I. PLEDGE OF ALLEGIANCE

II. SILENT MEDITATION IN REMEMBRANCE

III. AGENDA

   Consideration of the agenda for December 3, 2013

IV. MINUTES

   Consideration of the Open and Closed Minutes of September 10, 2013  
   Exhibit A

V. SELECTION OF SPEAKERS

VI. ADVISORY AND STAKEHOLDER GROUPS

VII. PUBLIC COMMENT ON THE PROPOSED NAMING OF THE CENTRAL AREA ELEMENTARY SCHOOL

VIII. PUBLIC COMMENT

   A. Public comment on the following Board of Education policies  
      (second reading):

      - Proposed Changes to Policy 1110 – COMMUNITY RELATIONS: Communications with the Public-Media, Public Relations and Publications, Events, Television, and Web

      - Proposed Deletion of Policy 2000 – ADMINISTRATION: Administrative and Supervisory Personnel

      - Proposed Deletion of Policy 2111 – ADMINISTRATION: Central Office Personnel-Superintendent

      - Proposed Deletion of Policy 2132 – ADMINISTRATION: Central Office Personnel-Consultant

      - Proposed Changes to Policy 3230 – NON- INSTRUCTIONAL SERVICES: Purchasing-Qualification of Vendors
VIII. PUBLIC COMMENT (cont)

- Proposed Changes to Policy 4104 – PERSONNEL: Conduct-Technology Acceptable Use Policy (TAUP) for Employees and Approved Non-Employees
- Proposed Changes to Policy 6202 – INSTRUCTION: Technology Acceptable Use Policy (TAUP) for Students

IX. GENERAL PUBLIC COMMENT

X. SUPERINTENDENT’S REPORT

XI. PRESIDENT’S REPORT

XII. OLD BUSINESS

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

- Proposed Changes to Policy 2361 – ADMINISTRATION: Administrative Operations-Distribution of Non-School Materials
- Proposed Changes to Policy 3215 – NON-INSTRUCTIONAL SERVICES: Contract Execution
- Proposed Deletion of Policy 3240 – NON-INSTRUCTIONAL SERVICES: Purchasing-Modification of Award of Contract
- Proposed Deletion of Policy 4501 – PERSONNEL: Temporary Employment-Summer School Teachers
- Proposed Deletion of Policy 4502 – PERSONNEL: Temporary Employment-Curriculum Development Workshop Participants
- Proposed Deletion of Policy 6701 – INSTRUCTION: Extracurricular Activities-Extracurricular Activities
- Proposed Changes to Policy 6702 – INSTRUCTION: Extracurricular Activities-Extracurricular Activities
- Proposed Changes to Policy 8315 – INTERNAL BOARD POLICIES: Operations-Participation by the Public

XIII. NEW BUSINESS

A. Consideration of consent to the following personnel matters:

1. Retirements
2. Resignations
XIII. NEW BUSINESS (cont)

3. Leaves of Absence
   
4. Ethics Review Panel Appointments
   
5. Deceased: Recognition of Service
   
6. Area Education Advisory Council Appointments
   
B. Consideration of consent to Administrative Appointments
   
   1. Recognition of Administrative Appointments
      
C. Consideration of Actions Taken in Closed Session
   
D. Consideration of consent to the following contract awards:
      
   1. Contract Extension and Modification: Autism Student Education Program Consultative Services Partnership Classrooms at White Oak School
      
   2. Contract Modification: Maryland’s Tomorrow/AdvancePath Academy
      
   3. Camera Field Production Unit Components
      
   4. Faculty Professional Development Streaming Content and Related Services

XIV. INFORMATION

A. Revised Superintendent’s Rule 2361 – ADMINISTRATION: Administrative Operations General: Distribution of Non-School Materials
   
   Exhibit R

B. Revised Superintendent’s Rule 3215 – NON-INSTRUCTIONAL SERVICES: Purchasing-Contract Execution
   
   Exhibit S

C. Deletion of Superintendent’s Rule 3240 – NON-INSTRUCTIONAL SERVICES: Purchasing - Distribution of Non-School Material Modification of Award of Contract
   
   Exhibit T

   
   Exhibit U

   
   Exhibit V

Exhibit L
Exhibit M
Exhibit N
Exhibit O
Exhibit P
Exhibit Q
XIV. INFORMATION (cont)

F. Revised Superintendent’s Rule 6702 – INSTRUCTION:
   Curriculum – Teaching of Controversial Issues

Exhibit W

XV. ANNOUNCEMENTS

Next Board Meeting       Tuesday, December 17, 2013
6:30 p.m.                Greenwood
TENTATIVE MINUTES

BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

Tuesday, September 10, 2013

The Board of Education of Baltimore County met in open session at 5:58 p.m. at Greenwood. President Lawrence E. Schmidt, Esquire, and the following Board members were present: Mr. Michael H. Bowler, Mr. Michael J. Collins, Edward J. Gilliss, Esquire, Mr. Rodger C. Janssen, Ms. Marisol A. Johnson, Mr. Charles McDaniels, Jr., Mr. George J. Moniodis, Mr. H. Edward Parker, Mr. David Uhlfelder, Romaine Williams, Esquire, and Mr. Jonathan P. Galla. In addition, Dr. S. Dallas Dance, Superintendent of Schools, and staff members were present.

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

Pursuant to the Annotated Code of Maryland, State Government Articles, §§10-508(a)(7) and upon motion of Ms. Williams, seconded by Mr. McDaniels, the Board commenced its closed session at 6:00 p.m.

CLOSED SESSION MINUTES

The Board of Education of Baltimore County, Maryland, met in closed session at 6:00 p.m. at Greenwood. President Lawrence E. Schmidt, Esquire, and the following Board members were present: Mr. Michael H. Bowler, Mr. Michael J. Collins, Edward J. Gilliss, Esquire, Mr. Rodger C. Janssen, Ms. Marisol A. Johnson, Mr. Charles McDaniels, Jr., Mr. George J. Moniodis, Mr. H. Edward Parker, Mr. David Uhlfelder, Romaine Williams, Esquire, and Mr. Jonathan P. Galla. In addition, Dr. S. Dallas Dance, Superintendent of Schools, and the following staff members were present: Ms. Michele O. Prumo, Chief of Staff; Mr. Michael G. Sines, Chief Operations Officer; Mr. D. Mychael Dickerson, Chief Communications Officer; Ms. Verletta White, Chief Academic Officer, Margaret-Ann F. Howie, Esquire, General Counsel; Andrew W. Nussbaum, Esquire, Legal Counsel to the Board of Education; and Ms. Deborah Decker, Senior Executive Assistant to the Board.

Pursuant to Policy 8341 (VIII.B), Mr. Nussbaum provided legal advice on summary affirmances.

Ms. Howie provided legal advice to Board members regarding litigation in the Mays Chapel cases. Ms. Howie also discussed board appointments to the Ethics Review Panel.

On motion of Mr. Janssen, seconded by Mr. McDaniels, the Board adjourned its closed session at 6:37 p.m. for a brief dinner recess.
OPEN SESSION MINUTES

The Board of Education of Baltimore County, Maryland, reconvened in open session at 7:09 p.m. at Greenwood. President Lawrence E. Schmidt, Esquire, and the following Board members were present: Mr. Michael H. Bowler, Mr. Michael J. Collins, Edward J. Gilliss, Esquire, Mr. Rodger C. Janssen, Ms. Marisol A. Johnson, Mr. Charles McDaniel, Jr., Mr. George J. Moniodis, Mr. H. Edward Parker, Mr. David Uhlfelder, Romaine Williams, Esquire, and Mr. Jonathan P. Galla. In addition, Dr. S. Dallas Dance, 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 Garrett Hines, a student from Kenwood High School, followed by a period of silent meditation for those who have served education in the Baltimore County Public Schools.

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

CHANGES TO THE AGENDA

Dr. Dance asked that exhibits C and R be pulled. Mr. Schmidt asked exhibit C be pulled to permit the Curriculum Committee sufficient time to review Policy 6000, Curriculum and Instruction and the corresponding Rule 6000 (exhibit R).

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 from community members. The members of the Board appreciate hearing from interested citizens and will take comments into consideration, even though it is not the Board’s practice to take immediate action on issues which are raised. When appropriate, the Board will refer concerns to the superintendent for follow-up by his staff.

Mr. Schmidt stated that public comment is one of the opportunities provided to hear the views and receive the advice from community members. The members of the Board appreciate hearing from interested citizens and will take comments into consideration, even though it is not the Board’s practice to take immediate action 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**

Mr. Tres McMichael, Baltimore County Student Council Vice President and member of the Superintendent’s Student Council Advisory Group, reported on the council’s recent planning meeting held to schedule activities and events for the upcoming school year.

Ms. Abby Beytin, President of the Teachers Association of Baltimore County, spoke of the concerns of the Common Core Curriculum and the impact on teachers’ time to plan appropriately for implementation.

Mr. P. J. Shafer, Esquire, Chair of the Special Education Citizens’ Advisory Committee, spoke about transportation needs and adult support for special educational students, as well as the anticipated special education audit, which is due to be released at the next Board meeting.

Ms. Nancy Ostrow, PTA Council of Baltimore County, reported on the scheduled council activities and events for the next few months.

Mr. William Lawrence, Executive Director of the Council of Administrative and Supervisory Employees (CASE), spoke about master schedules and the role of staff members in completing master schedules at each school.

Mr. David Basler, President of the American Federation of State, County, and Municipal Employees (AFSCME), informed the Board of the working conditions and concerns of transportation staff and the need for additional grounds staff.

Ms. Beverly Coleman, Chair of the Southwest Area Education Advisory Council, spoke of the recent meeting with the Westchester PTA and the calendar events for the next few months.

