips during a single school year.

E. [F.] IN ORDER FOR A STUDENT TO PARTICIPATE IN A FIELD TRIP, THE PARENT MUST SIGN THE PERMISSION FORM. IF A TRIP HAS TO BE RESCHEDULED, THE PERMISSION FORM MUST BE PROVIDED AND SIGNED BY THE PARENT AGAIN.

F. STUDENTS PARTICIPATING IN APPROVED FIELD TRIPS SHOULD NOT BE RECORDED AS ABSENT FROM SCHOOL AND SHOULD BE GIVEN OPPORTUNITIES TO MAKE UP ANY MISSED WORK IN OTHER CLASSES.

G. ALL MEDICATIONS WILL BE ADMINISTERED IN ACCORDANCE WITH BCPS MEDICATION ADMINISTRATION PROCEDURES. THIS INCLUDES THE REQUIREMENT FOR WRITTEN HEALTH CARE PROVIDER ORDERS FOR ALL MEDICATIONS, PRESCRIPTION AND OVER-THE-COUNTER, AND FOR MEDICATIONS TO BE STORED IN LABELED PHARMACY BOTTLES.

H. STUDENTS WHO ARE SUSPENDED OR EXPELLED FROM SCHOOL AT THE TIME OF A TRIP WILL BE EXCLUDED FROM FIELD TRIPS.
RULE 6800

I. EACH FIELD TRIP REQUIRES A SUPERVISING TEACHER AND SUFFICIENT CHAPERONES AS DETERMINED BY THE SCHOOL PRINCIPAL.

J. CHAPERONES SHALL COMPLETE THE BCPS VOLUNTEER TRAINING AND BACKGROUND SCREENING PROCESS AND ACKNOWLEDGE ACCEPTANCE OF THEIR RESPONSIBILITIES BY SIGNING THE CHAPERONE AGREEMENT FORM. A CHAPERONE MAY NOT ACCOMPANY A FIELD TRIP OR FOREIGN TRAVEL PROGRAM UNTIL THE REQUISITE TRAINING HAS BEEN COMPLETED AND THE BACKGROUND CHECK APPROVED BY THE OFFICE OF INVESTIGATIONS AND RECORDS MANAGEMENT.

K. A CHAPERONE MAY NOT BRING VISITORS, CHILDREN, SIBLINGS, OR OTHERS IN THEIR CARE ON THE FIELD TRIP.

L. THE FOLLOWING INFORMATION REGARDING THE FIELD TRIP OR A FOREIGN TRAVEL PROGRAM SHALL BE COMMUNICATED IN WRITING TO ALL APPROPRIATE STAFF MEMBERS, STUDENTS, AND PARENTS THROUGH NORMAL CHANNELS OF COMMUNICATION IN ADVANCE OF THE DEPARTURE DATE:
   1. EXPECTATIONS FOR STUDENT CONDUCT AND NOTICE THAT [F. Board Policy 5550, Students: Conduct – Disruptive Behavior; and Policy 5560, Students: Conduct – Suspension or Expulsion, as outlined in the Student Handbook, Baltimore County Public Schools, and] all [other] Board OF EDUCATION OF BALTIMORE COUNTY (BOARD) policies, Superintendent’s rules, and school instructions remain in effect at all times during the [field] trip.
   2. LOGISTICS AND SPECIFIC ITINERARIES.
   3. HEALTH AND SAFETY PROCEDURES AND PLANS, INCLUDING REQUIREMENT FOR HEALTH HISTORY AND MEDICATION ORDERS, IF NEEDED.
   4. NOTICE THAT BCPS RESERVES THE RIGHT TO CHANGE OR CANCEL A FIELD TRIP AT ANY TIME IN ORDER TO ENSURE THE SAFETY OF STUDENTS AND OTHER PARTICIPANTS AND THAT IF SUCH CANCELLATION OCCURS, THE SCHOOL SYSTEM SHALL NOT BE FINANCIALLY LIABLE FOR LOSSES DUE TO CHANGES OR CANCELLATION OF FIELD TRIPS.
M. APPROPRIATE EVALUATION/FOLLOW-UP ACTIVITIES SHALL BE PLANNED TO REINFORCE THE EDUCATIONAL OBJECTIVES OF THE FIELD TRIP.

N. THE FOLLOWING PROVISIONS APPLY IN INCLEMENT WEATHER:
1. WHEN SCHOOLS ARE CLOSED DUE TO INCLEMENT WEATHER, OR WHEN SEVERE WEATHER IS FORECAST AT THE TRIP DESTINATION, THE FIELD TRIP WILL BE CANCELLED.
2. DELAYED OPENING – FIELD TRIPS WILL BE POSTPONED UNTIL THE OFFICIAL OPENING OF THE SCHOOL DAY. AT THAT TIME, THE SCHOOL PRINCIPAL WILL CONFER WITH HIS/HER ASSISTANT SUPERINTENDENT TO DETERMINE WHETHER THE FIELD TRIP WILL BE CANCELLED.
3. THE SUPERINTENDENT MAY GRANT EXCEPTIONS ON A CASE BY CASE BASIS.

O. EMPLOYEES ARE PROHIBITED FROM PARTICIPATING IN ANY ASPECT OF A FIELD TRIP AND/OR FOREIGN TRAVEL PROGRAM WHEN SUCH PARTICIPATION VIOLATES THE BOARD’S ETHICS CODE.

G. Each employee of the Board of Education who participates in a field trip or foreign travel is responsible for avoiding conflicts of interest arising from the field trip. Employees should review Board Policies 8363, Ethics Code: Conflict of Interest, and 8362, Ethics Code: Gifts, before taking part in a field trip.

H. Transportation for trips may be provided by private or public carriers, teachers, and/or chaperones.

1. Before hiring a public carrier, the sponsoring teacher should consult the approved list issued by the Office of Transportation to select an approved, certified public carrier.

2. If private transportation is used, parents and guardians should be notified by the sponsoring teacher that the liability insurance of the private driver is the primary liability coverage.
I. Written permission for the field trip, specifying transportation arrangements, and requesting pertinent health information, shall be obtained from parents or guardians prior to the trip. If the trip is rescheduled, the school shall obtain written permission again.

J. The permission form shall state: “The Board of Education shall not be financially liable for losses due to changes or cancellation of field trips.”

IV. GUIDELINES BY [3.Additional Particular Requirements By] Category of Trip[s]

A. [1.] Extended-Day Field Trips [–]
   1. For students in Grade[s] 3 and below, the planned return to school should not be later than 6:00 p.m. when school is in session the next day.
   2. For Grades 4 and higher, the planned return to school should not be later than 9:00 p.m. when school is in session the next day.
   3. IF THE FIELD TRIP SCHEDULE DOES NOT COORDINATE WITH THE REGULAR BUS SCHEDULE [Before departing for the trip], the sponsoring teacher must ensure that PARENTS ARE NOTIFIED IN ADVANCE OF SPECIAL DROP OFF/PICK UP REQUIREMENTS. [arrangements have been made for students’ transportation home. Upon return to the school,] The sponsoring teacher must ENSURE THAT SUPERVISION OF STUDENTS IS MAINTAINED UNTIL ALL STUDENTS [provide supervision until all children participating in the field trip] have been picked up or until the previous arrangements for dismissal [,] (e.g., dismissal to after-school care) have been accomplished.

B. [2.] Overnight Field Trip [–]
   1. THE FIELD TRIP INCLUDES an overnight STAY AWAY FROM HOME AND SHALL INVOLVE [field trip shall involve] no more than 3 [three] STUDENT SCHOOL days [in which school is in session].
   2. OVERNIGHT FIELD TRIPS ARE THE EXCEPTION AND ARE TYPICALLY LIMITED TO SECONDARY STUDENTS.
   3. FIELD TRIPS THAT INVOLVE MORE THAN 3 STUDENT SCHOOL DAYS SHALL REQUIRE THE APPROVAL OF [Exceptions to this time limitation may only be approved by] the Superintendent or HIS/HER [a] designee.

C. [3.] Foreign Travel [–]
1. Foreign travel shall involve no more than 5 [three] STUDENT SCHOOL days [in which school is in session].

2. TRIPS INVOLVING MORE THAN 5 STUDENT SCHOOL DAYS SHALL REQUIRE THE APPROVAL OF [Exceptions to this time limitation may only be approved by] the Superintendent or HIS/HER [a] designee.

4. A Non-school Sponsored Trip is not sanctioned by Baltimore County Public Schools. A non-school sponsored trip shall not be promoted or planned during the regular school day. School personnel participating in the planning and promotion must notify student participants and their parents or guardians that the trip is not school sponsored and that the Board of Education is not liable for losses incurred as a result of the trip. Students absent due to participating in a non-school sponsored trip should be coded as unlawfully absent.

V. TRANSPORTATION

A. WHEN TRANSPORTATION FOR A FIELD TRIP IS PROVIDED, ONLY A BCPS SCHOOL BUS OR BCPS-APPROVED CONTRACTOR WITH ALL NECESSARY LICENSING AND A CERTIFICATE OF INSURANCE MAY BE USED.

B. AT LEAST ONE TEACHER SHALL BE ASSIGNED TO EACH VEHICLE AND BE RESPONSIBLE FOR ROLL CALL, ANNOUNCEMENTS, AND STUDENT SUPERVISION.

C. THE NUMBER OF PASSENGERS ON EACH VEHICLE SHALL NOT EXCEED THE RATED CAPACITY OF EACH VEHICLE USED TO TRANSPORT STUDENTS.

D. ALL STUDENTS SHALL TRAVEL TO AND FROM THE FIELD TRIP SITE UNDER THE SUPERVISION OF A TEACHER, USING DESIGNATED VEHICLES WHEN TRANSPORTATION IS PROVIDED.

E. ONLY IN SPECIAL CASES, WITH PRIOR APPROVAL OF THE SCHOOL PRINCIPAL, MAY PARENTS RECEIVE PERMISSION TO TRANSPORT THEIR OWN CHILD TO AND/OR FROM A FIELD TRIP. THE PARENT MUST REQUEST PERMISSION IN WRITING AT
LEAST 5 STUDENT SCHOOL DAYS IN ADVANCE OF THE FIELD TRIP AND ACKNOWLEDGE THAT SCHOOL SYSTEM INSURANCE COVERAGE WILL NOT APPLY. PARENTS MAY ONLY TRANSPORT THEIR OWN CHILD.

1. THE BOARD DOES NOT COVER, NOR IS IT LIABLE FOR, COMPREHENSIVE AND COLLISION COVERAGE FOR THE USE OF A PRIVATE VEHICLE.

F. FOR TRIPS INVOLVING AIR AND FOREIGN TRAVEL, TRAVEL SERVICES SHALL BE ARRANGED WITH AND PROVIDED BY THE CONTRACTOR APPROVED BY THE BOARD (HEREINAFTER, “BOARD’S TRAVEL AGENT”).

VI. PLANNING AND APPROVAL

A. PROPOSALS FOR FIELD TRIPS SHALL BE SUBMITTED TO THE SCHOOL PRINCIPAL AS FOLLOWS:
   1. DAY FIELD TRIP – PROPOSALS SHALL BE SUBMITTED 20 CALENDAR DAYS PRIOR TO DEPARTURE.
   2. EXTENDED DAY FIELD TRIP – PROPOSALS SHALL BE SUBMITTED 20 CALENDAR DAYS PRIOR TO DEPARTURE.
   3. OVERNIGHT FIELD TRIP – PROPOSALS SHALL BE SUBMITTED 60 CALENDAR DAYS PRIOR TO DEPARTURE.
   4. FOREIGN TRAVEL – PROPOSALS SHALL BE SUBMITTED 6 MONTHS PRIOR TO DEPARTURE.

B. HIGH RISK ACTIVITIES
   1. PROPOSALS THAT INCLUDE HIGH RISK ACTIVITIES THAT EXPOSE THE BOARD TO HIGH RISK OF EXPOSURE FOR PROPERTY DAMAGE, PROPERTY LOSS, PERSONAL INJURY, OR LIABILITY, AS DEFINED IN BOARD POLICY AND SUPERINTENDENT’S RULE 3160, SCHOOL SPONSORED ACTIVITIES, REQUIRE THE ADVANCE APPROVAL OF THE OFFICE OF RISK MANAGEMENT.
   2. THE SPONSORING TEACHER SHALL COMPLETE A RISK MANAGEMENT REVIEW FORM AND SUBMIT THE COMPLETED FORM TO THE PRINCIPAL FOR PROCESSING.
   3. THE PRINCIPAL WILL REVIEW AND SIGN THE FORM AND FORWARD TO THE OFFICE OF RISK MANAGEMENT FOR REVIEW AT LEAST 30 BUSINESS DAYS PRIOR TO THE SCHEDULED TRIP.
4. THE OFFICE OF RISK MANAGEMENT WILL REVIEW THE PROPOSAL AND EITHER APPROVE OR REJECT THE ACTIVITY AND NOTIFY THE PRINCIPAL ACCORDINGLY.

5. NO PROPOSAL SHALL BE SUBMITTED FOR APPROVAL UNTIL THE OFFICE OF RISK MANAGEMENT HAS COMPLETED ITS REVIEW.

C. THE SPONSORING TEACHER SHALL SUBMIT THE FOLLOWING TO THE SCHOOL PRINCIPAL WHEN REQUESTING APPROVAL OF A FIELD TRIP:

1. A COMPLETED PROPOSAL FORM.
2. DESTINATION AND DATE OF THE FIELD TRIP.
   a. FOR FOREIGN TRAVEL, THE SPONSORING TEACHER SHALL CONSULT WITH THE EXECUTIVE DIRECTOR, SPECIAL PROGRAMS (HEREINAFTER, “EXECUTIVE DIRECTOR”) TO REVIEW THE U.S. STATE DEPARTMENT’S PUBLIC ANNOUNCEMENTS REGARDING TRAVEL TO DETERMINE WHETHER THE STATE DEPARTMENT HAS ADVISED AGAINST TRAVEL TO THE PROPOSED DESTINATION.
4. DETAILED ITINERARY FOR EACH DAY OF THE FIELD TRIP.
5. APPROVED RISK MANAGEMENT REVIEW FORM, IF APPLICABLE.
6. COST PER PUPIL.
7. FINANCING, INCLUDING ANY APPROVED FUNDRAISING ACTIVITIES.
8. ARRANGEMENT FOR MEALS.
9. RATIO OF CHAPERONES TO STUDENTS.
10. MODE(S) OF TRANSPORTATION.
11. NAMES OF ACCOMPANYING CERTIFICATED TEACHERS.
12. DEPARTURE AND RETURN TIMES.
13. PRE-PLANNING AND FOLLOW-UP ACTIVITIES FOR STUDENTS.

D. SCHOOL PRINCIPAL REVIEW AND APPROVAL

1. UPON RECEIPT OF A FIELD TRIP PROPOSAL, THE PRINCIPAL WILL:
RULE 6800

a. REVIEW THE SPONSORING TEACHER’S REQUEST AND ONLY APPROVE THE REQUEST IF ALL OF THE REQUIREMENTS OF THE FIELD TRIP POLICY AND THIS RULE ARE FOLLOWED.

b. ENSURE THAT THE PROPOSAL IS CONSISTENT WITH THE EDUCATIONAL MISSION OF THE SCHOOL SYSTEM AND ALIGNS WITH THE CURRICULAR GOALS AND OBJECTIVES.

c. NOTIFY THE SPONSORING TEACHER OF THE DECISION IN WRITING.

d. PLACE THE FIELD TRIP ON THE SCHOOL CALENDAR.

e. FORWARD THE PROPOSAL TO THE APPROPRIATE OFFICE FOR REVIEW AND APPROVAL AS REQUIRED BY THIS RULE.

