

## **Recent Changes to Policies and Implementation Procedures**

### **Policy 1020 Sexual Discrimination, Sexual Harassment, and Sexual Misconduct (formerly Sexual Discrimination)**

Effective: July 1, 2019

The Howard County Board of Education adopted revisions to the policy and implementation procedures on October 2, 2018. New terms and definitions such as, sexual misconduct, sexual orientation, gender expression, and gender identity were included in the policy. Additionally, the terms sexual discrimination, sexual harassment, and sexual violence were revised.

The revised implementation procedures includes that when school-based administrators receive complaints of sexual misconduct, regardless of how it is reported, the administrator will ensure that an investigation is conducted with sensitivity to all parties. The administrator will utilize available resources, maintain the applicable timelines, and take appropriate steps, which will include notifying the respondent(s) of the complaint(s), providing due process, implementing interim measures as needed, and contacting parents of all students involved to address any findings.

The policy was issued in a Circular Series 2019–2020, Circular No. 13 on August 9, 2019.

### **Policy 1070 Protections and Supports for Foreign-Born Students and Families**

Effective: July 1, 2019

The Howard County Board of Education adopted new policy and implementation procedures on October 2, 2018. The policy establishes clear expectations for rights, protections, and supports of foreign-born students, their families, and students perceived to be foreign-born. Consistent with the 2011 United States Immigration and Customs Enforcement policy directive, the policy notes that unless mandated by law, immigration enforcement action may not occur on any property owned or leased by the HCPSS. HCPSS will annually review its record-keeping policies and practices to ensure no data is being collected or maintained with respect to students' immigration status. Professional development will be required for all volunteers.

The policy was issued in a Circular Series 2019–2020, Circular No. 13 on August 9, 2019.

### **Policy 3010 Emergency Preparedness and Response**

Effective: July 1, 2019

The Howard County Board of Education adopted revisions to the policy on March 14, 2019. The revisions to the policy ensure that the HCPSS will maintain system-level, school specific, and support facility emergency plans. The policy now covers emergency preparedness, response, and recovery. There is also the expectation that employees will receive annual emergency training. Guidelines for internal and external emergency communications have also been included.

The revised implementation procedures specify Emergency Management Guidelines for Preparedness, Planning, Resourcing, Training, Exercising, Response, Communication, Immediate Efforts, Transition to Recovery Management, and Recovery.

The policy was issued in a Circular Series 2019–2020, Circular No. 13 on August 9, 2019.

#### **Policy 4000 Grants**

Effective: July 1, 2019

The Howard County Board of Education adopted revisions to the policy on April 11, 2019. The revisions to the policy requires Board approval for grant with awards amounts equal to or above \$100,000, grants that include the addition of a full-time equivalent position, and require the processing and/or sharing of HCPSS student data with an entity outside of HCPSS.

The revised implementation procedures include all grant funds awarded to the HCPSS must be made payable to the HCPSS, principals will submit an annual report of all grants received during the fiscal year, and an annual report of all grant awards equal to or over \$5,000 will be provided to the Board as an Information Item.

The policy was issued in a Circular Series 2019–2020, Circular No. 13 on August 9, 2019.

#### **Policy 4040 Fixed Assets**

Effective: October 2, 2018

The Howard County Board of Education was provided modifications to the policy and implementation procedures on October 2, 2018. The policy was modified to clarify that HCPSS reports information on the system's fixed assets to entities other than the county government. The modification also updates position titles and formatting.

The policy was issued in a Circular Series 2018–2019, Circular No. 29 on October 9, 2018.

#### **Policy 6010 School Attendance Areas**

Effective: February 28, 2019

The Howard County Board of Education was provided modifications to the policy and implementation procedures on November 29, 2018. The modifications further clarify that the Board may consider school attendance area adjustments to adapt for shifts in program delivery, in accordance with the Board of Education Redistricting Committee's approved recommendations. In the implementation procedures, the manner in which the development and consideration of proposed school attendance area adjustment plans are developed and considered was updated. The modifications were effective November 29, 2018.

The policy was issued in a Circular Series 2018–2019, Circular No. 42 on December 7, 2018.

Secondly, modifications to the policy and implementation procedures were provided to the Board on February 28, 2019 to further clarify the definition of Attendance Area Committee (ACC) and to change the term citizen to resident.

The policy was issued in a Circular Series 2018–2019, Circular No. 47 on March 11, 2019.

### **Policy 6020 School Planning/School Construction Programs**

Effective: November 1, 2018

The Howard County Board of Education was provided modifications to the policy and implementation procedures on November 1, 2018. The modifications include updating terms and definitions, removing outdated terms and definitions, clarification that relocatable facilities will be considered when utilization is projected to exceed target utilization, and further specification of the offices responsible for the policy's standards.

The policy was issued in a Circular Series 2018–2019, Circular No. 37 on November 27, 2018.