Mr. Jim Aldon, Baltimore County Public Schools’ Organization of Professional Employees (BCPSOPE), provided a brief overview of the BCPSOPE organization, its roles and responsibilities.

**PUBLIC COMMENT**

Mr. Charles Sydnor, president, Imagine Discovery Public Charter School PTA, expressed his dismay about the Westat Report and the impact it may have on the future of the school.

Ms. Kimberly Graham, parent from the Idlewylde community, expressed concern about proposed redistricting.
Mr. Bryant Oden, Imagine Discovery Public Charter School parent, spoke of his support of the renewal of the school’s charter.

Ms. Justine Stull, Westowne Elementary School parent, expressed her concern about continuing air conditioning problems at the school and asked for heat index information.

Ms. Lorie Lyles, Imagine Discovery Public Charter School parent and PTA member, spoke of the quality of education her children have received at Imagine Discovery and her support of the renewing of the school’s contract with BCPS.

Dr. Bosh Pharoan, asked the Board to consider closing schools in observance of Muslim holidays.

Ms. Chanel Cantey, who signed up, did not appear when called.

Ms. Carmita Vogel, a parent from Cedarmere Elementary School, spoke of her concerns about the lack of curriculum guides at her daughter’s school.

SUPERINTENDENT’S REPORT

Dr. Dance provided the following report:

First Day of School

Dr. Dance reported that on the first day of school. The Governor, State Superintendent of Schools, County Executive and several Board of Education members visited schools on opening day. Stops on the daylong tour included schools that have undergone renovation or realignment including Dundalk High School and Sollers Point Technical High School, which now share a new showplace building; Stoneleigh Elementary School, where students and staff have returned to a renovated building; and Norwood Elementary and Holabird Middle schools, which are now engaged in the school system’s first PreK-Grade 8 STEM program. Other stops included Overlea High School, Halstead Academy, Hillcrest Elementary School, Franklin Middle School, and Owings Mills High School.

Special Education Audit

Dr. Dance explained that the commissioning of an audit represented the first step in moving the special education program from compliance to achievement and acceleration. In addition to reviewing data on operations, the audit involved interviews and focus groups with central office, school-based, clinicians, paraeducators, parents and advocacy groups. The audit also was a topic of discussion at the previous evening’s Special Education Citizens’ Advisory Council meeting. A report on audit findings will be presented to the Board of Education at the September 24th meeting. Although overall areas of strength were found, key findings were also identified that BCPS will need to address. Staff has already started developing an action plan.
**Overcrowding**

Dr. Dance stated that overcrowding in the southwest and central areas continue to be a topic of concern and discussion in those communities and at BCPS headquarters. County government plays a critical role in solving these challenges. Dr. Dance promised to provide proposed solutions with the larger community by November.

**Parent and Student Advisory Councils**

Dr. Dance spoke about the Parent and Student Advisory Councils which will have their first meetings later this month. While the parent group is new, the student group expands upon a model that the school system began several years ago. By establishing these groups, BCPS will continue to build efforts to ensure clear, open, consistent, transparent two-way communication with stakeholders.

**PRESIDENT’S REPORT**

Mr. Schmidt provided the following report:

**First Day of School**

Several Board members accompanied the superintendent on his visits to schools. Mr. Schmidt commented on the newly renovated Hampton and Stoneleigh elementary schools, the new Dundalk and Sollers Point High building, and the excitement demonstrated by staff, students, and parents with the beginning of a new school year.

**Joint Advisory Council Meeting**

The rescheduled Joint Advisory Council meeting will be held on September 13, 2013, with Board members, the superintendent and executive staff, and representatives of all the area advisory councils.

**Challenges of the Upcoming Year**

Board members look forward to working with Dr. Dance on the instructional digital conversion. Mr. Schmidt reminded Board members of the importance of ensuring that every student has access to a personalized learning device so that learning can occur 24/7.

Mr. Schmidt stated that this will be a challenging year as issues such as overcrowding are addressed. As a result of overcrowding, a study will be conducted on redistricting. The boundary process should be open, transparent, and should involve the public.
SPECIAL ORDER OF BUSINESS

The Board adopted a resolution honoring the PTA Council of Baltimore County in recognition of September being national PTA month. The resolution for the PTA stated:

RESOLUTION

WHEREAS, The Parent Teacher Association (PTA) has a long tradition of seeking the highest possible educational advantages for all children and youth so they can realize their full potential; and

WHEREAS, For over 110 years the PTA has addressed the needs of children through a network of dedicated membership comprised of parents, students, educators, and caring citizens who volunteer their time and expertise to ensure a better world for children; and

WHEREAS, The PTA assists parents in developing the skills they need to raise and protect their children, encourages parent and public involvement in public schools in our community, and speaks on behalf of children and schools in the community, in organizations, and before public governing bodies; and

WHEREAS, It is the role of the PTA to encourage parent involvement by promoting an environment in which parents are valued as primary influences in their children's lives and essential partners in their children's education; and

WHEREAS, Special activities will be held in the month of September to promote parent involvement, expand the membership of the PTA, and broaden the PTA's base of support so it becomes a stronger and more effective voice for our children and education; and

WHEREAS, The Board of Education of Baltimore County recognizes the PTA Council of Baltimore County and local PTAs and PTSAs as important partners of the Board; now therefore, be it

RESOLVED, That the Board does herewith proclaim September 2013 as PTA Membership Month and encourages parents, families, students, educators, and citizens to expand their involvement in issues affecting the education in Baltimore County Public Schools.

On a motion made by Mr. Janssen, seconded by Mr. Parker, the Board accepted the resolution as presented.
OLD BUSINESS

Board of Education Policies

The Board Policy Committee, represented by Chairperson, Romaine Williams, recommended approval of four policies (exhibits B, D, E, and F). This is the third reading.

The Board approved the following proposed policies (favor-12-0):

- Proposed Changes to Policy 1260 – COMMUNITY RELATIONS: Community Involvement-School Volunteers
- Proposed Changes to Policy 6200 – INSTRUCTION: Instructional Services-School Libraries
- Proposed Changes to Policy 6601 – INSTRUCTION: Curriculum Extensions and Alternative Programs-Summer School
- Proposed Changes to Policy 6604 – INSTRUCTION: Evaluation of the Instructional Program-Purpose of the Evening and Saturday High School Programs

Mr. Janssen asked for clarification on Policy 6601 with regard to after school requirements for summer school comprehensive enrichment programs; specifically, does the language apply to elementary schools? Ms. White explained that the language includes all grade levels.

Ms. Williams asked that any suggestions for the policy committee be forwarded to her.

REPORT/DISCUSSION ON THE FY15 STATE/COUNTY CAPITAL BUDGET

Ms. Barbara Burnopp, Executive Director, Fiscal Services, presented the proposed FY 2015 state capital budget recommendations. The budget was introduced at the August 6, 2013, Board meeting and discussed at the Board work session on August 20, 2013. The state-requested projects require that county matching funds be verified before final state approval.

Mr. Schmidt reminded the Board of the attachment indicating the projects being considered. Mr. Collins requested clarification of Kenwood High School’s placement on the list of schools to receive air conditioning.

Mr. Janssen moved approval of the proposed FY15 State/County Capital Budget. The motion was seconded by Mr. Parker and approved by the Board as presented in Exhibit G (favor 12-0).
REVISED 2014 – 2015 SCHOOL CALENDAR

Mr. George Duque, Manager, Staff Relations, requested Board approval for the revised 2014 – 2015 school calendar correcting the date for Rosh Hashanah as presented in exhibit H.

On motion from Mr. Parker, and seconded by Mr. Gilliss, the Board unanimously approved the calendar as presented.

NEW BUSINESS

Mr. Collins exited the room at 8:36 p.m.

PERSONNEL MATTERS

On motion of Mr. Janssen, seconded by Mr. McDaniels, the Board approved the personnel matters as presented on exhibits I through M (Copies of the exhibits are attached to the formal minutes), 11-0 in favor, Mr. Collins was not present.

On motion of Mr. Janssen, seconded by Mr. Moniodis, the Board approved the administrative appointments as presented in exhibit N (Copy of the exhibit is attached to the formal minutes), 11-0 in favor, Mr. Collins was not present.

Dr. Dance recognized the administrative appointments approved by the Board.

Mr. Collins entered the room at 8:40 p.m.

ACTION TAKEN IN CLOSED SESSION

On motion of Mr. Janssen, seconded by Mr. McDaniels, the Board confirmed the action taken in closed session in Case Numbers 13-28 and 13-31 (favor-12-0).

BUILDING AND CONTRACTS AWARDS

The Building and Contracts Committee represented by its Chairman, Mr. Moniodis, recommended approval of items 1 through 10 in exhibit O.

1. RGA-134-05  Contract Modification: Amendment #9 to the BCPS Timonium Lease
2. MBU-519-13  Contract Modification: Inspection of Storage Tank Systems
3. MBU-518-13  Contract Modification: Vehicle Parts and Materials
4. MWE-815-14  Audiology Equipment
5. RGA-901-14  Cohort – Business and Technology Management, Innovative Leadership Track
6. MWE-814-14  Fencing Services
7. MBU-502-14  Office Supplies
8. MWE-804-14  Roofing Inspection Services
9. MWE-856-13  Vinyl Composition Tile (VCT) Gymnasium Floor Physical Education Game Line Application
10. MWE-801-14 Lutherville Area Elementary School Construction at Mays Chapel Construction Package 11A – Rebid Kitchen Equipment

The Board approved the recommendations.

Mr. Moniodis stated that during the Building and Contracts Committee Meeting, consultants and staff presented the schematic proposal for Pikesville High School. Mr. Schmidt invited Board members to attend future building schematic presentations.