E. FIELD TRIPS WILL BE CONSIDERED APPROVED WHEN SIGNATURES ARE OBTAINED IN THE ORDER PROVIDED BELOW:

1. DAY AND EXTENDED-DAY FIELD TRIP PROPOSALS THAT INCLUDE OUT OF STATE TRAVEL – REQUIRE THE ADVANCE APPROVAL OF:
   a. SCHOOL PRINCIPAL
   b. EXECUTIVE DIRECTOR

2. OVERNIGHT FIELD TRIP PROPOSALS – REQUIRE THE ADVANCE APPROVAL OF:
   a. SCHOOL PRINCIPAL
   b. CURRICULUM CONTENT SUPERVISOR
   c. ASSISTANT SUPERINTENDENT FOR THE SCHOOL’S ZONE
   d. EXECUTIVE DIRECTOR

3. FOREIGN TRAVEL PROPOSALS – REQUIRE THE ADVANCE APPROVAL OF:
   a. SCHOOL PRINCIPAL
   b. CURRICULUM CONTENT SUPERVISOR
   c. ASSISTANT SUPERINTENDENT FOR THE SCHOOL’S ZONE
   d. EXECUTIVE DIRECTOR

VII. RESPONSIBILITIES

A. PRINCIPAL
1. ENSURE THAT ALL REQUIRED FORMS ARE COMPLETED IN ACCORDANCE WITH APPLICABLE TIMELINES, REQUISITE SIGNATURES HAVE BEEN OBTAINED, AND THAT THE PROPOSAL IS SUBMITTED FOR APPROVAL IN ACCORDANCE WITH THE GUIDELINES OUTLINED IN THIS RULE.

2. SCHEDULE FIELD TRIPS TO MINIMIZE CONFLICTS WITH OTHER SCHOOL ACTIVITIES, INCLUDING TESTING SCHEDULES.

3. ENSURE THAT CLASSES ARE COVERED FOR TEACHERS ON APPROVED FIELD TRIPS.

4. ENSURE THAT THE SPONSORING TEACHER HAS ACCESS TO THE SCHOOL BUILDING IF A CUSTODIAN WILL NOT BE PRESENT AT THE TIME OF THE FIELD TRIP DEPARTURE OR RETURN.

5. ENSURE THAT ALL CONTRACTS AND AGREEMENTS ARE APPROVED IN ACCORDANCE WITH BOARD POLICIES, SUPERINTENDENT’S RULES, AND OPERATING PROCEDURES. THE PRINCIPAL SHALL BE THE SIGNATORY ON ALL SUCH CONTRACTS AND AGREEMENTS.

6. ENSURE THAT THE SPONSORING TEACHER KNOWS PROCEDURES TO BE FOLLOWED IN THE EVENT OF AN EMERGENCY, ILLNESS, OR ACCIDENT.

7. ENSURE THAT THE SPONSORING TEACHER HAS ARRANGED FOR COVERAGE FOR ANY STUDENT NOT PARTICIPATING IN THE FIELD TRIP.

8. NOTIFY HIS/HER ASSISTANT SUPERINTENDENT OF ANY SAFETY CONCERNS THAT ARISE AT ANY TIME BEFORE OR DURING THE FIELD TRIP.

9. MAINTAIN THE ORIGINAL OF ALL FORMS FOR THE DURATION OF THE FIELD TRIP AND IN ACCORDANCE WITH THE BCPS RECORDS RETENTION SCHEDULE.

B. SPONSORING TEACHER

1. ALL FIELD TRIPS
   a. COMPLETE THE APPROPRIATE FIELD TRIP PLANNING TIMELINE FORM.
   b. COORDINATE TRAVEL AND LODGING WITH THE BCPS OFFICE OF TRANSPORTATION AND/OR THE
BOARD’S APPROVED TRAVEL AGENT, IF APPLICABLE.

c. ACT AS THE LIAISON WITH THE FIELD TRIP DESTINATION AND AS THE BCPS CONTACT PERSON FOR ALL QUESTIONS CONCERNING THE FIELD TRIP.

d. PREPARE, DISTRIBUTE, AND COLLECT ALL PERTINENT INFORMATION, INCLUDING PARENT PERMISSION, CHAPERONE AGREEMENT, STUDENT HEALTH HISTORY, AND AUTHORIZATION TO ADMINISTER MEDICATION FORMS.

e. COLLECT ALL MONIES AND DEPOSIT WITH THE SCHOOL FINANCIAL SECRETARY ON A DAILY BASIS.

f. FOR EXTENDED-DAY AND OVERNIGHT TRIPS, INCLUDE THE FOLLOWING INFORMATION WITH THE PERMISSION SLIP:

(1) DETAILED ITINERARY
(2) SPECIAL CLOTHING OR CASH NEEDS
(3) SPECIAL NIGHTIME PROCEDURES
(4) PARENT ACKNOWLEDGEMENT THAT A STUDENT MAY BE SENT HOME AT THE DISCRETION OF THE SPONSORING TEACHER IN CONSULTATION WITH THE SCHOOL PRINCIPAL AT THE PARENT’S EXPENSE.

g. IDENTIFY TEACHERS TO ACCOMPANY AND SUPERVISE STUDENTS.

h. IDENTIFY CHAPERONES AND ENSURE THAT EACH CHAPERONE HAS COMPLETED THE BCPS VOLUNTEER TRAINING PROGRAM AND REQUISITE BACKGROUND INVESTIGATION CHECKS BY THE OFFICE OF INVESTIGATIONS AND RECORDS MANAGEMENT.

i. PROVIDE SCHOOL NURSE WITH LIST OF STUDENTS TO PARTICIPATE IN FIELD TRIP AT LEAST ONE WEEK IN ADVANCE. IN COLLABORATION WITH SCHOOL NURSE, DEVELOP PLAN TO MEET STUDENTS’ HEALTH NEEDS ON THE FIELD TRIP, WHICH MAY INCLUDE TRAINING IN MEDICATION ADMINISTRATION, FIRST AID, AND MAKING HEALTH OBSERVATIONS.
j. NOTIFY THE SCHOOL’S CAFETERIA MANAGER IN ADVANCE OF THE TRIP OF THE NUMBER OF STUDENTS WHO WILL NOT BE EATING LUNCH ON THE DAY(S) OF THE TRIP.

k. REVIEW EXPECTATIONS FOR RESPONSIBLE STUDENT/CHAPERONE BEHAVIOR; I.E. BUS BEHAVIOR, GROUP AND INDIVIDUAL COURTESY, FOLLOWING DIRECTIONS, COMPLIANCE WITH THE STUDENT CODE OF CONDUCT AND ALL BOARD POLICIES, SUPERINTENDENT’S RULES, AND SCHOOL PROCEDURES

l. CARRY A LIST OF NAMES OF STUDENTS AND CHAPERONES PARTICIPATING IN THE FIELD TRIP, EMERGENCY CONTACT INFORMATION FOR EACH PARTICIPANT, AND SUBMIT A LIST OF SAME TO THE PRINCIPAL PRIOR TO THE TRIP.

m. NOTIFY THE PRINCIPAL IMMEDIATELY OF ANY EMERGENCY SITUATION, INCLUDING, BUT NOT LIMITED TO, AN ACCIDENT INVOLVING A STUDENT OR OTHER PARTICIPANT, STUDENT MISSING FROM THE GROUP, ILLNESS, ETC.

n. ENSURE COMPLETION OF EVALUATION/FOLLOW-UP ACTIVITIES TO REINFORCE THE EDUCATIONAL OBJECTIVES OF THE FIELD TRIP.

o. COMPLETE THE FIELD TRIP FINAL REPORT FORM.

2. FOREIGN TRAVEL

THE FOLLOWING ADDITIONAL RESPONSIBILITIES APPLY FOR FOREIGN TRAVEL:

a. MAKE ARRANGEMENTS FOR AIR AND LODGING WITH THE BOARD’S APPROVED TRAVEL AGENT.

b. REQUEST THE BOARD’S TRAVEL AGENT SEND A REPRESENTATIVE TO THE MANDATORY PRE-TRAVEL ORIENTATION SESSIONS TO RESPOND TO PARENT QUESTIONS RELATED TO ALL ASPECTS OF THE TRAVEL ARRANGEMENTS, INCLUDING THE COMPANY’S CANCELLATION AND REFUND POLICIES AND TRAVEL INSURANCE.

c. SCHEDULE, AT A MINIMUM, 2 MANDATORY PRE-TRAVEL ORIENTATION SESSIONS TO INFORM STUDENTS, CHAPERONES, TEACHERS, AND
PARENTS ABOUT THE FOREIGN TRAVEL PROGRAM AND THEIR RESPONSIBILITIES.

(1) ORIENTATION SESSIONS SHALL BE MANDATORY FOR THE STUDENT PARTICIPANT AND HIS/HER PARENT.

(2) THE MANDATORY ORIENTATION SESSIONS WILL INCLUDE THE FOLLOWING:

(a) STUDENT BEHAVIOR EXPECTATIONS.
(b) THOSE EXPENSES, NOT INCLUDED IN THE COSTS, SUCH AS REQUIRED INOCULATIONS, PASSPORT/VISA EXPENSES, AND PERSONAL EXPENSES.
(c) HEALTH AND SAFETY PROCEDURES AND PLANS, INCLUDING REQUIREMENT FOR HEALTH HISTORY AND MEDICATION ORDERS, IF NEEDED.

(3) THE TRAVEL AGENT’S TRIP CANCELLATION POLICY (IF APPLICABLE), AVAILABILITY OF TRAVEL INSURANCE, AND THE REFUND SCHEDULE (IF ANY).

(4) PARENT FINANCIAL RESPONSIBILITY IN THE EVENT A STUDENT IS REMOVED FROM PARTICIPATION IN THE FIELD TRIP FOR ANY REASON.

d. MAINTAIN CONTACT WITH THE EXECUTIVE DIRECTOR PRIOR TO DEPARTURE AS FOLLOWS:

(1) PERIODICALLY TO MONITOR STATE DEPARTMENT TRAVEL ADVISORIES FOR THE TRIP DESTINATION.

(2) IF THE STATE DEPARTMENT ADVISES AGAINST TRAVEL TO A COUNTRY ON THE FOREIGN TRAVEL ITINERARY, THE SPONSORING TEACHER MUST IMMEDIATELY INFORM THE PRINCIPAL.

(A) THE PRINCIPAL OR SPONSORING TEACHER SHALL CONTACT THE BOARD’S TRAVEL AGENT TO DETERMINE WHETHER THE TRIP SHOULD BE CANCELLED OR RE-ROUTED AS A RESULT OF THE STATE DEPARTMENT’S TRAVEL ADVISORY.
B) THE PRINCIPAL SHALL ADVISE THE ASSISTANT SUPERINTENDENT AND EXECUTIVE DIRECTOR IF THE BOARD’S TRAVEL AGENT HAS RECOMMENDED CANCELLATION OR RE-ROUTING OF THE TRIP. ALL CHANGES IN THE TRIP ITINERY SHALL REQUIRE THE APPROVAL OF EACH APPROVING SIGNATORY.

c) THE PRINCIPAL SHALL NOTIFY STUDENTS, PARENTS/GUARDIANS, AND THE TRAVEL COMPANY OF THE DECISION IMMEDIATELY.

d) IN NO EVENT SHALL THE FIELD TRIP ACTUALLY PROCEED TO THE LOCATION THAT IS THE SUBJECT OF THE ADVISORY WHILE THE ADVISORY IS IN EFFECT.

d. THE SPONSORING TEACHER SHALL DEVISE A CONTINGENCY PLAN FOR MAINTAINING COMMUNICATIONS WITH PARTICIPANTS IN THE EVENT OF AN EMERGENCY DURING THE FIELD TRIP.

e. UPON CONCLUSION OF THE FOREIGN TRAVEL, COMPLETE THE OVERNIGHT/ FOREIGN TRAVEL FINAL REPORT AND SUBMIT COPIES TO THE PRINCIPAL.

C. CHAPERONES
CHAPERONES WHO WILL ACCOMPANY THE STUDENTS ON THE FIELD TRIP OR FOREIGN TRAVEL PROGRAM ARE RESPONSIBLE FOR PAYING HIS/HER OWN COSTS AND SHALL:

1. COMPLETE THE BCPS VOLUNTEER TRAINING AND SIGN THE VOLUNTEER TRAINING CERTIFICATE.

2. COMPLETE THE BCPS VOLUNTEER SCREENING PROCESS AS DETERMINED BY THE OFFICE OF INVESTIGATIONS AND RECORDS MANAGEMENT.

a. CHAPERONES VOLUNTEERING TO SUPERVISE STUDENTS ON OVERNIGHT AND FOREIGN TRAVEL TRIPS MUST SUBMIT TO A COMMERCIAL BACKGROUND CHECK AND DEPARTMENT OF
SOCIAL SERVICES BACKGROUND CHECK. SUCH CHECKS MUST BE COMPLETED AT LEAST 30 DAYS PRIOR TO THE SCHEDULED FIELD TRIP.

3. COMPLETE THE FIELD TRIP CHAPERONE AGREEMENT.

4. ATTEND ALL REQUISITE ORIENTATION SESSIONS, IF APPLICABLE.

D. PARENT
THE PARENT OF THE STUDENT PARTICIPANT SHALL:

1. COMPLETE THE FOLLOWING:
   a. PARENT/GUARDIAN PERMISSION FORM, AND
   b. FOR OVERNIGHT OR FOREIGN TRAVEL, COMPLETE THE FOLLOWING:
      (1) STUDENT HEALTH HISTORY FORM (RULE 6800, FORM K).
      (2) REQUEST TO ADMINISTER MEDICATION/TREATMENTS FORM, IF APPLICABLE. (RULE 6800, FORM L)

2. ATTEND ALL ORIENTATION SESSIONS, IF APPLICABLE.

3. FOR FOREIGN TRAVEL, BE RESPONSIBLE FOR THE COST OF TRAVEL TO AND FROM THE DESTINATION COUNTRY, REQUISITE INOCULATIONS, PASSPORT/VISA EXPENSES, MEDICAL/ TRAVEL INSURANCE (MANDATORY), AND ANY PERSONAL COSTS ASSOCIATED WITH THE TRIP.

4. ACKNOWLEDGE THAT A STUDENT MAY BE SENT HOME AT THE DISCRETION OF THE SPONSORING TEACHER IN CONSULTATION WITH THE SCHOOL PRINCIPAL AT THE PARENT’S EXPENSE.

E. STUDENT PARTICIPANT
THE STUDENT PARTICIPANT SHALL:

1. ADHERE TO THE BCPS STUDENT CODE OF CONDUCT, BOARD POLICIES, SUPERINTENDENT’S RULES, AND ALL SCHOOL STAFF DIRECTIVES AT ALL TIMES WHILE PARTICIPATING IN THE FIELD TRIP AND/OR FOREIGN TRAVEL PROGRAM. (SEE, BOARD OF EDUCATION POLICY 5550, BEHAVIOR)
   a. VIOLATIONS OF THE STUDENT CODE OF CONDUCT MAY RESULT IN IMMEDIATE DISMISSAL FROM THE TRIP.
b. IN THE EVENT A STUDENT IS DISMISSED FROM THE FIELD TRIP OR IS SENT HOME FOR ANY REASON PRIOR TO THE CONCLUSION OF THE TRIP, THE STUDENT’S PARENT SHALL ASSUME ALL FINANCIAL RESPONSIBILITIES FOR RETURNING THE STUDENT TO HIS/HER HOME.
2. SIGN THE STUDENT AGREEMENT SECTION OF THE PARENT/GUARDIAN PERMISSION FORM.
3. ATTEND ALL ORIENTATION SESSIONS, AS APPLICABLE.
4. MAKE UP ANY SCHOOL WORK MISSED AS A RESULT OF PARTICIPATION ON THE FIELD TRIP.

VIII. CANCELLATION

A. THE SUPERINTENDENT RESERVES THE RIGHT TO CANCEL A FIELD TRIP AND/OR FOREIGN TRAVEL PROGRAM, OR RECALL THE GROUP, IF CIRCUMSTANCES SUGGEST THAT TRAVEL IS UNSAFE OR FOR ANY REASON DETERMINED WITHIN THE SUPERINTENDENT’S SOLE DISCRETION.

B. NEITHER THE BOARD, THE SUPERINTENDENT NOR BCPS SHALL BE FINANCIALLY RESPONSIBLE FOR LOSSES DUE TO CHANGES OR CANCELLATION OF A FIELD TRIP SCHEDULED UNDER THIS RULE.

[4. General Procedures

A. Day/Extended-Day and Overnight Field Trips

1. The sponsoring teacher is responsible for developing a plan that directly relates the objectives for the trip to the Essential Curriculum and/or regularly scheduled extracurricular or co-curricular program.