### **Policy 6030 Procurement of Architectural and Construction Management Services (formerly Procurement of Architectural/Engineering and Construction Management Services)**

Effective: November 1, 2018

The Howard County Board of Education was provided modifications to the policy and implementation procedures on November 1, 2018. The modifications include updating terms and definitions, removing outdated terms and definitions, and further specifying timelines for the performance period for pre-approved pools of professional firms and for public notices of intention to procure architectural and/or construction management services.

The policy was issued in a Circular Series 2018–2019, Circular No. 37 on November 27, 2018.

### **Policy 7030 Employee Conduct and Discipline**

Effective: September 6, 2018

The Howard County Board of Education was provided modifications to the policy and implementation procedures on September 6, 2018. The modifications were made to further specify examples in the area of immorality, misconduct in office, and willful neglect of duty that might warrant the imposition of disciplinary action on an employee. The policy was also modified to revise key definitions, update position titles, and include up-to-date references.

The policy was issued in a Circular Series 2018–2019, Circular No. 27 on September 25, 2018.

Secondly, a modification to the implementation procedures was provided to the Board on April 11, 2019. The modification included updates to further clarify the Employee Assistance Program (EAP) and the Fitness for Duty Evaluation guidelines.

The implementation procedures were issued in a Circular Series 2018–2019, Circular No. 48 on April 23, 2019.

### **Policy 7070 Appointments to Administrative and Supervisory Certificated Positions**

Effective: November 1, 2018

The Howard County Board of Education was provided modifications to the policy and implementation procedures on November 1, 2018. The modifications include updating definitions, clarifying how vacancies for Athletics and Activities Managers, Principals, and Assistant Principal vacancies are advertised, and how Leadership Interns are selected.

The policy was issued in a Circular Series 2018–2019, Circular No. 37 on November 27, 2018.

### **Policy 8010 Grading and Reporting: Prekindergarten through Grade 5 (formerly Grading and Reporting: Pre-Kindergarten through Grade 8)**

Effective: July 1, 2019

The Howard County Board of Education adopted revisions to the policy and implementation procedures on August 23, 2018. The revisions to the policy include a grading system used to reflect student achievement of curriculum standards during a marking period and what components are used to determine a grade and requires students in K-5 be promoted on successful completion of the curriculum in language arts, mathematics, science, social studies, and health, outlines criteria to consider when recommending retention for a student.

The revised implementation procedures include criteria for how students' grades will be determined, adds social and emotional developmental learning to the list of factors principals will consider for recommending retention for and accelerating a student, and provides guidance for homework.

Secondly, the Board was provided modifications to the implementation procedures on February 12, 2019 to further clarify the schedule to transition to the new Pre-K-5 report card which was approved by the Board on August 23, 2018.

The policy was issued in a Circular Series 2018–2019, Circular No. 47 on March 11, 2019.

On June 13, 2019, the Howard County Board of Education adopted additional modifications to the policy and implementation procedures. The modifications removed language related to grade 6 to 8 (middle school) grading and reporting. Middle school grading and reporting is now addressed in Policy 8020 Grading and Reporting: Middle and High School.

The policy was issued in a Circular Series 2019–2020, Circular No. 13 on August 9, 2019.

**Policy 8020 Grading and Reporting: Middle and High School  
(formerly Grading and Reporting: High School)**

Effective: July 1, 2019

The Howard County Board of Education adopted revisions to the policy and implementation procedures on June 13, 2019. The revisions to the policy include adding middle school grading and reporting, grade specifications for students taking AP, GT, and H courses, specifics on how grade point average (GPA) and class rank will be calculated, added homework guidelines, and included a new standard to explain a report card grade change.

The revised implementation procedures include specifications for credit recovery in non-traditional courses, class rank calculations, sections explaining high school courses taken in middle school, non-traditional courses, and summer school, and transfer process for students into the HCPSS or into alternative education placement.

The policy was issued in a Circular Series 2019–2020, Circular No. 13 on August 9, 2019.

**Policy 8100 Field Trips  
(formerly Field Trips, Domestic)**

Effective: August 23, 2018

The Howard County Board of Education was provided modifications to the implementation procedures on August 23, 2018. The modification clarifies field trip planning processes, overnight field trips expectations, and transportation expectations. The updates align with appropriate safety and risk management practices.

The policy was issued in a Circular Series 2018–2019, Circular No. 26 on September 21, 2018.

**Policy 8110 Student International Educational Travel**

Rescinded: July 12, 2018

The Howard County Board of Education was provided an update report on July 12, 2018. Due to a range of current challenges related to student international educational travel, the Board voted to rescind Policy 8110 Student International Educational Travel.

The policy was issued in a Circular Series 2018–2019, Circular No. 26 on September 21, 2018.