**JOINT USE AGREEMENT WITH RECREATION AND PARKS**

Mr. Dixit presented the Joint Use Agreement with Baltimore County Department of Recreation and Parks, exhibit P (attached). On motion by Mr. Janssen and seconded by Mr. McDaniels, the Board unanimously approved the Joint Use Agreement.

**INFORMATION**

The Board received the following as information:

Revised Superintendent’s Rule 1260 – COMMUNITY RELATIONS: Community Involvement – School Volunteers

Revised Superintendent’s Rule 6601 – INSTRUCTION: Curriculum Extensions and Alternative Programs – Summer School

Mr. Schmidt reminded Board members that Revised Superintendent’s Rule 6000 – INSTRUCTION: Instruction – Curriculum and Instruction (exhibit R), had been pulled from the agenda at the beginning of the meeting.
ANNOUNCEMENTS

Mr. Schmidt made the following announcements:

The rescheduled date for the Joint Area Education Advisory Council meeting is this Thursday, September 12, 2013, beginning at 6:30 p.m. in the Administration Building, Greenwood Campus, Board Rooms A and B.

The Board of Education will hold its next meeting on Tuesday, September 24, 2013, at Greenwood. The meeting will begin with an open session at approximately 5:30 p.m. The Board will then adjourn to meet in closed session. The meeting will reconvene at approximately 6:30 p.m. The public is welcome to all open sessions.

ADJOURNMENT

Since there was no further business, the Board adjourned its meeting at 8:57 p.m.

Respectfully submitted,

S. Dallas Dance
Secretary-Treasurer

sdd/dd
DATE: December 3, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 2361, DISTRIBUTION OF NON-SCHOOL MATERIALS

ORIGINATOR: S. Dallas Dance, Superintendent

RESOURCE PERSON(S): Michele Prumo, Chief of Staff

RECOMMENDATION

That the Board of Education approves the proposed changes to Policy 2361. This is the third reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 2361
Statement of Issues or Questions Addressed
In accordance with Board of Education Policy and Superintendent’s Rule 8130, Policy 2361 is scheduled for review in school year 2013-2014. Policy 2361 outlines the Board’s parameters for school dissemination of non-school materials. Staff is recommending that the policy be revised to: (1) include a policy statement that reflects the Board’s willingness to allow, under certain conditions, to use schools to inform students, staff, and the community of certain events; (2) include booster clubs and the BCPS Education Foundation as approved groups; (3) include a statement that approval to disseminate does not imply Board or school system endorsement of the organization or information disseminated; and (4) conform with the Policy Review Committee’s editing conventions.

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

Relationship to Other Board of Education Policies
1. Board of Education Policy 1210, Relationship with Parent-Teacher (Student) Associations
2. Board of Education Policy 1300, Use of School Facilities
3. Board of Education Policy 3160, School-Sponsored Activities
4. Board of Education Policy 8363, Conflict of Interest – Prohibited Conduct

Legal Requirements
1. None

Similar Policies Adopted by Other Local School Systems
1. Anne Arundel County Board of Education, Policy KA, Distribution of Non-School Communications
2. Howard County Board of Education, Policy 10010, Distribution and Display of Materials and Announcements
3. Montgomery County Board of Education, Policy CNA, Informational Material and Announcements

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
No other alternatives were considered.
**Timeline**
First reading – October 22, 2013
Public comment – November 5, 2013
Third reading/vote – December 3, 2013
I. POLICY STATEMENT

The Board of Education of Baltimore County (Board) recognizes the need for an appropriate means to inform students, staff, and parents about school and community activities and events that neither unduly burdens the school staff nor disrupts the learning environment. The Board also recognizes its responsibility to establish criteria for the dissemination of these materials in order to provide a learning environment that is free from disruption.

II. GUIDELINES

The distribution of materials and announcements in or from schools and offices shall be limited to materials published by federal, state, and local government entities, nationally affiliated and parent-teacher associations, booster clubs affiliated with a Baltimore County Public School (BCPS), materials from businesses with established school-sponsored business partnerships, and the BCPS Education Foundation. Approval to disseminate or display materials in one or more Baltimore County Public School does not imply Board or School System endorsement of the organization or the information it disseminates.

III. IMPLEMENTATION

The Board directs the Superintendent to establish procedures to implement this policy.
Legal Requirement:  

Child Evangelism Fellowship of Maryland v. Montgomery County Public Schools, 457 F.3d 376 (4th Cir. 2006)

RELATED POLICIES:  

BOARD OF EDUCATION POLICY 1210, RELATIONSHIP WITH PARENT-TEACHER (STUDENT) ASSOCIATIONS  
BOARD OF EDUCATION POLICY 1300, USE OF SCHOOL FACILITIES  
BOARD OF EDUCATION POLICY 3160, SCHOOL-SPONSORED ACTIVITIES  
BOARD OF EDUCATION POLICY 8363, CONFLICT OF INTEREST – PROHIBITED CONDUCT

Policy
Board of Education of Baltimore County
Adopted: 11/16/72
Revised: 12/08/88
Revised: 08/16/90
Revised: 04/21/09
REVISED: __________
Date: December 3, 2013

To: BOARD OF EDUCATION

From: S. Dallas Dance, Superintendent

Subject: CONSIDERATION OF THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 3215, CONTRACT EXECUTION

Originator: Michael G. Sines, Chief Operation Officer

Resource Person(s): Barbara Burnopp, Executive Director, Fiscal Services

Recommendation

That the Board of Education approves the changes to Policy 3215. This is the third reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 3215
POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 3215
CONTRACTS
RENAME AS, “CONTRACT EXECUTION”

Statement of Issues or Questions Addressed
In accordance with Board of Education Policy and Superintendent’s Rule 8130, Policy 3215 is scheduled for review in school year 2013-2014. Policy 3215 establishes guidelines for the approval of contracts and agreements on behalf of the school system. Staff has reviewed Policy 3215 in connection with Policy 3240. Upon review, staff has recommended that Policy 3240 be deleted, with essential portions of Policy 3240 that relate to the modification of contracts be transferred to Policy 3215. Staff is recommending that the policy be revised to: (1) rename it; (2) include a policy statement that includes the Board’s right to authorize modifications to the contract documents after execution of the contract; (3) establish guidelines for the execution of contracts and contract modifications; (4) include a statement that clearly indicates that no work shall be initiated until a contract has been executed and a purchase order issued; (5) include an implementation section; and (6) 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 3210, Purchasing Guidelines
4. Board of Education Policy 5330, Social Events
5. Board of Education Policy 7000 Series, New Construction
6. Board of Education Policy 8360 Sub Series, Ethics Code

Legal Requirements
1. Annotated Code of Maryland, Education Article §5-112, Bids

Similar Policies Adopted by Other Local School Systems
1. Anne Arundel County Board of Education, Policy DE, Purchasing Authority
   http://www.aacps.org/aacps/boe/board/newpolicy/Policies.asp
2. Montgomery County Board of Education, Policy DJA, MCPS Procurement Practices and Bid Awards
   http://www.mcps.k12.md.us/departments/policy/
3. Harford County Board of Education, Policy 16-0002-000, Contracts

Draft of Proposed Policy
Attached
Other Alternatives Considered by Staff
Staff considered eliminating the policy, but felt that the policy is a necessary component for providing direction to the Superintendent and to school system vendors.

Timeline
First reading – October 22, 2013
Public comment – November 5, 2013
Third reading/vote – December 3, 2013
NON-INSTRUCTIONAL SERVICES: Purchasing

Contract[s] EXECUTION

I. POLICY STATEMENT

A. THIS POLICY IS INTENDED TO ENSURE THAT CONTRACTS FOR THE ACQUISITION OF GOODS AND SERVICES ON BEHALF OF BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS) ARE PROPERLY EXECUTED BY AUTHORIZED OFFICIALS.

B. FOLLOWING THE EXECUTION OF A CONTRACT, THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) RESERVES THE RIGHT TO AUTHORIZE MODIFICATIONS TO THE CONTRACT DOCUMENTS. [With respect to the award and execution of a contract for expenditures approved by the Board of Education of Baltimore County (Board), the Superintendent shall establish administrative rules wherein necessary contracts and agreements shall be executed to reflect the range of equipment, supplies, commodities, services, including construction or renovation projects, regardless of the funding source.]

II. GUIDELINES

A. CONTRACTS OR CONTRACT MODIFICATIONS IN EXCESS OF $500,000 SHALL BE EXECUTED BY THE BOARD PRESIDENT AND THE SUPERINTENDENT.

B. CONTRACTS OR CONTRACT MODIFICATIONS OF $500,000 OR LESS MAY BE EXECUTED BY THE SUPERINTENDENT OR HIS/HER DESIGNEE.

C. NO VENDOR, CONSULTANT, OR CONTRACT MANAGER SHALL INITIATE WORK UNTIL A CONTRACT HAS BEEN PROPERLY EXECUTED AND A PURCHASE ORDER HAS BEEN ISSUED BY BCPS.

[The rules shall provide for the issuance of a contract or agreement to document the scope, surety, responsibilities of the parties, terms and conditions of performance, and authorization for payment.]
III. IMPLEMENTATION

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

B. WITH RESPECT TO THE AWARD AND EXECUTION OF A CONTRACT FOR EXPENDITURES APPROVED BY THE BOARD, THE SUPERINTENDENT MAY ESTABLISH OTHER ADMINISTRATIVE RULES HE DEEMS APPROPRIATE TO DOCUMENT THE SCOPE, SURETY, RESPONSIBILITY OF THE PARTIES, TERMS AND CONDITIONS OF PERFORMANCE, AND AUTHORIZATION FOR PAYMENT.