2. As appropriate, the sponsoring teacher shall complete either the Day/Extended Day Field Trip Proposal or the Overnight Field Trip/Foreign Travel Proposal.
3. Proposals shall be submitted to the school principal according to the following guidelines:

   a. Day/Extended Day Field Trip Proposal shall be submitted 20 days prior to departure.

   b. Overnight Field Trip/Foreign Travel Proposal shall be submitted 60 days prior to departure.

4. Day/Extended Day Field Trip Proposals shall be approved according to the procedure established by each school, consistent with the requirements of this rule, and shall include the signature of the principal. For day/extended day field trips involving out of state travel, the signature of the appropriate Executive Director of Schools is also required.

5. Once the Day/Extended Day Field Trip Proposal has been approved, forms should be completed as follows:

   a. By the teacher and chaperone:

      (1) Field Trip Planning Timeline
      (2) Chaperone Agreement Form.

   b. By the student and/or parent/guardian:

      (1) Day/Extended Day Field Trip parent/guardian permission form.

6. Overnight field trips shall be considered approved when signatures are obtained in the following order:

   a. Principal’s approval
   b. Curriculum supervisor’s validation
   c. Executive Director of Schools’ approval
   d. Approval of the Executive Director of Special Programs, PreK-12.

7. Once the Overnight Field Trip/Foreign Travel Proposal has been approved, forms shall be completed as follows:
a. By the teachers and chaperones:

   (1) Field trip planning timeline
   (2) Chaperone Agreement Form.

b. By the student and/or parent/guardian:

   (1) Overnight Field Trip/Foreign Travel Parent/Guardian permission form
   (2) Student health history for overnight or foreign travel field trips
   (3) If applicable, authorization to administer medications/treatments.

8. The principal shall notify the appropriate Executive Director of Schools if the principal has concerns about the safety of the trip at any time before departure.

9. The sponsoring teacher shall maintain a copy of the Overnight Field Trip/Foreign Travel Parent/Guardian Permission Form, with emergency contact information, and student health history for overnight and foreign travel field trips for each participant for the duration of the trip. The original of these documents shall be maintained at the school.

10. The sponsoring teacher shall notify the school nurse of the field trip in sufficient time for the nurse to review the list of participants in terms of the student health information, and to develop a plan for administration of medication or medical treatment, if required.

11. Upon conclusion of the field trip, the sponsoring teacher should complete the Field Trip Final Report.

12. Copies of all completed forms shall be retained in school files until the conclusion of the school year.

B. Foreign Travel
In order to ensure that foreign travel is related to educational goals and provides the necessary safety and security for all participants, the following procedures shall be followed:

1. The sponsoring teacher shall select a reputable travel agency or travel company in consultation with the Department of Special Programs, PreK-12.

2. Proposals for foreign travel shall be submitted to the school principal at least six months prior to departure. Before submitting the proposal, the sponsoring teacher shall consult the Executive Director of Special Programs, PreK-12, to review the U.S. Department of State’s public announcements regarding foreign travel to determine whether the Department has advised against travel to a location to be visited on the trip.

3. Foreign travel shall be considered approved when signatures are obtained in the following order:
   a. Principal’s approval
   b. Curriculum supervisor’s validation
   c. Executive Director of School’s approval
   d. Approval of the Executive Director of Special Programs, PreK-12.

4. Once the Overnight Field Trip/Foreign Travel Proposal has been approved, the following forms shall be completed:
   a. By the teachers and chaperones:
      (1) Foreign travel planning timeline
      (2) Chaperone Agreement Form.
   b. By the student and/or parent/guardian:
      (1) Overnight Field Trip/Foreign Travel Parent/Guardian Permission Form
      (2) Student health history for overnight or foreign travel field trips
      (3) If applicable, authorization to administer medications/treatments.
5. Pre-travel orientation session(s) shall be scheduled to inform students, chaperones, and parents/guardians about the travel plans as needed. At least one of the orientation sessions shall be mandatory for students who plan to participate and their parents/guardians. At the mandatory orientation session, the following information shall be disseminated: (A) Student behavior expectations, (Including Board Policy 5550, STUDENTS: Conduct - Disruptive Behavior and Policy 5560, STUDENTS: Conduct – Suspension and Expulsion); (B) The travel company’s trip cancellation policy (if applicable), availability of travel insurance, and the refund schedule (if any); and (C) Those expenses, not included in the costs, such as required inoculations, passport/visa expenses, and personal expenses. The sponsoring teacher shall request that the travel company send a representative to the mandatory orientation session. It is highly recommended that the company representative or company materials address items (B) and (C). The sponsoring teacher shall review item (A).

6. Prior to departure, the sponsoring teacher periodically shall consult with the Executive Director of Special Programs, PreK-12, who shall have access to the U.S. Department of State’s public announcement advisories of foreign travel. If the State Department advises against travel to a country on the foreign travel itinerary, the sponsoring teacher must inform the principal. The principal or sponsoring teacher shall contact the travel company to ascertain whether the travel company intends to cancel or reroute the trip to avoid the location that is the subject of the advisory. If not, the principal shall consult with the Executive Director of Schools to determine the appropriate course of action. The principal shall notify students, parents/guardians, and the travel company of the decision immediately. In no event shall the trip actually proceed to the location that is the subject of the advisory while the advisory is in effect.

7. The sponsoring teacher shall devise a contingency plan for maintaining communications with participants in the event of an emergency during the field trip.

8. Within one week of the date of departure, the sponsoring teacher shall obtain the final approval from the Executive Director of Special Programs, PreK-12. The sponsoring teacher shall notify the school nurse of the foreign travel trip in sufficient time to review the list of participants in terms of student health information, and to develop a plan for administration of medications or medical treatment, if required.
9. The sponsoring teacher shall maintain an additional copy of the Overnight Field Trip/Foreign Travel Parent/Guardian Permission Form, with emergency contact information, and student health history for overnight or foreign travel field trips for each participant for the duration of the trip. The original of these documents shall be maintained at the school.

10. Upon conclusion of the foreign travel, the sponsoring teacher shall complete the Overnight/Foreign Travel Final Report and submit copies to the principal and the Executive Director of Special Programs, PreK-12.

11. Copies of all completed forms shall be retained in school files until the conclusion of the school year.

LEGAL REFERENCES:

ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §4-105, COMPREHENSIVE LIABILITY INSURANCE; DEFENSE OF SOVEREIGN IMMUNITY.
ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §7-308, SEARCHES OF STUDENTS AND SCHOOLS
COMAR 13A.08.01.01, ATTENDANCE

RELATED POLICIES:
BOARD OF EDUCATION POLICY 3125, SCHOOL ACTIVITY FUNDS
BOARD OF EDUCATION POLICY 3150, BOARD INSURANCE
BOARD OF EDUCATION POLICY 3160, SCHOOL-SPONSORED ACTIVITIES
BOARD OF EDUCATION POLICY 5460, SEARCHES
BOARD OF EDUCATION POLICY 5500, CONDUCT
BOARD OF EDUCATION POLICY 5520, STUDENT DRESS CODE
BOARD OF EDUCATION POLICY 5530, STUDENT USE AND POSSESSION OF TOBACCO
BOARD OF EDUCATION POLICY 5540, ALCOHOLIC BEVERAGES AND DRUGS
BOARD OF EDUCATION POLICY 5550, BEHAVIOR
BOARD OF EDUCATION POLICY 6000, CURRICULUM AND INSTRUCTION
RULE 6800

BOARD OF EDUCATION POLICY 6100, CURRICULUM
BOARD OF EDUCATION POLICY SUB SERIES 8360, ETHICS CODE
BOARD OF EDUCATION POLICY 8410, FRAUD REPORTING

Rule

Superintendent of Schools

Approved: 10/10/02
Revised: 05/11/04
REVISED: ________
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## BALTIMORE COUNTY PUBLIC SCHOOLS
### OVERVIEW AND APPROVAL PROCEDURES GUIDE

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<td>Executive Director, Special Programs</td>
<td>Curriculum Content Supervisor</td>
<td>Assistant Superintendent</td>
<td>Executive Director, Special Programs</td>
</tr>
</tbody>
</table>

| **Forms** | \(\text{Teacher} \) | \(\text{Student/Parent/Guardian} \) | \(\text{Student/Parent/Guardian} \) |
| Field Trip Proposal for Day and Extended-Day Field Trips (Form E) | Parent/Guardian Permission Form for Day and Extended-Day Field Trips (Form F) | Parent/Guardian Permission Form for Overnight and Foreign Field Trips (Form G) |
| Parent/Guardian Permission Form for Day and Extended-Day Field Trips (Form F) | Request to Administer Medication/Treatments Form, if applicable (Form L) | Request to Administer Medication/Treatments Form, if applicable (Form L) |
| Chaperone Agreement Form (Form I) | Field Report –Day/Extended-Day Field Trips (Form N) | Foreign Field Trips Planning Timeline Foreign Field Trips (Form O) |
| Field Trip Proposal for Overnight and Out-Of-State Travel (Form C) | Parent/Guardian Permission Form for Overnight and Foreign Field Trips (Form G) | Parent/Guardian Permission Form for Overnight and Foreign Field Trips (Form G) |
| Risk Management Review Form, if applicable, (BCPS intranet, Office of Risk Management) | Parent/Guardian Permission Form for Overnight and Foreign Field Trips (Form G) | Parent/Guardian Permission Form for Overnight and Foreign Field Trips (Form G) |
| Parent/Guardian Permission Form for Overnight and Foreign Field Trips (Form G) | | |
| Chaperone Agreement Form (Form I) | Field Trip Planning Timeline Foreign Field Trips (Form O) | |

- Attend all requisite orientation sessions.

---

**RULE 6800, FORM B**
Baltimore County Public Schools
Field Trip Proposal
For
Overnight and Out-of-State Travel

This form must be submitted to the school principal 60 days prior to scheduled departure.

1. School Name: _____________________________________________________________

2. Sponsoring Teacher (s): _____________________________________________________

3. Section or Grade/Student Group: ______________________________ <attach list of all student participants>

4. Trip Destination: _____________________________________________________________

5. Dates of Trip - Departure: ________________ Return: ________________

6. Time of Departure: ________________ Time of Return to School: __________________

7. Type: ___ In-State ___ Out-of-State

8. Names of all accompanying teachers:
   1. ___________________________________ 4. ___________________________________
   2. ___________________________________ 5. ___________________________________
   3. ___________________________________ 6. ___________________________________

9. Transportation:
   1. Bus
      a. County School Bus: _____ Yes _____ No
      b. Name of BCPS-Approved Contractor: _______________________________________
         Contact Person: ___________________________ Phone No.: _________________
   2. Air
      a. Name of Board-approved Travel Agent: _______________________________________
      b. Contact Person: ___________________________ Phone No.: _________________
   3. Other – Please specify:
      __________________________________________________________________________
      __________________________________________________________________________
10. Overnight Accommodations:
   a. Name of Hotel/Motel: _________________________________________________________
   b. Complete Address: ___________________________________________________________
   c. Contact Person: ____________________________ Phone No.: ______________________

11. Does the Trip involve high risk Activities?   ____ Yes     _____ No   (If yes, continue below)
   1. Request for Risk Management Review form submitted and approved: _____Yes _____ No
   2. Copy of Risk Management approval attached: _____Yes _____ No

12. Detailed Itinerary for each day of trip attached: _____ Yes _____ No

13. Purpose of Trip <detailed plan on how the objectives of the trip directly relate to the
curriculum/instructional program and anticipated outcomes>

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Sponsoring Teacher Signature: ____________________________ Date: ________________

Approval Signatures Required:

Principal: ____________________________ Date: ________________
Curriculum Content Supervisor: ____________________________ Date: ________________
Assistant Superintendent: ____________________________ Date: ________________
Executive Director, Special Programs: ____________________________ Date: ________________

FINAL DECISION: ☐ Approved
              ☐ Denied
              Reason: ____________________________________________

A COMPLETED FIELD TRIP PROPOSAL SUMMARY SHEET MUST ACCOMPANY ALL PROPOSAL REQUESTS
FIELD TRIP PROPOSAL SUMMARY SHEET

A. Summary

1. Number of students: _________________

2. Number of student school days involved: _____ Dates: ________________________________

3. Number of nights lodging: _____ Dates: __________________________________________

4. Number of accompanying teachers: ______________________

5. Number of chaperones needed: __________ (Male ________ Female ________) 

6. Cost for Lodging: $ ______________________

7. Cost for transportation: $__________________

8. Cost for Meals: $_________________________

9. Cost for each scheduled activity <list each separately>:
   a. Activity: _____________________________________, Cost: $____________
   b. Activity: _____________________________________, Cost: $____________
   c. Activity: _____________________________________, Cost: $____________

10. Estimated cost per student: $___________________

11. Total cost of trip: $_____________________

B. Source of Funds

1. (     ) Baltimore County Public Schools Instructional Budget
2. (     ) School Activity Funds
3. (     ) Other:  ________________________________________________
4. (     ) Fund Raising Activities <Describe any fund raising activities which will be planned to underwrite trip expenses and attach to this form.>

C. Student Participation

Explain provisions that have been made to ensure that eligible students are not excluded from the trip because of inability to pay and/or disability?

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
D. Educational Value
a. Outline the anticipated educational value of the trip as it relates to the curriculum. Emphasize the contribution to the education of the students that could not be achieved by other means.
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
b. What are the objectives of the trip and how are the experiences provided on the trip related to the class or school program?
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
c. How will the activities on the trip provide opportunities for students to obtain new skills, insights, knowledge, or appreciation?
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

E. Activities for Students
Outline all pre-planning and follow-up activities for students to reinforce objectives of the trip:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

F. Class Coverage
1. What provision has been made for instruction of remaining students in the classes of the sponsoring teacher and accompanying teachers? What effect does the trip have on other classes or programs?
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
2. What provisions have been made for students not participating in the trip?
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

G. Supervision
a. For the places to be visited, check all that apply:
   (  ) Handicapped accessible
   (  ) Identification requirements
   (  ) Other: _____________________________________________________________

b. Nighttime Procedures
   Explain provisions that have been made for supervision of students at night and while lodging.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
c. Describe supervision plans to ensure maximum safety for students.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

H. Additional Information or Comments
List any additional information that you believe will assist in the approval of this trip:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I. Required Attachments
   □ Itinerary for each day of trip
   □ Approved Office of Risk Management Review Form
   □ List of participating students
   □ List of fundraising activities
   □ Trip cancellation/refund policy
Baltimore County Public Schools
Field Trip Proposal
For
Foreign Travel

This form must be submitted to the school principal 6 months prior to scheduled departure.