**Policy 9000 Student Residency, Eligibility, Enrollment and Assignment**

Effective: June 13, 2019

The Howard County Board of Education was provided modifications to the policy and implementation procedures on September 6, 2018. Policy 9000 modified the reassignment option for a nonresident student whose parent is a school-based HCPSS .5 or greater full-time equivalent employee the ability to be enrolled in the school to which the parent is assigned or into a school within a prescribed feeder pattern cluster, upon payment of tuition. The changes also allow a nonresident student whose parent is a non-school-based .5 or greater full-time

equivalent employee represented by the Howard County Education Association to be enrolled into a school within a prescribed feeder pattern cluster.

The policy was issued in a Circular Series 2018–2019, Circular No. 27 on September 25, 2018.

Secondly, modifications were provided to the Board on November 29, 2018 to expand the meaning of caregiver within the parent definition. The expansion helps to ensure that children in Howard County who are refugees/unaccompanied foreign-board children whose caregiver has entered into a custodial arrangement with the federal government are able to properly be admitted to the HCPSS.

The policy was issued in a Circular Series 2018–2019, Circular No. 42 on December 7, 2018.

Lastly, modifications were provided to the Board on June 13, 2019. The policy was modified to allow a nonresident student who is the child of any nonschool-based employee the ability to be enrolled into a school within a prescribed feeder pattern cluster, upon payment of tuition. The modification to the implementation procedures updates general enrollment procedures to align with HCPSS current best practices.

The policy was issued in a Circular Series 2018–2019, Circular No. 53 on June 25, 2019.

### **Policy 9210 Student Dress Code**

Effective: July 1, 2019

The Howard County Board of Education adopted revisions to the policy and implementation procedures on May 9, 2019. The revisions to the policy specifies the primary responsibility for a student's attire resides with the student and parents. It notes may wear attire that aligns with their gender, gender expression, or gender identity. The policy also makes it clear that students may wear religious attire without fear of discipline or discrimination. The revisions further include what students must wear; what students are permitted to wear, and what is prohibited to wear.

The revised implementation procedures should minimize interruption to instruction. If there is a violation, the staff member will discretely and respectfully request that the student rectify their attire to align with the policy.

The policy was issued in a Circular Series 2019–2020, Circular No. 13 on August 9, 2019.

### **Policy 9270 Student Assault and/or Battery on Employees (formerly Student Assault and/or Battery on Staff)**

Effective: July 1, 2019

The Howard County Board of Education adopted revisions to the policy and implementation procedures on April 11, 2019. The revisions to the policy include that upon receipt of an oral/written report of a policy violation, the Superintendent/designee will promptly begin a thorough investigation to include an interview with the accused, victim, and witness.

The revisions to the implementation procedures include employees who have been subject to violation of this policy are encouraged to report the incident to an administrator and provide a signed statement of the facts; updated consequences for the violation of the policy; and a student who has violated the policy will meet with an employee to support a successful transition which may include the use of restorative practices.

The policy was issued in a Circular Series 2019–2020, Circular No. 13 on August 9, 2019.

**Policy 9280 School Use of Community or Reportable Offenses  
(formerly Students Charged With Community and Reportable Offenses)**

Effective: July 1, 2019

The Howard County Board of Education adopted revisions to the policy and implementation procedures on June 13, 2019. The revisions to the policy include the addition of a CARE team that functions to provide ongoing support to a student and his or her family involved in a community or reportable offense regardless of the administrative response taken. Additionally, community and reportable offense information will not be made part of a student's permanent educational record.

The revised implementation procedures includes that a student will be disciplined under this policy only when the school system has proof of the offense independent of the notice of an arrest and the student's presence in school has a direct effect on the safety and well-being of students and/or employees and/or the order and general welfare of the school.

The policy was issued in a Circular Series 2019–2020, Circular No. 13 on August 9, 2019.

**Policy 9300 Homeless Children and Youth**

Effective: October 2, 2018

The Howard County Board of Education was provided modifications to the policy and implementation procedures on October 2, 2018. The policy was modified to add changes related the McKinney-Vento Homeless Assistance Act, which was reauthorized in 2015 by the Every Student Succeeds Act. The modification also updates position, office, and form titles as well as formatting.

The policy was issued in a Circular Series 2018–2019, Circular No. 29 on October 9, 2018.

**Policy 10000 Student, Parent, Family and Community Engagement  
(formerly Parent, Family and Community Involvement)**

Effective: July 1, 2019

The Howard County Board of Education adopted revisions to the policy and implementation procedures on June 13, 2019. The revisions to the policy include adding students throughout the policy and implementation procedures as appropriate; providing services to ensure access for all families to information, translation and interpretation services, technology support, opportunity to meet with support liaisons, and additional services as needed; and providing an report

annually to the Board detailing system-wide and school-level efforts on student, parent, family, and community engagement.

The revised implementation procedures includes HCPSS school-based employees will establish and maintain opportunities for systematic balance, two-way communication with parents, families, and the community that includes strategies designed to engage and inform the various communities of that school; school-based employees will collect data and feedback from school-level engagement activities for inclusion in the annual report to the Board; and a system for principals to give feedback in an annual report will be developed.

The policy was issued in a Circular Series 2019–2020, Circular No. 13 on August 9, 2019.