LEGAL REFERENCES:  ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §5-112, BIDS

RELATED POLICIES: BOARD OF EDUCATION POLICY 3160, SCHOOL-SPONSORED ACTIVITIES
BOARD OF EDUCATION POLICY 3210, PURCHASING GUIDELINES
BOARD OF EDUCATION POLICY 5330, SOCIAL EVENTS
BOARD OF EDUCATION POLICY 7000 SERIES, NEW CONSTRUCTION
BOARD OF EDUCATION POLICY 8360 SUB SERIES, ETHICS CODE

Policy Board of Education of Baltimore County
Adopted: 09/25/69
Revised: 07/13/99
Revised: 08/12/08
REVISED: ________
DATE: December 3, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED DELETION OF BOARD OF EDUCATION POLICY 3240, MODIFICATION OF AWARD OF CONTRACT

ORIGINATOR: Michael G. Sines, Chief Operations Officer

RESOURCE PERSON(S): Barbara Burnopp, Executive Director, Fiscal Services

RECOMMENDATION

That the Board of Education approves the proposed deletion of Policy 3240. This is the third reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 3240
Statement of Issues or Questions Addressed
In accordance with Board of Education Policy and Superintendent’s Rule 8130, Policy 3240 is scheduled for review in school year 2013-2014. Policy 3240 provides that the Board reserves the right to authorize modifications of previously approved contracts. Staff is recommending that the policy be deleted. The policy is not required by statute or regulation. More importantly, the Office of Purchasing possesses procedures for the modification of award of contracts and change orders. As a result, staff does not believe that the policy is required.

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

Relationship to Other Board of Education Policies
1. Board of Education Policy 3210, Purchasing Guidelines
2. Board of Education Policy 3215, Contracts
3. Board of Education Policy 7000 Series, New Construction
4. Board of Education Policy 8360 Sub Series, Ethics Code

Legal Requirements
1. None

Similar Policies Adopted by Other Local School Systems

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
Staff considered revising the policy, but determined that deletion was appropriate.

Timeline
First reading – October 22, 2013
Public comment – November 5, 2013
Third reading/vote – December 3, 2013
NON-INSTRUCTIONAL SERVICES: Purchasing

Modification of Award of Contract

I. Following the execution of a contract, the Board of Education of Baltimore County (Board) reserves the right to authorize modifications in the scope of work outlined in the contract documents. Such modifications are or may be known as: Rescission of a Contract, Extension of a Contract, or Issuance of Change Orders. Modifications shall be subject to approval if the modification is equal to or exceeds the statutory bid limit, or if the modification exceeds the contingency allocation originally approved. Modifications shall be subject to approval by the Superintendent if the modification is less than the statutory bid limit or if greater than the statutory bid limit as long as the contingency allocation originally approved is not exceeded.

II. All modifications of the award of contracts shall take into consideration the availability of funds (capital or operating budget) for the project or the purchase.

III. The Superintendent shall establish rules for modification of contract documents in accordance with this policy.

Legal Reference:  Annotated Code of Maryland, Education Article, §5-112

Policy Board of Education of Baltimore County
Adopted:  1/11/74
Revised:  10/22/87
Revised:  7/13/99
Revised:  8/12/08]
Baltimore County Public Schools

Date: December 3, 2013

To: Board of Education

From: S. Dallas Dance, Superintendent

Subject: Consideration of the Proposed Deletion of Board of Education Policy 4501, Summer School Teachers

Originator: Lisa Grillo, Chief Human Resources Officer

Resource Person(s):

Recommendation

That the Board of Education approves the proposed deletion of Board of Education Policy 4501. This is the third reading.

*****

Attachment I – Policy analysis
Attachment II – Policy 4501
Statement of Issues or Questions Addressed
In accordance with Board of Education Policy and Superintendent’s Rule 8130, Policy 4501 is scheduled for review in school year 2013-2014. Policy 4501 provides that teachers will be assigned to teach summer school. Staff is recommending that the policy be deleted for the following reasons: (1) deletion of the policy will not affect the administration of the summer school program; (2) the Department of Human Resources has established procedures which clearly outline the application process and eligibility requirements for certificated personnel to teach classes in the school system’s summer school program. As such, staff does not believe the policy is needed.

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

Relationship to Other Board of Education Policies
1. None

Legal Requirements
1. None

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

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
No other alternatives were considered.

Timeline
First reading – October 22, 2013
Public comment – November 5, 2013
Third reading/vote – December 3, 2013
PERSONNEL: Temporary Employment

Temporary and Part-Time: Summer School Teachers

Teachers will be assigned to summer school classes as necessary and as appropriate.
DATE: December 3, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED DELETION OF BOARD OF EDUCATION POLICY 4502, CURRICULUM DEVELOPMENT WORKSHOP PARTICIPANTS

ORIGINATOR: Lisa Grillo, Chief Human Resources Officer

RECOMMENDATION

That the Board of Education approves the proposed deletion of Board of Education Policy 4502. This is the third reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 4502
POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 4502
CURRICULUM DEVELOPMENT WORKSHOP PARTICIPANTS

Statement of Issues or Questions Addressed
In accordance with Board of Education Policy and Superintendent’s Rule 8130, Policy 4502 is scheduled for review in school year 2013-2014. Policy 4502 provides that teachers will be assigned as participants in Curriculum Development Workshops. Staff is recommending that the policy be deleted for the following reasons: (1) deletion of the policy will not affect the administration of curriculum development workshops; (2) the Department of Human Resources has established procedures which clearly outline the application process and eligibility requirements for curriculum development workshop participants. As such, staff does not believe the policy is required.

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

Relationship to Other Board of Education Policies
1. None

Legal Requirements
1. None

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

Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
No other alternatives were considered.

Timeline
First reading – October 22, 2013
Public comment – November 5, 2013
Third reading/vote – December 3, 2013
PERSONNEL: Temporary Employment

Temporary and Part-Time: Curriculum Development Workshop Participants

Teachers will be assigned as participants in Curriculum Development Workshops as necessary and appropriate.
DATE: December 3, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED DELETION OF BOARD OF EDUCATION POLICY 6701, EXTRACURRICULAR ACTIVITIES

ORIGINATOR: Verletta White, Chief Academic Officer

RESOURCE PERSON(S): Ms. Kathleen McMahon, Executive Director, Curriculum and Instruction

RECOMMENDATION

That the Board of Education approves the proposed deletion of Policy 6701. This is the third reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 6701
Statement of Issues or Questions Addressed

In accordance with Board of Education Policy and Superintendent’s Rule 8130, Policy 6701 is scheduled for review in school year 2013–2014. Policy 6701 asserts that extracurricular activities, as part of a student’s overall educational experience, can augment student achievement. Staff is recommending that Policy 6701 be deleted, but that certain concepts embodied in Policy 6701 be transferred to Policy 6702. Because Policies 6701 and 6702 both address the school system’s extracurricular program; only one is needed.

Cost Analysis and Fiscal Impact on School System

No fiscal impact is anticipated by the deletion of this policy.

Relationship to Other Board of Education Policies

1. Board of Education Policy 5320, Organizations

Legal Requirements

1. None

Similar Policies Adopted by Other Local School Systems

1. Anne Arundel County Board of Education, Policy JJA, Extracurricular Programs Academic Eligibility
2. Harford County Board of Education, Policy 06-0007-000, Curricular and Extracurricular Activities
3. Howard County Board of Education, Policy 9070, Academic Eligibility for High School Extracurricular Activities
   Montgomery County Board of Education, Policy IQD, Academic Eligibility for Extracurricular Activities

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

No other options were considered.

Timeline

First reading – October 22, 2013
Public comment – November 5, 2013
Third reading/vote – December 3, 2013
INSTRUCTION

Extracurricular Activities

It is the goal of the Board of Education of Baltimore County (Board) to improve achievement for all students. Achievement can be augmented through access to, and participation in, extracurricular activities designed to engage student interest and ability. Extracurricular activities are an integral part of school life and often require as much careful planning and supervision as the academic subjects. These activities remain in the position of supplementing the actual courses of study.

Whenever or wherever held, when conducted under the name of the school or school system or any class or organization thereof, extracurricular activities shall be under the general supervision of the school authorities.