1. School Name: _____________________________________________________________________

2. Sponsoring Teacher (s): _____________________________________________________________

3. Section or Grade/Student Group: _______________________ <attach list of all student participants>

4. Trip Destination: __________________________________________________________________

5. Dates of Trip - Departure: _________________________  Return: __________________________

6. Time of Departure: _________________________  Time of Return to School: _________________

7. Names of all accompanying teachers:
   1. _______________________________________   4. ____________________________________
   2. _______________________________________  5. ____________________________________
   3. _______________________________________  6. ____________________________________

8. Transportation:
   1. BCPS Approved Tour Bus Contractor
      a. Name of BCPS-Approved Contractor or Contractor hired by Travel Agent:
         ______________________________________________________________
         Contact Person: ____________________________ Phone No.: _________________

   2. Air
      a. Name of Board-approved Travel Agent: _________________________________________
      b. Contact Person: ____________________________ Phone No.: _________________

9. Other – Please specify:
   ________________________________________________________________________________
   ________________________________________________________________________________

9. Overnight Accommodations:
a. Name of Hotel/Motel: ____________________________________________________________

b. Complete Address: _____________________________________________________________

c. Contact Person: ________________________________ Phone No.: ______________________

10. Does the Trip involve High Risk Activities? _____ Yes _____ No (If yes, continue below)

   1. Request for Risk Management Review form submitted and approved: _____Yes _____ No

   2. Copy of Risk Management approval attached: _____Yes _____ No

11. Detailed Itinerary for each day of trip attached: _____Yes _____ No

12. Purpose of Trip <detailed plan on how the objectives of the trip directly relate to the curriculum/instructional program and anticipated outcomes>

   _____________________________________________________________________________

   _____________________________________________________________________________

   _____________________________________________________________________________

13. Executive Director has been consulted to determine whether the State Department has posted travel advisories for any of the trip destinations: _____Yes _____ No

Sponsoring Teacher Signature: ________________________________ Date: ________________

Approval Signatures Required:

Principal: ________________________________ Date: ________________

Curriculum Content Supervisor: ________________________________ Date: ________________

Assistant Superintendent: ________________________________ Date: ________________

Executive Director, Special Programs: ________________________________ Date: ________________

FINAL DECISION: □ Approved

□ Denied

Reason: ________________________________

A COMPLETED FIELD TRIP PROPOSAL SUMMARY SHEET MUST ACCOMPANY ALL PROPOSAL REQUESTS
FIELD TRIP PROPOSAL SUMMARY SHEET

A. Summary

1. Number of students: _______________

2. Number of student school days involved: _____ Dates: _________________________________

3. Number of nights lodging: _____ Dates: __________________________________________

4. Number of accompanying teachers: ________________

5. Number of chaperones needed: ______ (Male _______ Female _______)

6. Cost for lodging: $ ____________________

7. Cost for transportation: $__________________

8. Cost for meals: $_________________________

9. Cost for each scheduled activity <list each separately>:
   a. Activity: ________________________________, Cost: $ ______________
   b. Activity: ________________________________, Cost: $ ______________
   c. Activity: ________________________________, Cost: $ ______________

10. Estimated cost per student: $___________________

11. Total cost of trip: $_____________________

B. Source of Funds

1. (     ) Baltimore County Public Schools Instructional Budget
2. (     ) School Activity Funds
3. (     ) Other:  ________________________________________________
4. (     ) Fund Raising Activities <Describe any fund raising activities which will be planned to underwrite trip expenses and attach to this form.>

C. Student Participation

Explain provisions that have been made to ensure that eligible students are not excluded from the trip because of inability to pay and/or disability?

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________
D. Educational Value
   a. Outline the anticipated educational value of the trip as it relates to the curriculum. Emphasize the contribution to the education of the students that could not be achieved by other means.

   ___________________________________________________________________________________
   ___________________________________________________________________________________
   ___________________________________________________________________________________

   b. What are the objectives of the trip and how are the experiences provided on the trip related to the class or school program?

   ___________________________________________________________________________________
   ___________________________________________________________________________________
   ___________________________________________________________________________________

   c. How will the activities on the trip provide opportunities for students to obtain new skills, insights, knowledge, or appreciation?

   ___________________________________________________________________________________
   ___________________________________________________________________________________
   ___________________________________________________________________________________

E. Activities for Students
   Outline all pre-planning and follow-up activities for students to reinforce objectives of the trip:

   ___________________________________________________________________________________
   ___________________________________________________________________________________
   ___________________________________________________________________________________
   ___________________________________________________________________________________
   ___________________________________________________________________________________

F. Class Coverage
   1. What provision has been made for instruction of remaining students in the classes of the sponsoring teacher and accompanying teachers? What effect does the trip have on other classes or programs?

   ___________________________________________________________________________________
   ___________________________________________________________________________________
   ___________________________________________________________________________________
2. What provisions have been made for students not participating in the trip?
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

G. Supervision
a. For the places to be visited, check all that apply:
   ( ) Handicapped accessible
   ( ) Identification requirements
   ( ) Other: _____________________________________________________________

b. Nighttime Procedures
   Explain provisions that have been made for supervision of students at night and while lodging.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

c. Describe supervision plans to ensure maximum safety for students.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

H. Additional Requirements for Foreign Travel*
a. Passport Required: _____Yes _____ No

b. Additional Photo ID Required: _____Yes _____ No

c. Visa Required: _____Yes _____ No

d. Medical/Travel Insurance Required: _____Yes _____ No <attach copies with costs>

e. Inoculations Needed: _____Yes _____ No
   If yes, list all required/recommended inoculations: ________________________________
   ___________________________________________________________________________

f. Estimated personal costs associated with trip: $______________

g. Trip cancellation/refund policy and schedule <attached copies>
I. Additional Information or Comments
List any additional information that you believe will assist in the approval of this trip:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

I. Required Attachments
☐ Itinerary for each day of trip
☐ Approved Office of Risk Management Review Form
☐ List of participating students
☐ List of fundraising activities
☐ Trip cancellation/refund policy

*In the case of foreign travel, consult the Foreign Travel Planning Timeline for additional provisions which must be made for the supervision, health, and safety of students. Upon trip approval, the sponsoring teacher must periodically consult the Executive Director for the most up to date foreign travel advisories issued by the U.S. Department of State.
This form must be submitted to the school principal 20 days prior to scheduled departure.

1. School Name: _____________________________________________________________________

2. Sponsoring Teacher (s): _____________________________________________________________________

3. Section or Grade/Student Group: _______________________ <attach list of all student participants>

4. Number of Students: _____________________

5. Trip Destination: _____________________________________________________________________
   Contact Person at Site Destination: _______________________ Phone No. _____________________


7. Names of all accompanying teachers:
   1. _____________________________________________________________________
   2. _____________________________________________________________________
   3. _____________________________________________________________________
   4. _____________________________________________________________________
   5. _____________________________________________________________________
   6. _____________________________________________________________________

8. Transportation:
   1. Bus
      a. County School Bus: ______ Yes ______ No
      b. Name of BCPS-Approved Contractor:
         Contact Person: _______________________ Phone No.: _____________________

   2. Other – Please specify:
      _____________________________________________________________________
      _____________________________________________________________________

10. Cost Per Pupil: $___________
11. Source of Funds
   ( ) Baltimore County Public Schools Instructional Budget
   ( ) School Activity Funds
   ( ) Other:  ________________________________________________

12. Pre-planning Activities with Students:  _____________________________________________

13. Follow-Up Activities:  __________________________________________________________

14. Class Coverage:  _____Yes  _____ No <if yes, complete coverage section below>

<table>
<thead>
<tr>
<th>Class requiring coverage</th>
<th>Person Covering</th>
<th>No.</th>
<th>Class requiring coverage</th>
<th>Person Covering</th>
<th>No.</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

15. Does the Trip involve High Risk Activities?  _____Yes  _____ No  (If yes, continue below)
   2.  Copy of Risk Management approval attached:  _____Yes  _____ No

16. Detailed Itinerary for each day of trip attached:  _____Yes  _____ No <required>

17. Purpose of Trip *detailed plan on how the objectives of the trip directly relate to the curriculum/instructional program and anticipated outcomes>*

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Sponsoring Teacher Signature:  ____________________________________  Date:  ________________

**Approval Signatures Required:**

Principal:  ______________________________________________________ Date:  ________________

Executive Director, Special Programs:  _______________________________ Date:  _______________

**FINAL DECISION:**  □ Approved

□ Denied
Reason:  __________________________________________________________
### BALTIMORE COUNTY PUBLIC SCHOOLS

**PARENT/GUARDIAN PERMISSION FORM**

**FOR**

**DAY AND EXTENDED-DAY FIELD TRIPS**

<table>
<thead>
<tr>
<th>School Name:</th>
<th>Student Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Date of Trip:**

<table>
<thead>
<tr>
<th>Destination:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Sponsoring Teacher:**

<table>
<thead>
<tr>
<th>Sponsoring Teacher Phone No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Purpose of Field Trip/Relationship to curriculum/activities:**

**BCPS Approved Transportation:**

<table>
<thead>
<tr>
<th>School Bus</th>
<th>Contract Bus</th>
<th>Parent will provide transportation*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Other - please specify:

* Note: Advance approval by the school principal is required. The Board of Education of Baltimore County does not cover, nor is it liable for, comprehensive and collision coverage for the use of a private vehicle for school-sponsored activities.

**Cost to the Student:** $_________ <exact cash or check payable to school>

**Students will leave from:** ________________________ ______at ____________________.

(place) (time)

**Students will return to:** ________________________ _______at about _______________.

(place) (time)

In the event the field trip schedule does not coordinate with the regular bus schedule, the following drop off/pick up arrangements apply:

( ) Parents must drop their child off at school by no later than ________ (time).

( ) Parents must pick up their child within 15 minutes of the scheduled return time noted above.

**PRINCIPAL’S APPROVAL:**__________________  **SPONSORING TEACHER:**____________________________

--- PARENT/GUARDIAN: PLEASE COMPLETE AUTHORIZATION AND EMERGENCY MEDICAL TREATMENT AUTHORIZATION SECTIONS ON PAGE 2 ---
AUTHORIZATION

I understand that my child’s participation in this field trip is voluntary. I understand that if I use my private vehicle to transport my child on a field trip, that the Board of Education of Baltimore County does not cover, nor is it liable for, comprehensive and collision coverage. I have read and understand the description of the field trip and authorize my child to participate in the activity. I state that I have/my child has read and agree(s) to abide by the terms and conditions set forth in the BCPS Code of Conduct, and to abide by all decisions made by teachers, staff, and those in authority. I agree that BCPS has the right to enforce these rules, standards, and instructions. I agree that my child’s participation in this trip may at any time be terminated by BCPS in the light of my child’s failure to follow these regulations, or for any reason which BCPS may deem to be in the best interest of BCPS, and that my child may be sent home at my own expense. I fully understand and have explained to my child that failure to follow the Student Code of Conduct may result in disciplinary action.

________________________________________________________________________
(Signature of Parent/Guardian)                              (Signature of Student)

EMERGENCY MEDICAL TREATMENT AUTHORIZATION

I certify that my child has no special medical or physical conditions which would impede participation in this field trip. I agree to disclose to BCPS any medications and/or prescriptions which my child shall or should take at any time during the duration of the field trip and complete the Request to Administer Medication/Treatment Form.

In a serious emergency, your son/daughter may have to be taken to the nearest hospital emergency room. Should such action be necessary, you will be notified as soon as possible and will be responsible for any charges incurred.

In the event of serious illness or injury to my child, I expressly consent by my signature to the administration of emergency medical care, if in the opinion of attending medical personnel, such action is advisable. Further, when necessary, I authorize the chaperones to act on behalf of my child while participating in the field trip.

________________________________________________________________________
Parent/Guardian Signature                              Date

The parent/legal guardian must complete the information below:

Print First and Last Name:  ________________________ __________________________________________

Address: __________________________________________ __________________________________________

Telephone: (Cell) ______________________  (Home)____________________ (Work) ________________

Emergency Contact’s Name: ________________________ _______________________________________

Relationship to Student: __________________________ __________________________________________

Emergency Contact’s Telephone #s: __________________________ __________________________

RETURN THE COMPLETED FORM TO THE SPONSORING TEACHER.

If you have concerns or questions regarding the field trip, please contact the teacher sponsoring the field trip. For all health and medication questions and concerns, contact the school nurse at your child’s school.
# Baltimore County Public Schools

## Parent/Guardian Permission Form

### For Overnight Field Trips and Foreign Travel

<table>
<thead>
<tr>
<th>School Name:</th>
<th>Student Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date(s) of Trip:</td>
<td>Destination:</td>
</tr>
<tr>
<td>Sponsoring Teacher:</td>
<td>Sponsoring Teacher Phone No.:</td>
</tr>
</tbody>
</table>

**Purpose of Overnight Field Trip/Foreign Travel - Relationship to curriculum/activities:**

**BCPS Approved Transportation:**

- [ ] School Bus
- [ ] Contract Bus
- [ ] Parent will provide transportation*
- [ ] Airplane (arranged by BCPS authorized travel agent)
- [ ] Other - please specify: ____________________

*For overnight field trips only:

Note: Advance approval by the school principal is required. The Board of Education of Baltimore County does not cover, nor is it liable for, comprehensive and collision coverage for the use of a private vehicle for school-sponsored activities.

**Lodging (arranged by BCPS authorized travel agent):**

<table>
<thead>
<tr>
<th>Motel/Hotel Name:</th>
<th>Address:</th>
<th>Phone No.:</th>
</tr>
</thead>
</table>

Students will be housed _______ (number students) per room and will be chaperoned by: ________________

The cost to the student is: $_______. A schedule of fees and detailed itinerary are attached.

**Students will leave from:**

| ________________________ on __________________ at __________________. |
| (place) (date) (time) |

**Students will return to:**

| ________________________ on __________________ at about __________________. |
| (place) (date) (time) |

In the event the field trip schedule does not coordinate with the regular bus schedule, the following drop off/pick up arrangements apply:

( ) Parents must drop their child off at school by no later than _______ (time).
( ) Parents must pick up their child within 15 minutes of the scheduled return time noted above.

**Principal’s Approval:** ____________________  **Sponsoring Teacher:** ____________________
AUTHORIZATION

I have read and understand the description of the field trip and authorize my child to participate in the activity. I understand that if I use my private vehicle to transport my child on an overnight field trip, that the Board of Education of Baltimore County does not cover, nor is it liable for, comprehensive and collision coverage. I state that I have/my child has read and agree(s) to abide by the terms and conditions set forth in the BCPS Code of Conduct, and to abide by all decisions made by teachers, staff, and those in authority. I agree that BCPS has the right to enforce these rules, standards, and instructions. I agree that my child’s participation in this trip may at any time be terminated by BCPS in the light of my child’s failure to follow these regulations, or for any reason which BCPS may deem to be in the best interest of BCPS, and that my child may be sent home at my own expense. I fully understand and have explained to my child that failure to follow the Student Code of Conduct may result in disciplinary action.

(Signature of Parent/Guardian)  (Signature of Student)

EMERGENCY MEDICAL TREATMENT AUTHORIZATION

I certify that my child has no special medical or physical conditions which would impede participation in this field trip. I agree to disclose to BCPS any medications and/or prescriptions which my child shall or should take at any time during the duration of the field trip and complete the Request to Administer Medication/Treatment Form.

In a serious emergency, your son/daughter may have to be taken to the nearest hospital emergency room. Should such action be necessary, you will be notified as soon as possible and will be responsible for any charges incurred.

In the event of serious illness or injury to my child, I expressly consent by my signature to the administration of emergency medical care, if in the opinion of attending medical personnel, such action is advisable. Further, when necessary, I authorize the chaperones to act on behalf of my child while participating in the field trip.

Parent/Guardian Signature  Date

The parent/legal guardian must complete the information below:

Print First and Last Name: ____________________________________________
Address: __________________________________________________________
Telephone: (Cell) ____________________ (Home) ____________________ (Work) ____________________
Emergency Contact’s Name: __________________________________________
Relationship to Student: ____________________________________________
Emergency Contact’s Telephone #s: ____________________________

RETURN THE COMPLETED FORM TO THE SPONSORING TEACHER.

IF YOU HAVE QUESTIONS OR CONCERNS REGARDING THE FIELD TRIP/FOREIGN TRAVEL, PLEASE CONTACT THE TEACHER SPONSORING THE TRIP. FOR ALL HEALTH AND MEDICATION QUESTIONS AND CONCERNS, CONTACT THE SCHOOL NURSE AT YOUR CHILD’S SCHOOL.
Complete each item as listed below. Provide completed document to your administrator at the time you receive the check for your trip. This form and all supporting documents should be kept on file for four (4) years following the last day of the trip.