Legal References: Annotated Code of Maryland, Education Article §7-108
COMAR 13A.08.01.09

Related Policies: Board of Education Policy 5320

Policy Adopted: 11/20/69
Revised: 2/26/08]

Board of Education of Baltimore County
DATE: December 3, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 6702, EXTRACURRICULAR ACTIVITIES

ORIGINATOR: Verletta White, Chief Academic Officer

RESOURCE PERSON(S): Ms. Kathleen McMahon, Executive Director, Curriculum and Instruction

RECOMMENDATION

That the Board of Education approves the proposed changes to Policy 6702. This is the third reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 6702
Policy Analysis for
Board of Education Policy 6702
Intramural, Informal, and Interscholastic Athletics
Renamed as, “Extracurricular Activities”

Statement of Issues or Questions Addressed
During the review of Policy 6701, staff concluded that Policies 6701 and 6702 should be combined, because both policies concern extracurricular activities. Policy 6702 has been revised to: (1) rename the policy; (2) include a policy statement that reflects the Board’s commitment to providing a wide variety of extracurricular activities as part of a student’s overall educational experience; (3) include a definition of “extracurricular activities;” (4) identify standards that clearly outline the Board’s expectations for planning and supporting extracurricular activities in schools; (5) include an implementation section; and (6) 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 3151, Accident Insurance
2. Board of Education Policy 3160, School-Sponsored Activities
3. Board of Education Policy 5110, Admission
4. Board of Education Policy 5140, Special Permission Transfer
5. Board of Education Policy 5150, Resident and Non-Resident Students
6. Board of Education Policy 5470, Wellness
7. Board of Education Policy 5500, Conduct
8. Board of Education Policy 5550, Disruptive Behavior
9. Board of Education Policy 5600, Students’ Rights and Responsibilities

Legal Requirements
1. 42 U.S.C. §11432(g)(1)(I)–(g)(1)(J), McKinney-Vento Homeless Assistance Act
2. COMAR 13A.06.03, Interscholastic Athletics in the State
3. COMAR 13A.06.04, Corollary Athletic Programs

Similar Policies Adopted by Other Local School Systems
1. Anne Arundel County Board of Education, Policy JJA, Extracurricular Programs Academic Eligibility
2. Frederick County Board of Education, Policy 509, Extracurricular Activities
3. Harford County Board of Education, Policy 06-0007-000, Curricular and Extracurricular Activities
4. Harford County Board of Education, Policy 06-0008-000, Intramural Athletic Activities
5. Harford County Board of Education, Policy 06-0009-000, Interscholastic Athletics
6. Howard County Board of Education, Policy 9070, Academic Eligibility for High School Extracurricular Activities
7. Montgomery County Board of Education, Policy IQD, Academic Eligibility for Extracurricular Activities
Draft of Proposed Policy
Attached

Other Alternatives Considered by Staff
No other alternatives were considered.

Timeline
First reading – October 22, 2013
Public comment – November 5, 2013
Third reading/vote – December 3, 2013
INSTRUCTION: Extracurricular Activities

EXTRACURRICULAR ACTIVITIES [Intramural, Informal, and Interscholastic Athletics]

I. POLICY STATEMENT

THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) IS COMMITTED TO PROVIDING A WIDE VARIETY OF EXTRACURRICULAR OPPORTUNITIES FOR STUDENTS. THE BOARD BELIEVES THAT ACCESS TO, AND PARTICIPATION IN, EXTRACURRICULAR ACTIVITIES ENGAGES STUDENT INTEREST AND ABILITY AND IS AN ESSENTIAL PART OF A STUDENT’S OVERALL EDUCATIONAL EXPERIENCE.

II. DEFINITION

A. EXTRACURRICULAR ACTIVITIES – ACTIVITIES AVAILABLE TO STUDENTS BEYOND THE REGULAR SCHOOL DAY, WHICH ARE VOLUNTARY AND NOT REQUIRED FOR THE SATISFACTORY COMPLETION OF A PARTICULAR CLASS.

III. STANDARDS

A. STUDENTS SHOULD BE ENCOURAGED TO PARTICIPATE IN EXTRACURRICULAR OPPORTUNITIES AVAILABLE AT SCHOOL, INCLUDING STUDENT ORGANIZATIONS AND OTHER SCHOOL-SPONSORED ACTIVITIES.

B. PRINCIPALS WILL ENSURE THAT PARENTS AND STUDENTS ARE NOTIFIED OF THE VARIOUS EXTRACURRICULAR ACTIVITIES AVAILABLE AT THE SCHOOL.

C. EXTRACURRICULAR ACTIVITIES SHALL BE SPONSORED, APPROVED, CONDUCTED, PLANNED, AND SUPERVISED BY SCHOOL PERSONNEL REGARDLESS OF WHETHER THEY TAKE PLACE ON OR OFF SCHOOL PROPERTY OR OCCUR DURING NORMAL SCHOOL HOURS.
IV. IMPLEMENTATION

THE BOARD DIRECTS THE SUPERINTENDENT TO IMPLEMENT THIS POLICY.

[I. Intramural and Informal Athletics

A. The Board of Education of Baltimore County (Board) recognizes that informal and intramural athletics provide the benefits of competitive experiences to students. Every student must be provided an equal opportunity to participate in informal and intramural athletics regardless of physical ability.

II. Interscholastic Athletics

A. A quality interscholastic athletic program is vital to the positive social, physical, and educational development of students.

B. The Board adopts the rules and regulations of the Maryland Public Secondary School Athletic Association, in addition to the regulations, policies, and procedures for interscholastic athletics adopted by the Baltimore County Public Schools (BCPS) Athletic Association.]


Related Policies: BOARD OF EDUCATION POLICY 3151, ACCIDENT INSURANCE BOARD OF EDUCATION POLICY 3160, SCHOOL-SPONSORED ACTIVITIES BOARD OF EDUCATION POLICY 5110, ADMISSION BOARD OF EDUCATION POLICY 5140, SPECIAL PERMISSION TRANSFER
BOARD OF EDUCATION POLICY 5150, RESIDENT AND NON-RESIDENT STUDENTS
BOARD OF EDUCATION POLICY 5500, CONDUCT
BOARD OF EDUCATION POLICY 5550, DISRUPTIVE BEHAVIOR
BOARD OF EDUCATION POLICY 5600, STUDENTS’ RIGHTS AND RESPONSIBILITIES
[Board of Education Policy 5300]
DATE: December 3, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: CONSIDERATION OF THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 8315, PARTICIPATION BY THE PUBLIC

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

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

RECOMMENDATION

That the Board of Education approves the proposed changes to Policy 8315. This is the third reading.

*****

Attachment I – Policy Analysis
Attachment II – Policy 8315
Statement of Issues or Questions Addressed
The Policy Review Committee has been asked by the Board to review Board of Education Policy 8315 and provide recommendations. Policy 8315 establishes the commitment of the Board to allow citizen and stakeholder participation in its public meetings by establishing a period for public comment during its regular meetings. The Policy Review Committee is recommending that the policy be revised to update the year referenced in the policy so that the most recent employee group, Baltimore County Organization of Professional Employees, can be recognized at its public meetings.

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

Legal Requirements
1. None

Similar Policies Adopted by Other Local School Systems
1. Anne Arundel County Board of Education, Policy BCB, Public Participation
2. Carroll County Board of Education, Policy BEDH, Citizen Participation at Board Meetings
3. Harford County Board of Education, Policy 22-0008-000, Public Participation at Board Open Meetings of Public Hearings
4. Howard County Board of Education, Policy 2040, Public Participation in Meetings of the Board
5. Prince George’s County Board of Education, Policy 8345, Public Comment and Board of Education Member Participation at Board of Education Meetings
   http://www1.pgcps.org/generalcounsel/boardpolicies/bp8000.aspx

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

Timeline
First reading – October 22, 2013
Public comment – November 5, 2013
Third reading/vote – December 3, 2013
INTERNAL BOARD POLICIES:  Operations

Meetings: Participation by the Public

I. Policy Statement

[A.] Citizens of the county have the express right and are encouraged to attend all public meetings of the Board of Education of Baltimore County (Board) and to observe the deliberation of its members.

II. Public Comment

A. A period of public participation shall be set aside during regular Board meetings at a time to be determined by the Board.

B. Any citizen who wishes to address the Board at one of its meetings must complete the requisite sign-in form prior to the opening of each meeting, and provide the agenda item or educational topic he/she wishes to discuss.

III. Stakeholder Groups

A. It is the practice of the Board to provide an opportunity for stakeholder groups to report the results of their meetings and group activities at each of its regular Board meetings.

B. For the purpose of this policy, stakeholder groups are THOSE identified BY THE BOARD AND [as those] existing as of the 2013-2014 [2008-2009] school year.
**Baltimore County Public Schools**
**Towson, Maryland 21204**

December 3, 2013

**Retirements**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>School/Office</th>
<th>Yrs. of Service</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td>Sara Bauman</td>
<td>French Teacher</td>
<td>Golden Ring Middle</td>
<td>20.5</td>
<td>02/01/14</td>
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<tr>
<td>Brian Boston</td>
<td>English Teacher</td>
<td>Dulaney High</td>
<td>36.1</td>
<td>10/01/13</td>
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<tr>
<td>Carol Christof</td>
<td>Behavior Interventionist</td>
<td>Battle Monument School</td>
<td>26.4</td>
<td>01/01/14</td>
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<td>Carol Dissmeyer</td>
<td>Music Vocal Teacher</td>
<td>Perry Hall High</td>
<td>28.4</td>
<td>01/01/14</td>
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<tr>
<td>Cynthia Hamlet</td>
<td>Personnel Officer</td>
<td>Department of Human Resources</td>
<td>34.0</td>
<td>01/01/14</td>
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<tr>
<td>Nancy Henderson</td>
<td>Paraeducator</td>
<td>Catonsville Elementary</td>
<td>23.3</td>
<td>12/01/13</td>
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<tr>
<td>Walter Massey</td>
<td>Paraeducator</td>
<td>Office of Science</td>
<td>15.2</td>
<td>11/01/13</td>
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<tr>
<td>Kathleen McMahon</td>
<td>Senior Executive Director</td>
<td>Department of Special Programs</td>
<td>27.4</td>
<td>01/01/14</td>
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<td>Walter Mills</td>
<td>Parent Liaison Supervisor</td>
<td>Assistant Superintendent's Office</td>
<td>30.0</td>
<td>12/01/13</td>
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<tr>
<td>Carolyn O'Neill</td>
<td>Speech/Language Pathologist</td>
<td>Warren Elementary</td>
<td>11.4</td>
<td>01/01/14</td>
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<tr>
<td>Mary Rigby</td>
<td>Spanish Teacher</td>
<td>Randallstown High</td>
<td>32.3</td>
<td>01/01/14</td>
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<tr>
<td>Tonya Stafford</td>
<td>Paraeducator</td>
<td>Pikesville High</td>
<td>5.0</td>
<td>11/01/13</td>
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<tr>
<td>Christine Tomback</td>
<td>COP Teacher</td>
<td>Catonsville High</td>
<td>22.6</td>
<td>01/01/14</td>
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<td>Linda Young</td>
<td>Paraeducator</td>
<td>Stemmers Run Middle</td>
<td>16.1</td>
<td>10/01/13</td>
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</table>
Baltimore Highlands Elementary School
Casey L. Capece, 10/11/13, 3.0 yrs., 2.0 mos.
Physical Education

Dogwood Elementary School
Jessica M. Dombrowski, 11/08/13, 7.0 mos.
Resource Teacher

Fullerton Elementary School
Gina M. Stabile, 11/08/13, 4.0 yrs., 3.0 mos.
Grade 1

Johnnycake Elementary School
Christy Dresback, 11/01/13, 3.0 mos.
Speech/Language Pathologist

Norwood Elementary School
Katherine A. Naftalin, 11/08/13, 12.0 yrs., 3.0 mos.
Special Education – Self-Contained

Oakleigh Elementary School
Stephanie L. McMahan, 01/02/14, 2.0 yrs., 5.0 mos.
Grade 3

Crossroads Center
Sarah N. Adams, 11/01/13, 3.0 mos.
English

Deep Creek Middle School
Samuel J. Kratz, 10/15/13, 13.0 yrs. 2.0 mos.
Special Education – Inclusion

Deer Park Middle Magnet School
Rachel Bucklin, 11/01/13, 3.0 mos.
Mathematics

Dulaney High School
Courtney Lyons, 11/01/13, 15.0 yrs., 3.0 mos.
Home Economics

Dundalk Middle School
Michael P. Joyce, 11/01/13, 14.0 yrs., 3.0 mos.
Special Education – Self-Contained

Dundalk High School
Joseph E. Lilly, 10/31/13, 3.0 yrs., 2.0 mos.
Science

Kenwood High School
Scott S. Borowy, 11/22/13, 1.0 yr., 3.0 mos.
Vocational

Milford Mill Academy
Ian Thompson, 10/16/13, 2.0 mos.
Social Studies

Overlea High School
Eric Bodendorfer, 07/14/13, 1.0 yr.
Technology Education

Perry Hall High School
Claudia Grace, 10/18/13, 1.0 yr., 2.0 mos.
Spanish

Randallstown High School
Maryann E. Bugbee, 11/01/13, 6.0 mos.
English

Bradley J. Norton, 09/12/13, 6.0 yrs.
English

Sollers Point Technical High School
Carole R. Douglas, 10/25/13, 1.0 yr., 7.0 mos.
Vocational

Stemmers Run Middle School
Deborah M. Schautz, 11/22/13, 13.0 yrs., 3.0 mos.
Reading

Sudbrook Magnet Middle School
Aurore McGillen, 11/06/13, 3.0 mos.
French

Woodlawn Middle School
Julie A. Bittner, 11/01/13, 3.0 mos.
Science
RESIGNATIONS

CENTRAL OFFICE - 1

Special Education
Maria L. Conner, 10/27/13, 3.0 yrs., 1.0 mo.
Supervisor

December 3, 2013
LEAVES

JEWEL B. ADIELE – (Special Education/Reading) – Imagine Discovery Public Charter School
Effective September 25, 2013 through September 25, 2014

THOMAS G. ANTONIS – (Bus Driver/Attendant) – Office of Transportation
Effective October 28, 2013 through October 28, 2014

ASHLEY E. CLAUNCH – (Office Professional) – Stemmers Run Middle School
Effective December 15, 2013, through December 15, 2015

JESSICA M. HEHER – (Bus Attendant) – Office of Transportation/Wabash Lot
Effective December 3, 2013 through December 3, 2014

ANNE M. LACIS – (Elementary) – Edmondson Heights Elementary School
Effective December 19, 2013, through December 19, 2015

MAUREEN M. SIMPSON – (Counselor) – Randallstown High School
Effective December 25, 2013 through December 25, 2015

DAWN M. PARKS – (Elementary) – Shady Spring Elementary School
Effective December 21, 2013 through December 21, 2015

CAROL A. TODD – (Café Worker) – Office of Food and Nutrition Services
Effective December 9, 2013 through December 9, 2014

WILLIAM M. YERRID – (Groundsman) – Office of Physical Facilities
Effective October 17, 2013 through October 17, 2014
BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: December 3, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: REAPPOINTMENT TO THE ETHICS REVIEW PANEL

ORIGINATOR: Margaret-Ann F. Howie, General Counsel

RESOURCE PERSON(S):

RECOMMENDATION

That the Board of Education reappoints Theresa E. Barrett, to the Ethics Review Panel effective January 1, 2014.
Baltimore County Public Schools

Date: December 3, 2013

To: Board of Education

From: S. Dallas Dance, Superintendent

Subject: Appointment to the Ethics Review Panel

Originator: Margaret-Ann F. Howie, General Counsel

Resource Person(s):

Recommendation

That the Board of Education appoints Michael Hofmann, Sr. to the Ethics Review Panel effective December 4, 2013.

*****
Deceased: Recognition of Service

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

Raymond A. Gercke
Technology Education Teacher
Overlea High School
10/11/13
Years of Service: 7.0 yrs., 6.0 mos.
Baltimore County Public Schools

Date: December 3, 2013

To: Board of Education

From: S. Dallas Dance, Superintendent

Subject: Consideration of Appointments to the Area Education Advisory Councils

Originator:

Resource Person(s):

Recommendation

That the Board of Education approves the appointments of Daya Chaney Webb and Tiffany Frempong to the Northeast Area Education Advisory Council.

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

### December 3, 2013

### RECOMMENDED APPOINTMENTS

<table>
<thead>
<tr>
<th>NAME</th>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>RUSSELL BROWN</td>
<td>Deputy Chief of Organizational Accountability Officer Cleveland Municipal School District</td>
<td>Chief Accountability and Performance Management Officer</td>
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<tr>
<td>(Effective December 4, 2013)</td>
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<tr>
<td>SHANE D. JENSEN</td>
<td>Teacher/Music Harford County Public Schools</td>
<td>Specialist Office of Music and Dance Education</td>
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<tr>
<td>(Effective December 4, 2013)</td>
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<tr>
<td>BETH G. REED</td>
<td>Teacher/Resource Office of Secondary English/Language Arts</td>
<td>Specialist Office of Secondary English/Language Arts</td>
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<td>(Effective December 4, 2013)</td>
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</table>
DATE: December 3, 2013

TO: BOARD OF EDUCATION

FROM: S. Dallas Dance, Superintendent

SUBJECT: RECOMMENDATIONS FOR AWARD OF CONTRACTS

ORIGINATOR: Michael G. Sines, Chief Operations Officer

RESOURCE PERSON(S): Rick Gay, Manager, Office of Purchasing
Pradeep Dixit, Executive Director, Physical Facilities

RECOMMENDATION

That the Board of Education approves the following contract recommendations.

*****

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

Appendix I – Recommendations for Award of Contracts – Board Exhibit
1. **Contract Extension and Modification:** Autism Student Education Program Consultative Services Partnership Classrooms at White Oak School
   
   **Contract #:** RGA-103-13
   
   **Term:** N/A  
   **Extension:** 1 year  
   **Contract Ending Date:** 7/1/14
   
   **Estimated contract authority:** $490,000  
   **Estimated modification amount:** $1,490,000  
   **New estimated total contract authority:** $1,980,000
   
   **Board meeting date:** December 3, 2013  
   **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:**
   
   On August 7, 2012, the Board approved this contract for education of students with autism. This contract extension and modification is to continue the program for an additional year. Also, the contract submitted for FY13 reflected the funding for only one classroom; two classrooms were used. This contract extension and modification reflects funding for the second classroom that was omitted for FY13 and continues the same level of funding for the FY14 school year.
   
   Students serviced through this program have needs that would warrant a private, separate, day-school placement; however, through this program they are able to be serviced in a public school setting. The average cost of a nonpublic placement for students with needs similar to those serviced through this program cost approximately $95,000 per seat.
   
   Students with autism require very specific interventions to meet with success in an academic setting. Currently, most of these students with more severe needs require a nonpublic school placement due to their significant challenges with cognition, communication, social skills, and behavioral intervention. This contract incorporates 60 hours of consultation for BCPS’ staff upon formal client referral for students with autism. Consultation is to support the classroom staff in providing direct intervention to students and their families. Consultants communicate with paraprofessionals, teachers, administrators, related-services personnel, and special education office staff members regarding student programming.
   
   This contract will provide services for students with significant needs associated with autism in a public school setting. This contract aligns with Goal 1: Academics World Class Teaching and Learning, A, Key Actions 1,2,4,5, and 7; B, Key Actions 3 and 6; C, Key Actions 1 and 2; E, Key Actions 1 and 2; F, Key Actions 1 and 2.; and Goal 2: Safety and Security; Safe and Secure
Teaching, Learning, and Working Environments, B, Key Actions 1, 2 and 3; and C, Key Actions 1 and 2.

Eight data indicators were written as monitoring points for this program’s classroom that was approved for the 2012-2013 school year. Student progress data is monitored and will be reported to the Maryland State Department of Education in May and June of 2014.