Name of School: ____________________________  Date(s) of Trip: _____________________
Sponsoring Teacher __________________________  Destination: ________________________

### FOR OVERNIGHT FIELD TRIPS, THIS SECTION MUST ALSO BE COMPLETED

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Initial</th>
<th>AT LEAST EIGHT (8) WEEKS PRIOR TO TRIP:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1. Secure principal’s tentative approval to conduct field trip and approval to conduct fundraising, if applicable.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Review Policy/Rule 3160, School-Sponsored Activities, to determine if field trip includes high risk activities. If yes, complete Risk Management Review Form (Office of Risk Management Intranet Site) and submit completed form to Principal.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Contact place(s) being visited to make preliminary arrangements.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Determine directions and identify equipment and clothing needed, itinerary, and cost.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. Submit Field Trip Proposal for Overnight and Out-Of-State Travel and Summary Sheet (Rule 6800, Form C). Include detailed itinerary for each day of the field trip.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. Develop a plan for assisting students who are unable to pay their own expenses, and a method for return of unused funds. Review fundraising procedures, if appropriate.</td>
</tr>
</tbody>
</table>

### OVERNIGHT/DAY/EXTENDED-DAY FIELD TRIPS - COMPLETE THE FOLLOWING

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Initial</th>
<th>FOUR WEEKS PRIOR TO THE TRIP:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1. Review Policy/Rule 3160, School-Sponsored Activities, to determine if field trip includes high risk activities. If yes, complete Risk Management Review Form (Office of Risk Management Intranet Site) and submit completed form to Principal.</td>
</tr>
<tr>
<td>Date Completed</td>
<td>Initial</td>
<td><strong>FOUR WEEKS PRIOR TO THE TRIP, CONTINUED:</strong></td>
</tr>
<tr>
<td>---------------</td>
<td>---------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Submit <em>Field Trip Proposal for Day and Extended-Day Field Trips</em> (Rule 6800, Form E). Include detailed itinerary.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Follow site-based procedures to secure coverage.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Arrange for transportation (school bus or BCPS-approved contractor), meals, chaperones, lodging (if necessary, must be arranged through BCPS-approved travel agent), and distribute permission slips.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. Determine if the destination is handicap accessible and that reasonable appropriate accommodations are available.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. Identify chaperones and ensure that each chaperone has completed the BCPS volunteer training program and requisite background investigation checks by the Office of Investigations and Records Management.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7. Identify teachers to accompany and supervise students.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>TWO WEEKS PRIOR TO THE TRIP:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>8. Collect permission slips and money from students, if applicable. Follow site-based deposit procedures for all funds. (Note: All monies collected must be deposited daily with the school’s financial secretary.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>ONE WEEK PRIOR TO THE TRIP:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>9. Complete Field Trip Notification – Cafeteria and School Nurse (Rule 6800, Form J) and provide notice of the field trip to the cafeteria manager and school nurse. Notice to the school nurse must include a list of all student participants.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10. Notify teachers, activity coordinators, and others affected by the trip.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11. Submit request for check to bookkeeper.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12. Prepare information regarding:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- master list of those planning to participate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- emergency telephone contacts, including back-up access to cellular phone</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- route to destination</td>
</tr>
</tbody>
</table>
### ONE TO THREE DAYS PRIOR TO TRIP:

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Initial</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>13. Finalize group listings and master list of participants.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>14. Prepare name tags, if appropriate.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15. Discuss with students behavior expectations, rules and policies, itinerary, appropriate attire, drop off and pick up information, and emergency procedures.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16. Confirm trip arrangements.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>17. Confer with chaperones regarding trip specifics.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>18. Confer with school nurse regarding availability of first aid kit, necessary medication and treatment requirements, and the plan for administration of medication or medical treatment.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>19. Submit to the principal a list of names of all students and chaperones participating in the field trip, along with emergency contact information for each participant.</td>
</tr>
</tbody>
</table>

### DAY OF FIELD TRIP:

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Initial</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>20. Distribute to accompanying teachers a copy of the master list of all participants, including emergency contact information and specific health information, as necessary for each student.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>21. Provide administration with copy of the passenger list, a copy of each permission slip, and the planned route to destination.</td>
</tr>
</tbody>
</table>

### FOLLOWING FIELD TRIP:

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Initial</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>22. Conduct follow-up activities with students.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>23. Complete the Final Report-Day/Extended-Day Field Trip (Rule 6800, Form M), or, for overnight travel, Final Report-Overnight Field Trips and Foreign Travel (Rule 6800, Form N) and submit copy to principal.</td>
</tr>
</tbody>
</table>
Baltimore County Public Schools
Chaperone Agreement Form

<table>
<thead>
<tr>
<th>TO BE COMPLETED BY THE CHAPERONE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name (As it will appear on driver’s license)</strong></td>
<td><strong>Address:</strong></td>
</tr>
<tr>
<td><strong>Trip Destination:</strong></td>
<td><strong>Student’s Name:</strong></td>
</tr>
<tr>
<td><strong>Date(s) of Trip:</strong></td>
<td><strong>Student’s Classroom/Home Room No.:</strong></td>
</tr>
<tr>
<td><strong>Address:</strong></td>
<td><strong>Home Phone No.:</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Cell Phone:</strong></td>
</tr>
</tbody>
</table>

**DUTIES OF CHAPERONES**

1. Sign in at school prior to the field trip and sign out prior to leaving school grounds.
2. All adults participating in a school field trip do so in a supervisory capacity and will follow the directions of the sponsoring teacher or other school personnel.
3. Chaperones should seat themselves at various points on the bus(es) as determined by the sponsoring teacher.
4. Do not discipline any student at any time. Report behavior concerns to the sponsoring teacher or other school personnel.
5. Chaperones shall refrain from bringing visitors, children, siblings, or others in their care on the field trip.
6. Chaperones are to remain with the group during all scheduled activities.
7. Chaperones are expected to be aware and conscious of incidents or situations that may be safety problems.
8. The sponsoring teacher will make all decisions concerning appropriate behavior and the interpretation of school policies, rules, and procedures.

All chaperones for day/extended-day field trips are required to complete a BCPS volunteer application, complete the BCPS volunteer training, and sign a BCPS Volunteer Training Certificate no later than 30 days prior to the scheduled field trip. For overnight field trips and foreign travel, chaperones must also complete a commercial background check and Department of Social Services screening through the Office of Investigations and Records Management at least 30 days prior to the scheduled trip.

______________________________________

Chaperone Signature

______________________________________

Date

The chaperone must complete the information below:

Print First and Last Name: ____________________________

Emergency Contact’s Name: ____________________________

Emergency Contact’s Telephone Number(s): home: __________________ cell: __________________

COMPLETE FORM, SIGN, AND RETURN TO YOUR CHILD’S HOME ROOM TEACHER
Baltimore County Public Schools
Field Trip Notification - Cafeteria

Please turn this form into the cafeteria manager no later than one week in advance of the scheduled field trip.

Grade(s): ___________________________  Sponsoring Teacher: __________________________

Teacher(s): _______________________________________________________________________

Departure Date: _______________  Return Date: _______________

Number of students who will be participating in the field trip: __________

Received by ___________________________  Date __________
Cafeteria Manager

Field Trip Notification – School Nurse

Please turn this form into the school nurse no later than one week in advance of the scheduled field trip.

Grade(s): ___________________________  Sponsoring Teacher: __________________________

Teacher(s): _______________________________________________________________________

Departure Date: _______________  Return Date: _______________

Number of students who will be participating in the field trip: __________

List of student participants (attached):

Received by ___________________________  Date __________
School Nurse
# BALTIMORE COUNTY PUBLIC SCHOOLS
## STUDENT HEALTH HISTORY
### OVERNIGHT OR FOREIGN TRAVEL FIELD TRIPS

<table>
<thead>
<tr>
<th>School Name:</th>
<th>Sponsoring Teacher:</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Date(s) of Trip:</th>
<th>Destination:</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Student Birth Date:</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Parent/Guardian Name:</th>
<th>Home Phone No.: ( <em><strong>)</strong></em>_________________</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Work Phone No.: ( <em><strong>)</strong></em>_________________</td>
</tr>
<tr>
<td></td>
<td>Cell Phone No.: ( <em><strong>)</strong></em>_________________</td>
</tr>
</tbody>
</table>

## HEALTH HISTORY

1. Is your child under the care of a health care provider for any health concerns?  
   □ Yes □ No  
   
   If Yes, please list all health concerns:
   
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

2. Does your child have a serious allergy to a food, insect sting and/or drug?  
   □ Yes □ No  
   
   If Yes, please describe:
   
   __________________________________________________________
   __________________________________________________________

3. List any medications vitamins and supplements that your child takes each day and all emergency or “as needed” medications*:
   
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
HEALTH HISTORY, CONTINUED

4. Does your child have any special dietary considerations?* □ Yes □ No

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

5. Provide any other important health related information about your child:
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

READ AND SIGN THE FOLLOWING:

This health history provided in this document is correct so far as I know. I give permission for ________________ to participate in all field trip activities, except as noted.

Authorization is hereby granted to release this information to appropriate school personnel and BCPS teacher chaperones who will be accompanying students on the above-referenced field trip.

_____________________________________________   _______________
Parent/Guardian signature                          Date

* Any prescribed and/or over-the-counter medications and special diets require a physician’s order. The parent must complete the attached Request to Administer Medication/Treatments Form (Rule 6800, Form) and return it to the school nurse prior to the scheduled trip.
Dear Parent/Legal Guardian:

To request medication administration on an overnight field trip or foreign travel:

- This form must be completed and signed by the parent and the student’s health care provider.
- The medication container must be labeled by the pharmacy with the student’s name, prescriber’s name, name of medication, dosage, route, conditions for storage, prescription date, and expiration date.
- Unless otherwise specified, the medical order is valid for the field trip only.

### HEALTH CARE PROVIDER’S ORDER

Your patient will be participating in a trip to ______________ from ______ to _______. Please indicate below any prescription and/or over-the-counter medications and/or medical treatment(s) that your patient will need on this trip. The school nurse will review the orders and provide training to unlicensed school staff who will oversee the administration of all medications and treatments.

<table>
<thead>
<tr>
<th>Name of Student: ____________________________</th>
<th>Date of Birth: __________</th>
<th>Grade: __________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drug Name or Treatment Required</td>
<td>Dosage, Frequency, Route</td>
<td>For What Condition</td>
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</tbody>
</table>

Prescriber’s Name/Title: ____________________________ Telephone: ____________________________

Address: __________________________________________________________________________ Fax: ____________________________

Prescriber’s Signature: ____________________________ Date: ____________________________

(Original signature or signature stamp ONLY)

### PARENT/GUARDIAN AUTHORIZATION

I request designated school personnel to administer or oversee the administration of the medication(s) as prescribed by the above prescriber. I certify that I have legal authority to consent to medical treatment for the student named above. I authorize the school nurse to communicate with the health care provider. I understand that a school nurse will not be in attendance on this field trip.

Parent/Guardian Signature: ____________________________ Date: ____________________________

Home Phone #: ____________________________ Cell Phone #: ____________________________ Work Phone #: ____________________________

1
Baltimore County Public Schools
Final Report – Day/Extended-Day Field Trips

This report should be completed by the sponsoring teacher after the conclusion of the field trip and submitted to the principal.

School Name: _____________________________________________________________________

Sponsoring Teacher(s): _____________________________________________________________

Section or Grade/Student Group: ________________________________

Trip Destination: ___________________________________________________________________

Dates of Trip: Departure: _________________________ Return: ____________________________

Transportation Provided by: __________________________________________________________

1. Any accidents or unusual incidents? ______ Yes _______ No If yes, give details:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

2. Student injury or illness? ______ Yes _______ No If yes, complete Student Accident Report Form and return to school principal.

3. Any unacceptable or disruptive behavior which misrepresents the standards of the schools? ______ Yes _______ No If yes, give details:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

4. Student medication(s)/treatment(s) - submit a report to the school nurse, returning the first aid kit and any other medical equipment, and to verify medications or treatment administered. Date report/medical equipment provided to school nurse: ____________ (date)

Summary:
5. Did all aspects of the trip meet your expectations? Did you receive all services promised in the itinerary/contract(s) signed?
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
6. How would you rate?

<table>
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<tr>
<th></th>
<th>Low</th>
<th>Average</th>
<th>Excellent</th>
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<tbody>
<tr>
<td>Bus/Transportation</td>
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<tr>
<td>Student Interest</td>
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<tr>
<td>Cost</td>
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<td></td>
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<tr>
<td>Trip Expectations</td>
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</tr>
<tr>
<td>Educational Value</td>
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</table>

7. Were there any problems encountered? Explain

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

8. To what extent was the field trip a learning process which effectively extends student understanding of concepts and grade level/course curriculum presented in the classroom?

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

9. How was the field trip setting safe and conducive to learning?

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

10. How was information presented to students appropriate to their interests and learning needs? Explain.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

11. Would this field trip be of value to other groups of students? ______ Yes _______ No
Which class/group: ________________________________

Sponsoring teacher signature ________________________________ Date ____________________
Baltimore county public schools
Final report – overnight field trips and foreign travel

This report should be completed by the sponsoring teacher after the conclusion of the field trip and submitted to the principal. For foreign travel, a copy of the form should also be forwarded to the Executive Director, Special Programs.

School Name: _________________________________________________________________

Sponsoring Teacher(s): __________________________________________________________

Section or Grade/Student Group: ________________________________

Trip Destination: ______________________________________________________________

Dates of Trip: Departure: _________________________ Return: __________________________

Transportation:

______ Bus - Contractor Name: __________________________________________________

______ Air – Travel Agent Name: _________________________________________________

______ Other – Explain: _________________________________________________________

Overnight Accommodations: ____________________________________________________

1. Any accidents or unusual incidents? _____ Yes _____ No If yes, give details:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

2. Student injury or illness? _____ Yes _____ No
   If yes, complete Student Accident Report Form and return to school principal.

3. Any unacceptable or disruptive behavior which misrepresents the standards of the schools?
   _____ Yes _____ No If yes, give details:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

4. Student medication(s)/treatment(s) - submit a report to the school nurse, returning the first aid kit and any other medical equipment, and to verify medications or treatment administered. Date report/medical equipment provided to school nurse: ____________ (date)
SUMMARY:

5. Did all aspects of the trip meet your expectations? Did you receive all services promised in the itinerary/contract(s) signed?

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

6. Were there any last minute changes made in the following (if marked, explain):
   _____ Overnight Accommodations
   _____ Dining Arrangements
   _____ Flights
   _____ Ground transportation
   _____ Itinerary

   Explain:

______________________________________________________________________________

______________________________________________________________________________

7. How would you rate?

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<tr>
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<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus/Transportation</td>
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<tr>
<td>Travel Agent</td>
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<tr>
<td>Overnight Accommodations</td>
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<tr>
<td>Student Interest</td>
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<tr>
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7. Were there any problems encountered? Explain

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

8. To what extent was the field trip a learning process which effectively extends student understanding of concepts and grade level/course curriculum presented in the classroom?

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
9. How was the field trip setting safe and conducive to learning?
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

10. How was information presented to students appropriate to their interests and learning needs? Explain.
______________________________________________________________________________
______________________________________________________________________________

11. Would this field trip be of value to other groups of students? ______ Yes _______ No
Which class/group: __________________________________________________________

________________________________________     __________________
Sponsoring teacher signature                Date
Complete each item as listed below. Provide completed document to your administrator at the time you receive the check for your trip. This form and all supporting documents should be kept on file for four (4) years following the last day of the trip.