**Recommendation:**

Award of contract extension and modification is recommended to:

- Trellis Services, Inc. Hunt Valley, MD

**Responsible school or office:** Department of Special Education and Student Support Services

**Contact person:** Debra Brooks

**Funding source:** Operating budget and grant funds
2. **Contract Modification:** Maryland’s Tomorrow/AdvancePath Academy  
**Contract #:** RGA-120-07

<table>
<thead>
<tr>
<th>Term:</th>
<th>N/A</th>
<th>Extension:</th>
<th>N/A</th>
<th>Contract Ending Date:</th>
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<td>Estimated original contract authority:</td>
<td>$7,612,770</td>
<td>Estimated modification amount:</td>
<td>N/A</td>
<td>Estimated total contract authority:</td>
<td>$7,612,770</td>
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</table>

**Board meeting date:** December 3, 2013

**Description:**

On February 20, 2007, the Board approved the original contract for Maryland’s Tomorrow/AdvancePath Academy. This modification is to further expand the program to include Lansdowne and Randallstown High schools for the day-school labs and afternoon programs. The proposal anticipates the possible addition of up to 80 seats.

The contract is based on a rate per seat of $26.27 and $28.43 for the regular and small footprint classrooms, respectively. The standard classroom rate is based on a 180-day school year. Summer rates are based on a 29-day program at $18.02 and $19.16 for the regular and small footprint classrooms. A seat is used at least twice daily by different students participating in morning, afternoon, and summer programs. Additionally, students may attend evening sessions and work independently. As attendance increases, the stated rate per seat will drop to $20. The effective rate per seat may actually be lower as the use of available seats comes closer to 100 percent attendance for all sessions offered.

Maryland’s Tomorrow/AdvancePath Academy is an alternative program, part of a continuum of services through alternative education programs that partners with AdvancePath Academics to operate in-school academies to educate, recover, and graduate at-risk youth ages 14–21. Unlike a traditional high school classroom, teachers in the academy work with a caseload of students to support each student’s journey in earning his or her high school diploma. The AdvancePath Academy is a state-of-the-art classroom that uses computer-adaptive curriculum and small-group, teacher-led instruction. Each student who enrolls in the academy has a personalized learning plan that tracks what he or she must learn in order to develop grade-level proficiency in each academic area and satisfy the requirements for his or her diploma.

This contract aligns to several areas of the *Blueprint 2.0* in the following ways:

- **Goal 1 B.** – This program provides an alternative way for at-risk students to access curriculum, affording them the opportunity to complete courses necessary to finalize their graduation requirements.
- **Goal 1 C.** – AdvancePath Academy is a digitally accessible program with a personalized, learner-centered approach.
Students will be able to gain academic support and credit for courses completed in the academy through this mastery-learning, computer-assisted instructional process. Teachers work with students to provide a high school experience that will meet the individual needs of each student in the program while building academic success for all state and county assessments.

The students who attend these academies are at risk for dropping out of school, are credit deficient, are over the age limit, are accelerating, or are returning after a break in enrollment.

**Recommendation:**

Award of contract modification is recommended to:

<table>
<thead>
<tr>
<th>AdvancePath Academics, Inc.</th>
<th>Williamsburg, VA</th>
</tr>
</thead>
</table>

**Responsible school or office:**

<table>
<thead>
<tr>
<th>Department of Digital Learning</th>
</tr>
</thead>
</table>

**Contact person:**

<table>
<thead>
<tr>
<th>Ryan Imbriale</th>
</tr>
</thead>
</table>

**Funding source:**

<table>
<thead>
<tr>
<th>Operating budget</th>
</tr>
</thead>
</table>
3. **Contract:** Camera Field Production Unit Components  
   **Contract #:** RGA-110-14 (VA-110502)

<table>
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<tr>
<th>Term:</th>
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<th>Extension:</th>
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<table>
<thead>
<tr>
<th>Board meeting date:</th>
<th>December 3, 2013</th>
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</thead>
<tbody>
<tr>
<td>Bid issued:</td>
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</tr>
<tr>
<td>Pre-bid meeting date:</td>
<td>N/A</td>
</tr>
<tr>
<td>Due date:</td>
<td>N/A</td>
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<tr>
<td>No. of vendors issued to:</td>
<td>N/A</td>
</tr>
<tr>
<td>No. of bids received:</td>
<td>N/A</td>
</tr>
<tr>
<td>No. of no-bids received:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Description:**

This contract consists of the camera components, including remote controls, cabling, and camera control units for the creation of a three-camera field production unit. Based on experience with similar components, these items should be productive for seven years. The components will enhance BCPS-TV’s multi-camera production capability and will serve the needs of grade levels K-12, as well as the needs of central offices and administration.

BCPS-TV is entering into this contract in an effort to better achieve Goal 3, communication, of the *Blueprint 2.0* strategic plan. That goal is to ensure that every stakeholder will experience clear, timely, honest, transparent, and widely available communication about system initiatives and activities that engages them in building a culture of trust through action and in establishing BCPS as a world-class school system. The ability to provide quality and timely multimedia projects for BCPS-TV, the BCPS Website, the professional development programs, as well as the programs that assist with curriculum and instruction, will enable our department to achieve this goal. Currently we spend up to $4,500 per event for renting and outsourcing portable multi-camera production equipment for broadcast and live stream BCPS events. The number of anticipated events over the next five years is expected to increase 300 percent. Equipment rental for those events will exceed $10,000 that must come from our operating budget. We anticipate that the products from these initiatives will increase the number of viewers to BCPS-TV, will increase traffic to the BCPS Website (where live streaming event coverage is viewed), as well as increase communication through social media sites such as Facebook and Twitter. Additionally, it will give us the opportunity to increase the professional development and educational digital content available via Safari Montage and Safari Live. With this contact we will develop and implement effective two-way communication for both our internal and external stakeholders.

This award of contract has employed the cooperative bidding process. The Education Article requires local boards of education to select the lowest responsible bidder, but this requirement does not apply to: “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.” Md. Code Ed. Ann §5-112 (a)(3)
Additionally, §4-123(a)(1) of the Education Article provides that “A county board may enter into an agreement for the cooperative or joint administration of programs with one or more: county boards; (ii) Other educational institutions or agencies; and (iii) Boards of county commissioners or county councils” relating to “(2)(ii) purchasing.”

**Recommendation:**

Award of contract is recommended to:

- **Digital Video Group, Inc.** Chantilly, VA

  **Responsible school or office:** Department of Communications and Community Outreach

  **Contact person:** Mychael Dickerson

  **Funding source:** Operating funds
4. **Contract:** Faculty Professional Development Streaming Content and Related Services  
   **Contract #:** RGA-127-14  
   **Term:** 5 years  
   **Extension:** N/A  
   **Contract Ending Date:** 6/30/18  
   **Estimated contract authority:** $ 4,000,000

   **Board meeting date:** December 3, 2013  
   **Public notice dates:** October 24, 2013 thru November 24, 2013  
   **Public display dates:** October 24, 2013 thru November 24, 2013  
   **Curriculum Committee approval date:** November 14, 2013

   **Description:**

   This contract consists of streaming content and related services, including digital resource alignment and consulting, professional development, and a strategic communication plan. This content will immediately serve all schools, students, and staff and will be available 24/7. Professional development and the strategic communication plan will immediately impact curriculum and instruction leadership at the elementary Lighthouse Schools and their communities as identified as part of the digital conversion. As the five-phase plan is implemented, the impact will extend to all elementary, middle, and high schools.

   *Blueprint 2.0* states that to equip every student with 21st century skills in an equitable, effective digital learning environment, BCPS must develop a digitized, personalized, blended curriculum and increase the effectiveness of teaching and learning through meaningful and sustained organizational development. Specifically, this contract supports Goal 1, Strategic Initiatives A, B, and C; Goal 3, Strategic Initiatives A, B, C, and D; and Goal 4, Strategic Initiative A.

   These online materials were selected using the process outlined in Board Policy and Superintendent’s Rule 6002 and under section §7-106, Paragraph (a) of the Education Article of the Annotated Code of Maryland, BCPS purchases the above materials upon the recommendation of the county superintendent and the adopted procedures of the county board. Instructional materials are recommended after being carefully evaluated and selected by a curriculum and instruction committee for use in the subject area; the selected materials support the curriculum and meet the diverse needs of our students and the professional development of our faculty. Under Superintendent’s Rule 6002, instructional materials may be consumable and expendable and include, but are not limited to, such items as charts, kits, textbooks, magazines, newspapers, pictures, recordings, slides, transparencies, videos, video discs, workbooks, and electronic resources such as software, CD-ROMs, and online services.
Recommendation:

Award of contract is recommended to:

   Discovery Education           Silver Spring, MD

Responsible school or office:
   Department of Digital Learning
   Department of Organizational Development

Contact person:
   Ryan Imbriale
   William Burke

Funding source:
   Operating budget
I. PURPOSE

A. THE PURPOSE OF THIS RULE IS TO IMPLEMENT BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) POLICY 2361.

B. THIS RULE ALSO SERVES TO INFORM THE PUBLIC AND BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS) STAFF ABOUT THE CRITERIA FOR POSTING OR DISTRIBUTING MATERIALS AND ANNOUNCEMENTS IN SCHOOLS, WHETHER SENT HOME TO OR THROUGH STUDENTS, OR DISPLAYED WITHIN THE SCHOOL OR DURING ANY SCHOOL-SPONSORED ACTIVITY.

II. [I.] Definitions

A. DISTRIBUTION – THE DELIVERY TO STUDENTS, STAFF, AND/OR PARENTS ONE OR MORE COPIES OF A PUBLICATION, THE POSTING OF A COPY OF THE PUBLICATION IN ONE OR MORE LOCATIONS ON SCHOOL PROPERTY, OR THE COMMUNICATION THROUGH THE SCHOOL’S PUBLIC ADDRESS SYSTEM OR VIA A SCHOOL’S TELECAST.

B. [A.] Materials – Published information, including, but not limited to, flyers, pamphlets, leaflets, magazines, or newspapers from school-sponsored established business partnerships, entities of federal, state, and local government, and parent-teacher associations.