Name of School: ____________________________  Date(s) of Trip: _____________________  
Sponsoring Teacher __________________________ Destination: ________________________

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Initial</th>
<th>AT LEAST SIX (6) MONTHS PRIOR TO TRIP:</th>
</tr>
</thead>
<tbody>
<tr>
<td>______________</td>
<td>______</td>
<td>1. Secure principal’s tentative approval to: (a) conduct foreign travel trip, (b) ensure no conflicts exist with approved school calendar; (c) to conduct fundraising, if applicable. Note: If more than 5 school days, permission of Superintendent is required.</td>
</tr>
<tr>
<td>______________</td>
<td>______</td>
<td>2. Consult with the Executive Director, Special Programs, to determine whether the State Department has posted travel advisories for any of the trip destinations.</td>
</tr>
<tr>
<td>______________</td>
<td>______</td>
<td>3. Review Policy/Rule 3160, School-Sponsored Activities, to determine if field trip includes high risk activities. If yes, complete Risk Management Review Form (Office of Risk Management Intranet Site) and submit completed form to Principal.</td>
</tr>
<tr>
<td>______________</td>
<td>______</td>
<td>4. Contact Board’s approved travel agent to secure preliminary costs for air and lodging.</td>
</tr>
<tr>
<td>______________</td>
<td>______</td>
<td>5. Contact place(s) being visited to make preliminary arrangements.</td>
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<tr>
<td>______________</td>
<td>______</td>
<td>6. Identify accompanying teachers (include names on Field Trip Proposal Form Rule 6800, Form D).</td>
</tr>
<tr>
<td>______________</td>
<td>______</td>
<td>7. Determine if the destination(s) is handicap accessible and that reasonable appropriate accommodations are available.</td>
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<tr>
<td>______________</td>
<td>______</td>
<td>6. Submit Field Trip Proposal for Foreign Travel and Summary Sheet (Rule 6800, Form D). Include detailed itinerary for each day of the field trip.</td>
</tr>
<tr>
<td>______________</td>
<td>______</td>
<td>7. Develop a plan for assisting students who are unable to pay their own expenses, and a method for return of unused funds. Review fundraising procedures, if appropriate.</td>
</tr>
<tr>
<td>Date Completed</td>
<td>Initial</td>
<td><strong>FIVE (5) MONTHS PRIOR TO THE TRIP:</strong></td>
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<td>----------------</td>
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</tr>
<tr>
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<td></td>
<td>8. Upon receipt of the approved proposal, compile a packet of materials that includes trip itinerary, detailed financial information, payment deadlines, trip cancellation/refund policies, and the travel contract.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9. Determine necessary travel documents, inoculations, and determine plan to secure required items.</td>
</tr>
</tbody>
</table>
|                |         | 10. Continue to consult the Executive Director, Special Programs, to monitor State Department travel advisories.  
List Dates of Contact/Response: |
|                |         | ____________________________________  
|                |         | ____________________________________  
|                |         | ____________________________________  
<p>|                |         | ____________________________________  |
|                |         | 11. a. Conduct a meeting for parents/students to determine group size and number of chaperones needed. |
|                |         | b. Schedule two (2) mandatory orientation sessions for all participants and parents/guardians. |
|                |         | c. Contact Travel Agent to ensure a representative is available to attend the orientation sessions. |
|                |         | d. Orientation sessions should include: |
|                |         | • Student behavior expectations. |
|                |         | • Expenses not included in the costs, such as required inoculations, passport/visa expenses, and personal expenses. |
|                |         | • Health and safety procedures, including requirement for health history and medication orders, if needed. |
|                |         | • Travel Agent’s trip cancellation policy, availability of travel insurance, and refund schedule. |
|                |         | • Notice to parent of his/her financial responsibility in the event the student is removed from participation for any reason and returned home. |
|                |         | Date of first orientation meeting: ___________________ |
|                |         | Date of second orientation meeting: ___________________ |
|                |         | 12. Establish a deadline for student commitment to travel. |</p>
<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Initial</th>
<th><strong>FOUR (4) MONTHS PRIOR TO THE TRIP</strong>&lt;br&gt;(AFTER OBTAINING APPROVAL FOR THE TRIP):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>13. Collect permission slips, <em>Student Health History</em> (Rule 6800, Form K), and <em>Request to Administer Medication/Treatments</em> (Rule 6800, Form L), if applicable.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>14. Collect all monies, following site-based deposit procedures for all funds. (Note: All monies collected must be deposited daily with the school’s financial secretary.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15. Check with participants to ensure that necessary travel documents have been obtained. Make copies of each passport/visa. (Copies of each passport/visa are to be carried by the chaperoning teacher on the trip in the event of an emergency.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16. Confirm Airline and Lodging arrangements with BCPS Travel Agent.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>17. Identify chaperones and ensure that each chaperone has completed the BCPS volunteer training program and requisite background investigation checks by the Office of Investigations and Records Management. Note: Chaperones must complete a commercial background check, as well as a Department of Social Services screening, through the Office of Investigations and Records Management at least 30 days prior to the scheduled trip.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>18. Submit request for purchase order(s) to bookkeeper, if necessary.</td>
</tr>
</tbody>
</table>

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<tr>
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<th><strong>TWO (2) WEEKS PRIOR TO THE TRIP:</strong></th>
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<tr>
<td></td>
<td></td>
<td>19. Complete Field Trip Notification – Cafeteria and School Nurse (Rule 6800, Form J) and provide notice of the field trip to the cafeteria manager and school nurse. Notice to the school nurse must include a list of all student participants.</td>
</tr>
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<td>20. Notify teachers, activity coordinators, and others affected by the trip.</td>
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<td></td>
<td>21. Submit request for check(s) to bookkeeper.</td>
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</table>
|               |         | 22. Prepare information regarding:  
|               |         | - master list of those planning to participate  
|               |         | - emergency telephone contacts, including back-up access to cellular phone  
|               |         | - copies of participants’ passports/visas |
### ONE TO THREE DAYS PRIOR TO TRIP:

<table>
<thead>
<tr>
<th>Date Completed</th>
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<tbody>
<tr>
<td>____________</td>
<td>____</td>
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</table>

23. Finalize group listings and master list of participants.

24. Prepare name tags, if appropriate.

25. Discuss the following with students: behavior expectations, rules and policies, itinerary, appropriate attire, drop off and pick up information, and emergency procedures.


27. Contact Executive Director, Special Programs, to obtain final approval and to confirm no travel advisories issued by State Department.

28. Confer with chaperones regarding trip specifics.

29. Confer with school nurse regarding availability of first aid kit, necessary medication and treatment requirements, and the plan for administration of medication or medical treatment.

30. Submit to the principal a list of names of all students and chaperones participating in the field trip, along with emergency contact information for each participant.

### DAY OF FIELD TRIP:

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________</td>
<td>____</td>
</tr>
</tbody>
</table>

31. Distribute to accompanying teachers a copy of the master list of all participants, including emergency contact information and specific health information, as necessary for each student.

32. Provide principal with copy of the passenger list, a copy of each permission slip, and the planned itinerary for each day. Include contact information for each accompanying teacher.

### FOLLOWING FIELD TRIP:

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________</td>
<td>____</td>
</tr>
</tbody>
</table>

33. Conduct follow-up activities with students.

34. Complete the *Final Report-Overnight Field Trips and Foreign Travel* (Rule 6800, Form N) and submit copy to principal.
DATE: July 10, 2012

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Ph.D., Superintendent

SUBJECT: FINANCIAL REPORT – FOR THE MONTHS ENDING MAY 2011 AND 2012

ORIGINATOR: Barbara S. Burnopp, Chief Financial Officer

RESOURCE PERSON (S): Patrick M. Fannon, Controller

INFORMATION

*****

Attached is the general fund *Comparison of FY2011 and FY2012 Revenues, Expenditures, and Encumbrances – Budget and Actual* for the periods ended May 2011 and 2012.

*General Fund Comparison of FY2011 and FY2012 Revenues, Expenditures, and Encumbrances-Budget and Actual*

These data are presented using Maryland State Department of Education (MSDE) categories. Amounts included reflect actual revenues, expenditures, and encumbrances to date and do not reflect forecasts of revenues and expenditures. Figure 1 presents an overview of the FY2011 and FY2012 general fund revenue budget. Figure 2 provides an overview of the FY2012 general fund expenditure budget. Figure 3 compares the percent of the budget obligated as of May 2011 and 2012. Figure 4 is a comparative statement of budget-to-actual revenues, expenditures, and encumbrances.
Baltimore County

The FY2012 county appropriation increased $5.3 million, a 0.7% increase over the FY2011 budget. Increased enrollment resulted in additional funding for FY2012 even though the county appropriation, excluding one-time expenditures, is the minimum funding required under the state maintenance of effort (MOE) requirements. County funds are drawn based on cash flow requirements. The year-to-date county revenue recognized is $629.3 million, 94.1% of the budget, as compared to $603.9 million, 91.1% of the budget for FY2011. The increase in county funds received at May 31, 2012, over that of 2011 was based upon timing of cash requirements for payroll.

State of Maryland

The FY2012 state appropriation increased approximately $26 million, 5.1% over the FY2011 budget. The increase in the budgeted revenue is a result of an overall increase over the prior year in aid to education and was made possible due to Federal Education Jobs Fund Bill revenue used by the state in FY2011 to make resources available for FY2012. The majority of state funds are received bi-monthly in equal installments. As of May 2012, all of the scheduled state payments have been received. Additional state revenues to be received include the state portion of out-of-county placements, and the final nonpublic placement payment, which is received subsequent to a final reconciliation by the state. These additional revenues will be accrued as necessary during the year-end closing process.

Federal

The FY2012 federal budgeted revenue is significantly reduced because of the ending of most of the funding previously received under the American Recovery and Reinvestment Act. The school system received its current year share of federal stimulus funds under the Education Jobs Fund Bill, approximately $3.8 million, all of which was used to support employee health care costs. These funds are not expected to continue in FY2013.

Other Revenues

The other revenue budget is comprised of re-appropriations of funds from the prior year’s fund balance, out-of-county living arrangement payments from other local education agencies, which are estimated to be $2.8 million and are generally collected at year end, tuitions, and sundry revenues. The budgeted revenue decreased significantly over the prior year because of a $6.9 million
decrease in the re-appropriated fund balance to approximately $9.1 million from the $16 million utilized in the prior year. The year-to-date revenue consists of tuition and other revenues.

Total Expenditures and Encumbrances – Year-to-date expenditures and encumbrances through May 2012 are $1.125 billion, 91.7% obligated, compared to $1.106 billion, 91.3% obligated, for the same period in FY2011. Salary expenditures within categories that are primarily comprised of 12-month positions (e.g., administration, midlevel administration, operation of plant, maintenance of plant, and capital outlay) average 87.4% of the budget amount and are in line considering the percent of the fiscal year that has elapsed. Salary expenditures in categories with large concentrations of 10-month school-based personnel (e.g., instructional salaries, special education, student personnel, health services, and transportation) average 89.2% of the budget, which is in line with the percentage of the school year that has elapsed.

The salary budget had a net increase of approximately $1.7 million, which included $15.1 million to provide salary step increases and other salary adjustments. Additionally, $3.1 million and $2.6 million, respectively, were added to the salary budget to provide for additional teachers because of increased enrollment and to provide other positions for special education. The budget increases were offset by a reduction of $15.8 million through decreased school staffing allocations, by a $3.2 million transfer of the costs of special education additional assistants to the Third Party Billing program, and decreases in summer school, extended year, and extra duty programs.
The nonsalary expenditures are budgeted for an overall net increase of $14.1 million, or 3.2% over the prior year. The changes in these expenditures are in a number of categories throughout the budget. The nonsalary budget for administration was increased by $2.1 million, primarily because of an increase in one-time expenditures for contracted services and equipment relating to expanding the functionality of student data systems for the Office of Student Data and for network support services. The nonsalary budget for transportation was increased by $1.2 million, a 5.1% increase, because of an expected increase for school bus replacements and diesel fuel costs. An increase of $16.9 million is budgeted for fixed charges, a 6.8% increase, because of an increase in health benefit costs, and to provide for increased state and county pension costs and increased workers’ compensation expenses. These budget increases were somewhat offset by a decrease of $714,000 in the budget for midlevel administration, primarily because of an overall reduction in school and office expenditures; a $3.1 million decrease in textbook and personal computer replacement costs; and a $1.9 million decrease in the budget for operation of plant, primarily related to an expected decrease in the cost of utilities.

A budget appropriation transfer request, which would realign funds by category with planned and projected year end expenses, was approved by the board in April. This request was subsequently submitted to the county executive and county council for consideration, and was approved in June 2012 and will be reflected in the June financial records.
• **Instructional Salaries** – The budget for instructional salaries had a net decrease of $9.0 million in FY2012. From the operating budget, 194 teaching position vacancies were frozen, and offsetting adjustments were made to classroom staffing allocations for the vacancies that were not filled. Notwithstanding the class size adjustments, it was necessary to hire 77 additional teachers to accommodate enrollment growth. The budget was also increased for salary step increases for teachers.

• **Instructional Textbooks and Supplies** – A significant portion of the instructional textbooks and supplies category is spent early in the fiscal year as orders are placed with vendors for textbooks and classroom supplies needed for the opening of school. The FY2012 budget for this category was decreased by 13.1%, or approximately $3.2 million. This budgetary decrease is the result of a reduction in the central budget for textbooks and computer replacements as well as a 5% reduction to classroom budgets. Significant textbook purchases were made in prior years, and no additional funds were provided for this year. The remaining budget will be spent during the school year to purchase additional consumable classroom supplies, textbooks, and other media.

• **Other Instructional Costs** – This category is comprised of commitments for contracted services, staff development, equipment, and other costs used to support the instructional programs. To date, $8.1 million, 101.7% of the FY2012 budgeted funds, has been committed. A budget transfer request that will provide funding to cover this overage was approved by the board and approved by the county council in June.

• **Special Education** – The special education category includes costs associated with the educational needs of students receiving special education services. The FY2012 salary budget increased by $7.3 million, 6.9% over the prior year, which included funding for salary step increases and funding of $2.6 million for 47.8 additional positions. Additionally, 194 instructional assistant positions were transferred to the operating budget. These positions had previously been funded by grant revenues from the federal stimulus program which were included in the special revenue budget. Of the FY2012 special education nonsalary budget of $41.5 million, $34.9 million (84%) is for placement of children in nonpublic schools. The nonpublic placement budget decreased approximately $2 million from the FY2011 budgeted amount. This decrease was offset by a $2.1 million increase in contractual related services in order to provide additional therapeutic services to special education students throughout the school system. To date, substantially all of the funds for nonpublic placement have been committed, compared with $31 million committed in May 2011. This change is due to the early encumbrance of projected services.

• **Student Personnel and Health Services** – Year-to-date FY2012 expenditures for student personnel and health services are currently in line with the budget.

• **Transportation** – This category includes all costs associated with providing school transportation services for students between home, school, and school activities. Much of the transportation nonsalary budget is committed early in the fiscal year to reflect the anticipated annual expenditures for contracts with private bus operators, fuel for vehicles, cost of bus maintenance, and other nonsalary expenditures. The nonsalary budget increased by approximately $1.2 million, which is primarily attributable to an expected increase in school bus replacements and diesel fuel costs. As of May 2012, $24.4 million, 97.9% of the nonsalary budget, has been committed, compared to $22.6 million, 95.3% expended at May 2011. The increase of approximately $1.8 million in nonsalary expenditures over the prior year is attributable to the increase in encumbrances for diesel fuel and for additional bus purchases to replace units that the system is required to take out of service based upon state regulations.
• **Operation of Plant** – This category contains salary costs for personnel for care and upkeep of grounds and buildings. Additionally, costs of utilities (including telecommunications costs, gas and electric, fuel oil, sewer, and water) are also included. The nonsalary expenditure budget for this category has decreased $1.9 million, a 4% decrease over the prior year. This decrease is primarily attributable to an anticipated decrease in the cost of utilities. Encumbrances for utilities have been established for approximately the full amount of the budgeted annual costs of $27 million. Other expenditures in this category include the cost of building rent, $5.4 million; supplies and materials, $2.4 million; trash removal, $1.3 million; and other related expenditures. As of May 2012, 91.2% of the nonsalary budget has been committed, compared to 94.5% committed at May 2011.

• **Maintenance of Plant and Capital Outlay** – The maintenance category consists of activities related to the service and upkeep of building systems. The nonsalary expenditure budget for this category decreased 2.8% over the prior year. Year-to-date nonsalary expenditures and encumbrances are $15.4 million, 97.5% of the budgeted amount, as compared with $15.2 million, or 93.7%, in the prior fiscal year. Capital outlay nonsalary expenditures at May 2012 are significantly less than those at May 2011, because of contractual service expenditures in the prior year for one-time repairs to greenhouses at two schools.

• **Fixed Charges** – This category includes the cost of employee benefits and other fixed costs. Health insurance and employer FICA consume 71% and 22% of the fixed charges budget, respectively. The FY2012 budget includes an increase of $16.9 million, resulting from a significant increase in health insurance costs, increased state and county pension costs, and increased workers’ compensation expenses.
## Baltimore County Public Schools

Comparison of FY 2011 and FY 2012 Revenues, Expenditures, and Encumbrances

### General Fund

#### FY 2011

<table>
<thead>
<tr>
<th>Revenues</th>
<th>Total</th>
<th>Remaining</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjusted</td>
<td>Budget as of 05/31/11</td>
<td>Rev/Exp/Enc. as of 05/31/11</td>
<td>Eearned or Obligated</td>
</tr>
<tr>
<td>Baltimore County</td>
<td>$663,144,082</td>
<td>$603,873,443</td>
<td>$59,270,639</td>
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<tr>
<td>State of Maryland</td>
<td>510,629,784</td>
<td>484,067,695</td>
<td>26,562,099</td>
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<tr>
<td>Federal</td>
<td>13,195,238</td>
<td>28,828,680</td>
<td>(15,633,442)</td>
</tr>
<tr>
<td>Other</td>
<td>24,464,720</td>
<td>19,871,084</td>
<td>4,553,636</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>$1,211,373,834</strong></td>
<td><strong>$1,136,640,902</strong></td>
<td><strong>$74,732,932</strong></td>
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</table>

#### FY 2012

<table>
<thead>
<tr>
<th>Revenues</th>
<th>Total</th>
<th>Remaining</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>Adjusted</td>
<td>Budget as of 05/31/11</td>
<td>Rev/Exp/Enc. as of 05/31/11</td>
<td>Eearned or Obligated</td>
</tr>
<tr>
<td>Baltimore County</td>
<td>$666,495,342</td>
<td>$629,281,831</td>
<td>$37,213,511</td>
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<tr>
<td>State of Maryland</td>
<td>536,555,216</td>
<td>524,718,398</td>
<td>11,836,818</td>
</tr>
<tr>
<td>Federal</td>
<td>1,540,000</td>
<td>4,755,189</td>
<td>(215,189)</td>
</tr>
<tr>
<td>Other</td>
<td>17,152,093</td>
<td>12,448,212</td>
<td>4,703,823</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>$2,126,742,597</strong></td>
<td><strong>$1,171,203,630</strong></td>
<td><strong>$55,538,967</strong></td>
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</tbody>
</table>

#### Expenditures and Encumbrances

<table>
<thead>
<tr>
<th>Administration</th>
<th>Salary</th>
<th>non-salary</th>
<th>subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baltimore County</td>
<td>$24,246,557</td>
<td>$9,920,833</td>
<td>$34,167,390</td>
</tr>
<tr>
<td>State of Maryland</td>
<td>78,182,571</td>
<td>68,309,842</td>
<td>87,922,729</td>
</tr>
<tr>
<td>Federal</td>
<td>8,528,097</td>
<td>7,655,874</td>
<td>872,223</td>
</tr>
<tr>
<td>Other Instructional Costs</td>
<td>7,990,663</td>
<td>8,634,404</td>
<td>(873,741)</td>
</tr>
<tr>
<td>Special Education</td>
<td>106,418,311</td>
<td>79,971,239</td>
<td>67,846,105</td>
</tr>
<tr>
<td>Student Personnel</td>
<td>8,219,068</td>
<td>7,502,532</td>
<td>716,536</td>
</tr>
<tr>
<td>Health Services</td>
<td>13,502,240</td>
<td>12,153,604</td>
<td>1,348,636</td>
</tr>
<tr>
<td>Operation of Plant</td>
<td>40,184,939</td>
<td>34,667,037</td>
<td>5,517,902</td>
</tr>
<tr>
<td>Maintenance of Plant</td>
<td>28,385,870</td>
<td>26,343,230</td>
<td>2,042,640</td>
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<tr>
<td>Fixed Charges</td>
<td>250,673,876</td>
<td>242,086,020</td>
<td>8,587,856</td>
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<tr>
<td>Capital Outlay</td>
<td>2,793,518</td>
<td>2,421,397</td>
<td>372,121</td>
</tr>
<tr>
<td>Total Salary</td>
<td>779,065,937</td>
<td>691,691,741</td>
<td>87,374,196</td>
</tr>
<tr>
<td>Total Non-Salary</td>
<td>432,307,897</td>
<td>414,615,502</td>
<td>17,692,395</td>
</tr>
<tr>
<td><strong>Total Expenditures and Encumbrances</strong></td>
<td><strong>$1,211,373,834</strong></td>
<td><strong>$1,106,307,243</strong></td>
<td><strong>$105,066,591</strong></td>
</tr>
</tbody>
</table>

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*Figure 4 Prepared by: Office of Financial Reporting, June 13, 2012*
DATE: July 10, 2012

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance., Ph.D., Superintendent

SUBJECT: BOARD OF EDUCATION POLICIES SCHEDULED FOR REVIEW IN 2012-2013

PRESENTERS: Mr. James E. Coleman, Chairman
Policy Review Committee

RESOURCE: Margaret-Ann F. Howie, Esq., General Counsel

PERSON(S): Patricia S. Clark, Policy and Compliance Officer

INFORMATION

In accordance with Superintendent’s Rule 8130, the list of policies scheduled for review in School Year 2012-2013 is attached.

* * * * *

Attachment – Policy Review Schedule
In accordance with Superintendent’s Rule 8130, the following policies are scheduled for review in school year 2012-2013.

<table>
<thead>
<tr>
<th>Policy</th>
<th>Title</th>
<th>Last Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>1210 P</td>
<td>Relationship with Parent-Teacher (Student) Associations</td>
<td>05/08</td>
</tr>
<tr>
<td>1260 P</td>
<td>School Volunteers</td>
<td>06/08</td>
</tr>
<tr>
<td>1270 P</td>
<td>Parent and Family Involvement &lt;Annual Review&gt;</td>
<td>04/12</td>
</tr>
<tr>
<td>3111 P</td>
<td>Budget: Planning and Preparation</td>
<td>01/08</td>
</tr>
<tr>
<td>3112 P</td>
<td>Budget: Operating Budget</td>
<td>01/08</td>
</tr>
<tr>
<td>3113 P</td>
<td>Transfers and Supplements</td>
<td>06/08</td>
</tr>
<tr>
<td>3121 P</td>
<td>Funds Management</td>
<td>01/08</td>
</tr>
<tr>
<td>3122 P</td>
<td>Classification of Expenditures</td>
<td>06/08</td>
</tr>
<tr>
<td>3123 P</td>
<td>Reporting</td>
<td>06/08</td>
</tr>
<tr>
<td>3125 P</td>
<td>School Activity Funds</td>
<td>09/07</td>
</tr>
<tr>
<td>3210 P</td>
<td>Purchasing Guides</td>
<td>10/07</td>
</tr>
<tr>
<td>3231 P</td>
<td>Vendor Performance Evaluation</td>
<td>09/07</td>
</tr>
<tr>
<td>3410 P</td>
<td>Responsibilities and Duties</td>
<td>05/08</td>
</tr>
<tr>
<td>3420 P</td>
<td>Routes and Services</td>
<td>04/08</td>
</tr>
<tr>
<td>3530 P</td>
<td>Safety and Security</td>
<td>05/08</td>
</tr>
<tr>
<td>4001 P</td>
<td>Equal Employment Opportunity</td>
<td>01/08</td>
</tr>
<tr>
<td>4002 P</td>
<td>Obligations of Employees of the Board of Education of Baltimore County</td>
<td>11/07</td>
</tr>
<tr>
<td>4102 P</td>
<td>Sexual Harassment</td>
<td>03/08</td>
</tr>
<tr>
<td>4104 P</td>
<td>Telecommunications Access to Electronic Information, Services and Networks</td>
<td>04/08</td>
</tr>
<tr>
<td>5200 P</td>
<td>Promotion and Retention</td>
<td>02/89</td>
</tr>
<tr>
<td>5210 P</td>
<td>Factors Involved in Student Evaluation</td>
<td>10/97</td>
</tr>
<tr>
<td>5220 P</td>
<td>Reporting to Parents</td>
<td>10/97</td>
</tr>
<tr>
<td>5310 P</td>
<td>Awards for Achievement</td>
<td>01/08</td>
</tr>
<tr>
<td>5460 P</td>
<td>Searches</td>
<td>09/07</td>
</tr>
<tr>
<td>5510 P</td>
<td>Positive Behavior</td>
<td>09/07</td>
</tr>
<tr>
<td>5540 P</td>
<td>Alcoholic Beverages and Drugs</td>
<td>09/07</td>
</tr>
<tr>
<td>5550 P</td>
<td>Disruptive Behavior &lt;Annual Review&gt;</td>
<td>06/12</td>
</tr>
<tr>
<td>5560 P</td>
<td>Suspensions, Assignment to Alternative Programs, or Expulsions</td>
<td>10/07</td>
</tr>
<tr>
<td>6000 P</td>
<td>Curriculum and Instruction</td>
<td>02/08</td>
</tr>
<tr>
<td>6102 P</td>
<td>Teaching Controversial Issues</td>
<td>09/69</td>
</tr>
<tr>
<td>6200 P</td>
<td>School Libraries</td>
<td>06/08</td>
</tr>
<tr>
<td>6202 P</td>
<td>Telecommunications Access to Electronic Information, Services and Networks</td>
<td>04/08</td>
</tr>
<tr>
<td>6301 P</td>
<td>School Calendar</td>
<td>06/08</td>
</tr>
<tr>
<td>Code</td>
<td>Event Description</td>
<td>Date</td>
</tr>
<tr>
<td>-------</td>
<td>---------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>6304 P</td>
<td>Commissions and Observances</td>
<td>02/08</td>
</tr>
<tr>
<td>6307 P</td>
<td>Patriotic Exercises</td>
<td>04/08</td>
</tr>
<tr>
<td>6500 P</td>
<td>Research and Assessment</td>
<td>06/08</td>
</tr>
<tr>
<td>6601 P</td>
<td>Summer School</td>
<td>06/08</td>
</tr>
<tr>
<td>6604 P</td>
<td>Purpose of the Evening and Saturday High School Programs</td>
<td>07/08</td>
</tr>
<tr>
<td>6701 P</td>
<td>Extracurricular Activities</td>
<td>02/08</td>
</tr>
<tr>
<td>7120 P</td>
<td>Patterns of Participation</td>
<td>09/07</td>
</tr>
<tr>
<td>7240 P</td>
<td>School Sites</td>
<td>04/07</td>
</tr>
<tr>
<td>7310 P</td>
<td>Determination of School Construction Costs</td>
<td>09/07</td>
</tr>
<tr>
<td>8130 P</td>
<td>Formulation</td>
<td>10/07</td>
</tr>
<tr>
<td>8330 P</td>
<td>Minutes</td>
<td>07/07</td>
</tr>
</tbody>
</table>
DATE: July 10, 2012

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Ph.D., Superintendent

SUBJECT: POLICY EDITING CONVENTIONS

PRESENTERS: Mr. James E. Coleman, Chairman
Policy Review Committee

RESOURCE PERSON(S): Margaret-Ann F. Howie, Esq., General Counsel
Patricia S. Clark, Policy and Compliance Officer

INFORMATION

That the Board of Education is informed of the Policy Review Committee’s Policy Editing Conventions.

*** ***

Attachment – Policy Editing Conventions
Introduction
The Board of Education’s Policy Review Committee has been charged with the task of
directing and overseeing revision of the Board’s policies. A policy is a statement of the
vision, goals, principles, or position of the Board of Education to guide and direct the
Superintendent and staff. Policies are promulgated by the Board of Education in
accordance with Board of Education Policy 8130. In general, policies will answer the
question: “What do we want the school system to do?”

In the 8000 Series, Internal Board Operations, policies are understood as tools to
establish concrete approaches and mechanisms for self-governance of the Board. The
Committee’s primary task is to discuss policies as the governance documents for the
school system. To this end and in order to ensure consistency in the style and format of
the Board’s policies, the Committee hereby recommends that the following conventions
be employed when policies are presented to the Committee and to the Board for adoption,
re-adoption, or amendment.

I. Policies shall contain numbered paragraphs, using standard outline format:

   I.

      A. 1.

         a. (1)

      B. 1.

         a. (1)

   II.

      A. 1.

         a. (1)
II. Correct Use of Names

A. In each policy, the Board shall be referenced as follows:
   1. *First Use:* “Board of Education of Baltimore County (Board)”
   2. *Thereafter in Policy:* “Board”

B. School System
   1. *First Use:* “Baltimore County Public Schools (BCPS)”
   2. *Thereafter in Policy:* “BCPS”

C. County Superintendent
   1. *Correct:* “Superintendent”
   2. *Incorrect:* Superintendent of Schools
   3. *Incorrect:* Superintendent or Designee

III. Editing

A. All deletions shall be indicated by brackets [deleted language].

B. All new language shall be indicated by ALL CAPITAL LETTERS.

C. All policies shall employ a standard font (Times New Roman, Size 13).

IV. Implementation Section

If applicable, each Board policy should contain an implementation section that will be standardized as follows:

The Board directs the Superintendent to implement this policy.

V. Proper Terminology

A. In accordance with Board of Education Policy 8130(II)(F), the Board shall adopt policies during one of its public meetings. Upon adoption, the term “adopted” shall indicate the date when the Board’s action occurred.
   1. Once the Board has adopted a policy, it will indicate revision of such through the term “revised” and the date that such revision was approved.
   2. When the Board determines that no revisions are required, but wishes to indicate that a review has occurred, it will do so by
employing the term “readopted” along with the date that such action occurred.

VI. Review of these Conventions

A. The Committee will review the aforementioned editing conventions on an annual basis to ensure their utility to the school system and to the Board.

B. The editing conventions will be distributed to all Board members each new school year during the Board’s July meeting.

Approved: January 14, 2008
Presented to Board: April 8, 2008
Revised by PRC: June 16, 2008
Reviewed by PRC: June 15, 2009
Presented to Board: July 14, 2009
Reviewed by PRC: June 14, 2010
Presented to Board: July 13, 2010
Reviewed by PRC: June 13, 2011
Presented to Board: July 12, 2011
Reviewed by PRC: June 11, 2012
Presented to Board: July 10, 2012
That the Board of Education is informed of the Appeals and Hearings Handbook, *Questions and Answers on Appeals and Hearings Before the Board of Education of Baltimore County*, and the edits to the handbook that have been recommended by the Policy Review Committee.

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Attachment – Appeals and Hearing Handbook
QUESTIONS AND ANSWERS
ON
APPEALS AND HEARINGS
BEFORE THE
BOARD OF EDUCATION
OF BALTIMORE COUNTY

2012-2013
IT IS STRONGLY RECOMMENDED THAT YOU READ THIS ENTIRE DOCUMENT IN ORDER TO UNDERSTAND THE BOARD'S HEARING PROCESS

I. Introduction

A. You are receiving this document because you have requested a hearing before the Board of Education of Baltimore County (Board) and this hearing has been assigned to one of the Board’s hearing examiners or has been scheduled to be heard by the Board. This document explains, broadly, the procedure used for these hearings, and will tell you what to expect. This document is not intended to provide legal advice or counsel on the substance of your case. For legal advice about your case, you should consult with an attorney.

B. Once your appeal has been referred to a hearing examiner, all correspondence concerning your hearing before the Board’s hearing examiner will be sent to you OR TO YOUR DESIGNATED REPRESENTATIVE AS OUTLINED IN PARAGRAPH II BELOW, by the Board’s scheduler.

C. You must provide the Board’s scheduler with your current contact information, or the contact information for your representative, including your complete address and home telephone number or a telephone number where you or your representative may be reached during business hours.

D. You AND [or] your representative will receive a written notice that includes the date, time, and place of the hearing. This hearing notice will contain the name of the hearing examiner selected to conduct your hearing.

E. You will receive a copy of the Board’s policies on hearings, Policies 8340 and 8341. Specific procedures are addressed in these policies. If the policies are not included in the information provided to you, you may either request a copy of the policies or the policies are available online at the following links:


II. Do I need an attorney or may I represent myself?

A. An individual may represent him/herself in any hearing before a Board hearing examiner; no person is required to have an attorney.

B. AN INDIVIDUAL MAY BE ACCOMPANIED, REPRESENTED, AND ADVISED BY AN ATTORNEY OR A REPRESENTATIVE [However, you have a right to appear with an attorney or someone] who is not an attorney, such as an advocate, or an association/union representative (“DESIGNATED REPRESENTATIVE”) AT ALL STAGES OF AN APPEAL.
C. The Superintendent will be represented by an attorney.
D. If you choose to be represented by a [an attorney or] designated representative, YOU ARE REQUIRED TO [please] notify the Board’s scheduler of the name and contact information of your attorney or representative.
E. If you have informed the Board’s scheduler that you are represented by a DESIGNATED REPRESENTATIVE, THE DESIGNATED REPRESENTATIVE SHALL BE RESPONSIBLE FOR:
   1. RECEIVING ALL NOTICES OF HEARINGS;
   2. FILING OF ALL PLEADINGS, MOTIONS, OR OTHER PAPERS;
   3. SUBMITTING EVIDENCE, EXAMINING, AND CROSS-EXAMINING WITNESSES; AND
   4. REPRESENTING YOU BEFORE THE HEARING EXAMINER AND, IF APPLICABLE, AT ORAL ARGUMENT BEFORE THE BOARD.

   [all notices about the hearing will be sent to your designated representative and not to you.]
F. You should consult directly with your representative if you have questions about your hearing.

III. What types of proceedings are covered by this procedure?

A. Appeals and hearings covered by this document include formal hearings before hearing examiners in matters arising under Sections 4-205 and 6-202 of the Education Article of the Annotated Code of Maryland as well as oral arguments before the Board.
B. This document does not address student suspensions and expulsions, employee collective bargaining agreement, grievances or meetings about any of these matters.

IV. Who will conduct the hearing?

A. The Board selects a panel of independent hearing examiners to conduct hearings where evidence is gathered. These persons are not employees of the Board or of the Superintendent.
   1. As required by Board Policy, the hearing examiner must be an attorney admitted to practice in Maryland.
   2. The hearing examiner assigned to listen to your case reviews the evidence and argument presented at the hearing, applies relevant law, and issues a recommendation on the issues in question.
   3. THE HEARING EXAMINER IS INDEPENDENT AND NEUTRAL. THE HEARING EXAMINER WILL NOT GIVE LEGAL ADVICE TO ANY PARTY OR WITNESS.
B. In some instances, the Board will conduct hearings without a hearing examiner.

V. What will the hearing examiner know about my case?
A. The hearing examiner will not have any advance notice about the specifics of your dispute. He/She will only have received your letter of appeal to the Board. You will be able to provide any necessary evidence during the hearing itself.

VI. *May I contact the hearing examiner to discuss my case?*

A. No. The hearing examiner may not speak with you unless all parties are present by phone or in person.

B. If you have a matter that needs to be addressed by the hearing examiner prior to or after the hearing, please contact the Board’s scheduler listed on your hearing notice.

VII. *What happens at the hearing before the hearing examiner?*

A. The hearing will be recorded by a Court Reporter. All individuals giving testimony will be required to take an oath.

B. This is your opportunity to present your side of the case and your story. **You should bring any documents or witnesses that you believe support your case and that you wish to be considered by the hearing examiner.** If you decide to bring such documents, you will need the original and four copies of any documents you wish to use. The original may be needed to show to the hearing examiner; copies will be distributed as follows: one for your records, one for the official record, one for the hearing examiner, and one for the Superintendent’s counsel.

C. You may bring witnesses to the hearing before the hearing examiner. They will be required to testify under oath.

D. Neither the Board nor any of its hearing examiners has the authority to subpoena documents or witnesses.

E. The formal rules of evidence and procedure do not apply to the proceedings before hearing examiners.

F. The hearing examiner is required to control the hearing, including the examination of witnesses, rule on the admissibility of evidence, and postpone, continue, or recess the hearing.

G. You, or your attorney or representative, may submit evidence, examine and cross-examine witnesses, and make objections and motions.

H. In a hearing on a dismissal or suspension of certificated employees (under Section 6-202 of the Education Article), the Superintendent shall proceed first. In administrative appeals (under Section 4-205 of the Education Article), the Appellant shall proceed first. The hearing examiner may vary the order of presentation.

I. The Superintendent may appear in person, or through counsel or a designated representative, and shall be afforded the same rights as a party to submit evidence, examine and cross-examine witnesses, and make objections and motions.

J. The hearing examiner may limit or decline to admit cumulative or repetitive evidence, and may restrict redundant or duplicative testimony. The hearing
examiner may encourage, but may not require, the parties to make an agreement as to matters not in dispute and to reduce cumulative evidence.

K. The hearing examiner has no authority to compel any witness to testify.

L. Hearings ordinarily will be limited to no more than three hours, and each of the parties will be allotted up to one and one half hours to present that party’s side of the case. The hearing examiner may extend the time for the hearing as he/she deems necessary or upon request of a party.

VIII. What will happen if I am unable to attend the hearing before the hearing examiner?

A. If you cannot attend your hearing, you must send a written request to the Board’s scheduler as soon as you know that you are unable to attend. **Your request must be received no later than 10 calendar days prior to the scheduled date of the hearing.**

1. The Board’s scheduler will forward your request, along with the supporting documentation, to the hearing examiner. **The request must establish good cause for your inability to attend the hearing and include supporting documentation.** For example, if there is a health-related reason why you are unable to attend the hearing, you must provide a doctors note confirming the reason. Similarly, if you have vacation or travel plans, you must provide proof of your plans.

2. FAILING [Just because you have failed] to hire AN ATTORNEY [counsel] and have counsel enter an appearance will not be considered as a valid reason to receive a postponement. [if the hearing date is in the near future.]

3. The hearing examiner will decide whether the hearing will be postponed. If you fail to appear, your case will be dismissed.

B. If you file your written request for a postponement less than 5 calendar days before the scheduled date of the hearing, you must provide proof that you had an emergency reason for being unable to appear. You should send a copy of your request for postponement to the Board’s scheduler. The Board’s scheduler will forward your request, along with supporting documentation, to the hearing examiner.

1. The hearing examiner will decide whether the hearing will be postponed. If your request is denied, you must attend the hearing as scheduled. **Do not assume that your request has been granted.** You should call the Board’s scheduler listed on your hearing notice to determine if the request to postpone was granted.

2. Generally, a hearing will not be rescheduled, postponed, or continued if the postponement request is received within 5 calendar days of the scheduled date, unless the parties agree or the hearing examiner approves the request.

C. If your request for postponement is not granted and you fail to appear, your case will be dismissed.

D. Any request for additional postponement(s) that is not approved by the hearing examiner will result in your case being dismissed.

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IX. What happens after the hearing before the hearing examiner?

A. The hearing examiner may ask you to provide additional written information or legal memoranda to support your case. The hearing examiner will provide you with the necessary deadlines for providing this information.

B. A transcript of the hearing will be provided at the expense of the Board. Either party may request a copy of the transcript at no charge to that party.

C. The hearing examiner has **30 calendar days** following the close of the hearing and receipt of the transcript, and any legal memoranda, or further argument, to issue his/her *Findings of Fact, Conclusions of Law, and Recommendation* to the Board, unless otherwise agreed by the parties. A copy of the hearing examiner’s Recommendation will be sent to you or, IF YOU ARE REPRESENTED, to your DESIGNATED representative by certified mail or any other delivery method which provides proof of delivery.

D. Failure by the hearing examiner to submit the decision within the stated time does not mean that any party has become the prevailing party in the dispute.

X. What may I do if I disagree with the hearing examiner’s recommendation?

A. If you do not agree with the hearing examiner’s recommendation, any party to the proceeding may request oral argument before the Board.

B. **If you request oral argument, you will have 15 calendar days from the date of the hearing examiner’s decision to make your request.** This request must be filed with the board of education, in writing; electronic communications will not be accepted.

C. Your request for oral argument shall be considered timely filed within the **15 calendar days** if your appeal request: (1) has been delivered to the Board’s administrative office on or before the papers are due; or (2) has been deposited in the United States mail before the papers are due.

XI. What will happen at the oral argument before the Board?

A. You, OR IF YOU ARE REPRESENTED, YOUR DESIGNATED REPRESENTATIVE will receive a written notice of the date, time, and location of the oral argument before the Board from the administrative assistant to the Board.

B. Prior to the hearing, each Board member will be provided with a copy of the hearing examiner’s Recommendation and the official record of the proceedings.

C. Generally, the hearing will be scheduled during one of the Board’s regularly scheduled meetings.

D. Hearings, arguments, and other proceedings before the Board shall be held in closed session except as provided by law or otherwise approved by the Board.

E. **THE BOARD WILL CONSIDER ONLY THAT EVIDENCE ENTERED IN THE RECORD BEFORE THE HEARING EXAMINER.** [No] New OR
additional evidence [not contained in the record of the hearing] will NOT be considered by the Board.

XII. What will happen if I am unable to attend the oral argument before the Board?

A. If you cannot attend oral argument, you must send a written request to reschedule your hearing as soon as you know that you are unable to attend.
B. You should direct your request for postponement to the Board, with a copy to the Superintendent’s counsel. The Superintendent, through his counsel, may object to your request.
C. If you do not attend the oral argument and if you have failed to contact the Board about your attendance, your appeal will not be considered and your case will be dismissed.

XIII. Will the Board members speak to me about my hearing?

A. No. While a matter is under consideration by the Board or by a hearing examiner, no Board member may discuss the case with any party or his/her representative outside of the presence of all other parties, or consider communications in writing without supplying copies to all other parties and providing an opportunity for a response. Information concerning a pending matter may not be released publicly by the Board, a Board member, a hearing examiner, or a staff member unless it is a matter of public record.

XIV. Final action by the Board.

A. Following oral argument, the Board will issue an opinion and order. The opinion and order will be in writing and will be mailed to you or, if represented, to your DESIGNATED representative.
B. Formal action of the Board will be taken publicly at a Board meeting. For cases involving students, all references to the student will be by first and last initial.
C. Decisions of the Board may be appealed to the Maryland State Board of Education. The procedures for appealing matters to the Maryland State Board of Education may be found in the Code of Maryland Regulations (COMAR), Title 13A, Section 01.05.01-.11.
D. You should consult with an attorney concerning your rights to appeal.

XV. Will the hearings be postponed due to inclement weather?

A. The hearings will only be cancelled if Baltimore County Public Schools and administrative offices are closed. Any delayed school openings will not affect the time of the hearing.
B. Weather-related announcements concerning Baltimore County Public Schools and Board meetings will be broadcast on the following radio station: WBAL AM 1090. You may also call 410-887-5555 to hear the latest school system closings.
XVI. How will I contact the Board’s Scheduler or the Board of Education Offices?

A. **Board’s Scheduler:**
   Office of Law
   6901 Charles Street
   Towson, MD 21204
   410-887-4060
   Attention: Mrs. Jeanette B. Murray

B. **Board of Education Office:**
   Board of Education of Baltimore County
   6901 Charles Street
   Towson, MD 21204
   410-887-4126
   Attention: Mrs. Brenda L. Stiffler

**Legal Advice** - The staff of the Board’s offices cannot give legal advice to you on the subject of your appeal. You should consult a lawyer if you wish to determine your rights in your appeal.
Southeast Area Education Advisory Council
Meeting Minutes May 14, 2012

Meeting called to order: 7:00 PM

Advisory Council Members: Bill Bafitis, Jackie Brewster, Sandra Skoralos, and Bud Staigerwald
Attendees: Erica Cole (Bear Creek ES parent), Maria Lowry (Chesapeake HS Principal), & Sharon Whitlock, (Mars Estates ES Principal)
Presenters: Dr. John Quinn (Executive Director of STEM) with Ron Conner (Technology Integration Teacher Chesapeake HS) and Corri Roche (STEM Coordinator Chesapeake HS)

Presentation:
A PowerPoint slide packet was distributed “STEM Education”. Along with the following materials: Stem Education Standards of Practice Draft from the MSDE, BCPS STEM brochure “Shaping Our Future” and Baltimore County STEM Alliance brochure “Inventor? Explorer? Innovator?”

- What is STEM? In 2001 Judith A. Ramaley (NSF) was the first person to brand science, technology, engineering and mathematics as STEM. Now it is used in scientific communities, workplace and education. In the past most of our focus has been on reading and math. Now we are looking to provide engaging activities that include science, math, technology, and engineering as well. It is a cross curriculum approach.

- Basic Tenets of STEM Education: Students need a strong foundation in STEM. Not enough students are pursuing courses and studies in STEM. We need to shift from memorization to problem solving, creating and innovating. We need to help attract students to this field by changing the image they have of scientists.

- STEM Ed is a Workforce Issue: Students are not electing to pursue STEM careers. Due to base realignment and closing, this is becoming a problem in Maryland. High tech. workers must be able to pass security clearance therefore these jobs are not easily outsourced. Our ability to innovate allows us to compete in the global market.

- What is happening with STEM Education in Maryland? It is not a course for credit or a traditional curriculum with scope and sequence. It is not what is taught, but how it is taught.

- Race to the Top Application for Maryland mentions STEM more than 1200 times. It is a means to deliver college ready curriculum and career ready curriculum for life beyond high school. STEM directly supports the Common Core State Standards.

- STEM Standards of Practice:
  1. Learn and Apply Rigorous Science, Technology, Engineering, and Mathematics Content
  2. Integrate Science, Technology, Engineering and Mathematics Content
  3. Interpret and Communicate STEM Information
  4. Engage in Inquiry
  5. Engage in Logical Reasoning
  6. Collaborate as a STEM Team
  7. Apply Technology Appropriately

- Next Steps: Develop K-12 curriculum. Develop a Stem Toolkit with STEM units. Create and Implement STEM trans-disciplinary activities across the state.
• For Students Interested in STEM, we need to offer rigorous high school course, specialized CTE programs, extended day and extended year programs for interested students, clear pathways to career fields, and opportunities to explore STEM careers before college (internships).
• BCPS Vision for STEM Education includes a greater emphasis on Technology and Engineering. Includes investigations that include all areas.
• K-12 STEM Future Focus Areas will include: Independent Research, Computer Programming and Cyber Security, Engineering and a Talent Spotting & Development Network which will track students from elementary through high school.
• Learning experiences that are as real world as possible.

At Sollers Point they will have the new Cyber Security program. Chesapeake STEM Academy offers many unique programs including the Virtual Lab, STEM learning studies, teacher externships (teachers spend time over the summer with STEM professionals) and Project Innovation. They created an APP with students from Norwood ES. One of the projects was to build an underwater robot to deal with an oil spill (relating to the Gulf Coast Oil Spill). A student is working on a project that could be patented involving the Easy Pass. Every school must have a STEM liaison (State Race to the Top money).

Questions and/ or Comments:
Will courses be offered in all high schools? It would be nice to have higher level STEM classes at all high schools. Especially an alternative to the AP Biology class that is not geared towards the STEM philosophy since much of it is memorization and very little science practice. A class similar to the Project Innovation course at Chesapeake HS would be a welcomed challenge for STEM oriented students. They are looking into changing courses, including the AP Biology class. They are also looking into independent research projects as well as the project innovation course.

STEM Fair Projects- Why are they not handled the same in all schools? It is unfair at the county level to be judged when they are completed in different manners. It would be nice to have scientists or selected high school science students help kick off the STEM fair projects especially at the elementary schools. They would go over the scientific methods and possible do some hands on science activities with the students.

Presentation Period Ended 8:18 PM

Advisory Council Meeting
The council met to discuss any questions or concerns:
• Minutes from April– Approved.
• Thanks to our host school Mars Estates ES. The principal attended our meeting.
• A parent wanted to know how the Patapsco HS magnet program worked and if their dance students went on to perform with different groups. Mrs. Skordalos answered those questions.
• A parent asked about uniforms. She would like to see all students wear school uniforms. There were concerns about students wearing sandals, flip flops and hoodies.
• Concerns about special education teachers as well as the instructional assistants being cut. In order to have true inclusion, there needs to be more than one teacher and one IA at a school. How are they supposed to work with all of the students?
• Is there data to support the cutting of summer school programs from elementary schools?
• How do we get more parents involved in our schools? What activities have been successful in other schools?
What can we do to improve attendance in our schools? There seems to be a new trend of student absenteeism on Mondays and Fridays.

Meeting Adjourned: 9:24 PM
Next meeting: June 11th 6:30PM TBD Planning Meeting
Northeast Area Education Advisory Council
June 13, 2012
Perry Hall Library

Called to order at 7:08 p.m.

Attendance:
Stephanie Marks, Lorrie Erdman, Jade Leung,

- Operating Budget: Wednesday October 10, 2012, Parkville H.S.
- Introduction to new S/I: Wednesday November 14, 2012, Perry Hall H.S.
- Dating Violence: Wednesday January 16, 2013, Stemmers Run M.S.
- Capital Budget: Wednesday April 10, 2013, Chapel Hill E.S.
- Planning Meeting: Wednesday June 12, 2013, TBD

Vacancies: Chair and Secretary…to be filled.

Adjourned 7:30 p.m.

Respectfully submitted by: Lorrie Erdman