C. SCHOOL-SPONSORED ACTIVITY – ACTIVITIES 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. [II.] Approved Materials and Organizations

[A. Only materials concerning school-sponsored established business partnerships may be approved.]
A. [B] DISTRIBUTION AND DISPLAY OF MATERIALS AND ANNOUNCEMENTS SHALL BE LIMITED TO THE FOLLOWING ENTITIES AND ORGANIZATIONS:

1. [Entities of] Federal, state, and local governmental ENTITIES
2. Parent-teacher associations AND PARENT-TEACHER (STUDENT) ASSOCIATIONS AS DEFINED IN SUPERINTENDENT’S RULE 1210
3. BOOSTER CLUBS AFFILIATED WITH A BCPS SCHOOL
4. ESTABLISHED SCHOOL BUSINESS PARTNERSHIPS
5. THE BCPS EDUCATION FOUNDATION

B. THE DISTRIBUTION OF FLYERS, POSTERS, AND HANDBILLS ON SCHOOL PROPERTY IN THE CONTEXT OF ELECTIONEERING ON PRIMARY OR ELECTION DAYS SHALL BE GOVERNED BY THE BALTIMORE COUNTY AND STATE BOARDS OF ELECTIONS AND THE ELECTION LAW ARTICLE.

IV. [III.] Approval Criteria

A. The principal or office head will grant or deny approval based on the following criteria:

1. Distribution of materials cannot be denied based on the viewpoint expressed[;].
2. Materials that can reasonably be predicted to cause substantial disruption of, or material interference with, school activities will not be approved for distribution[;].
3. Materials that violate this rule, Board Policy 2361, or any Board policy or Superintendent’s rule will not be approved for distribution[;].
4. Materials that do not include the required disclaimer (refer to Section IV.C.) will not be approved for distribution[;].
5. Materials may only be approved by the principal or office head for distribution at the requested school or office.

V. [IV.] Procedures

A. In accordance with this rule and Board Policy 2361, the school principal or office head will approve or deny all requests to distribute materials in schools or offices.
B. A request to distribute materials must be submitted in writing to the school principal or office head at least twenty (20) school days prior to the requested distribution date. The requested materials must be included with the written request.

C. All materials to be distributed must INCLUDE THE NAME OF THE SPONSOR, ORGANIZATION OR BUSINESS, AND include THE FOLLOWING [a] disclaimer [stating]: “This organization and its materials are not affiliated with, sponsored by, or endorsed by Baltimore County Public Schools, the Superintendent, or this [Baltimore County public] school or office.”

D. Within five (5) school days of the written request the school or office will inform the organization in writing whether the materials have been approved (see Approval Notice: Form A) or denied (see Denial Notice: Form B) for distribution.

E. Organizations may only distribute materials after obtaining written approval from the school principal or office head. Materials may only be distributed on the date(s) stated on the approval notification.

F. Following approval, organizations must deliver the materials to the school or office at least ten (10) school days prior to the intended distribution date.

G. SCHOOLS AND OFFICES MAY REASONABLY DEFINE THE SIZE OF THE SPACE AND LOCATION FOR THE DISPLAY OF MATERIALS.

H. MATERIALS MAY BE REMOVED FROM DISPLAY AREAS PERIODICALLY AS DETERMINED BY THE PRINCIPAL.

I. MATERIALS MUST NOT BE POLITICAL IN NATURE.

J. MATERIALS MAY NOT ADVERTISE, SELL, OR PROMOTE A PRODUCT.

VI. REVIEW PROCESS

THE GROUP OR ORGANIZATION SEEKING TO DISTRIBUTE OR DISPLAY MATERIALS SHALL:
RULE 2361

A. COMPLETE THE REQUEST FOR APPROVAL TO DISTRIBUTE NON-SCHOOL MATERIALS FORM, RULE 2361, FORM A.

B. INCLUDE A COPY OR EXAMPLE OF THE INFORMATION INTENDED FOR DISTRIBUTION AND ANY DATES REQUESTED, IF APPLICABLE.

C. SUBMIT THE APPROVAL FORM AND SAMPLE MATERIAL(S) TO THE SCHOOL PRINCIPAL OR OFFICE HEAD FOR APPROVAL.

VII. COMPLIANCE

A. THE PRINCIPAL OR OFFICE HEAD SHALL ENSURE THAT MATERIALS AND ANNOUNCEMENTS DISSEMINATED COMPLY WITH BOARD POLICY 2361 AND THIS RULE.

B. NO MATERIALS WILL BE DISTRIBUTED THAT ARE DEFAMATORY, OBSCENE, LEWD, ENCOURAGE CRIMINAL BEHAVIOR, OR ARE NOT AGE APPROPRIATE.

RELATED POLICIES: BOARD OF EDUCATION POLICY 1210, RELATIONSHIP WITH PARENT-TEACHER (STUDENT) ASSOCIATION
BOARD OF EDUCATION POLICY 1300, USE OF SCHOOL FACILITIES
BOARD OF EDUCATION POLICY 3160, SCHOOL-SPONSORED ACTIVITIES
BOARD OF EDUCATION POLICY 8363, CONFLICT OF INTEREST – PROHIBITED CONDUCT

RULE
Approved: 04/21/09
REVISED: __________

Superintendent of Schools
APPROVAL NOTICE:
DISTRIBUTION OF MATERIALS

BALTIMORE COUNTY PUBLIC SCHOOLS

NAME OF SCHOOL/OFFICE: ______________________________________________

NAME OF ORGANIZATION: ______________________________________________

TYPE(S) OF DISTRIBUTION:   ____ TAKE-HOME FOLDER
(CHECK ALL THAT APPLY)       ____ DISPLAY TABLE
                                   ____ BULLETIN BOARD

CONTACT PERSON: ______________________________________________________

PHONE NUMBER: ______________________________________________________

FAX NUMBER: ______________________________________________________

APPROVED MATERIALS MUST BE DELIVERED TO THE SCHOOL OR OFFICE
AT LEAST TEN (10) SCHOOL DAYS PRIOR TO THE INTENDED DISTRIBUTION
DATE(S).

*DISTRIBUTION DATE(S): ________________________________

DATE(S) MATERIALS MUST BE PROVIDED TO SCHOOL/OFFICE: __________

SIGNATURE OF PRINCIPAL OR OFFICE HEAD:

________________________________________     DATE: __________

*DISTRIBUTION IS ONLY APPROVED FOR THE DATE(S) INDICATED.*

04/21/09
Baltimore County Public Schools
Request for Approval to Distribute Non-School Materials

Please complete, sign, and date this form and submit all necessary materials for review to the School Principal or Office Head.

Group: ____________________________________________

Name of Representative: ____________________________________________

Phone: (___)___-____ Fax: (___)___-_____ Email: __________________

Type of Distribution Requested (Check all that apply):

□ Take Home
□ Display

Attachment required:

□ Copy or example of material to be distributed

Desired Date(s) for Distribution:

□ Take Home: ____/____/____ □ Display Date(s): ____/____/____ to ____/____/____

I have read and agree with the procedures outlined in Superintendent’s Rule 2361 and indicate acceptance by my signature below:

___________________________________________  _______________________
Signature                                         Date

___________________________________________  _______________________
Name (Printed)                                    Day Time Phone Number

For Office Use Only:         Approval:  □ Approved1  □ Denied

___________________________________________  _______________________
Signature of Principal/Office Head                Date

Written approval must be obtained for each item to be distributed.

1Approved materials must be provided to the school or office at least ten (10) school days prior to intended distribution date.
DENIAL NOTICE:
DISTRIBUTION OF MATERIALS

Baltimore County Public Schools

Name of School/Office: ______________________________________________

Name of Organization: ______________________________________________

Contact Person: ______________________________________________

Phone Number: ______________________________________________

Fax Number: ______________________________________________

Your request to distribute materials in Baltimore County Public Schools is denied.

Signature of Principal or Office Head: ________________________________ Date: ________________
NON-INSTRUCTIONAL SERVICES: Purchasing

CONTRACT EXECUTION [Contracts]

I. PURPOSE

TO IMPLEMENT POLICY 3215 BY ESTABLISHING RULES FOR THE EXECUTION OF CONTRACTS AND THE MODIFICATION OF CONTRACT DOCUMENTS ON BEHALF OF BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS).

II. APPLICABILITY

THIS RULE GOVERNS ALL CONTRACTS AND MODIFICATIONS THAT CREATE A BINDING OBLIGATION UPON THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) OR BCPS.

III. RESPONSIBILITY

THE SUPERINTENDENT HAS DESIGNATED THE OFFICE OF PURCHASING WITH THE RESPONSIBILITY FOR OVERSEEING CONTRACT AUTHORIZATION AND PROCUREMENT ACTIVITIES ON BEHALF OF BCPS, AND FOR ESTABLISHING RELATED PROCEDURES.

[I. Procedure

A. Upon approval of an award of contract by the Board of Education of Baltimore County (Board), a written agreement shall be executed by the parties. The agreement will reflect the parameters of the bid process, the bid specifications, including bonding and all required certificates and affidavits, the proposal, and any related addenda.

B. The agreement will also reflect the scope of the project, performance standards, time, responsibilities of the parties, etc., for any contract or agreement designed and executed resulting from the qualification and selection process of a construction manager or a consultant.

C. Written agreements may be deferred in those instances when all pertinent data for the purchase of a commodity is identified within the structure of the purchase order document(s). Said document(s) shall reference the formal bid/quote process by bid/quote number and Board approval date,
RULE 3215

when applicable.

II. Detailed Provisions – Construction Contracts

A. County Funded

A contract for construction, renovation or demolition, for which formal bids are required, shall include, in addition to the agreement, all design drawings relating to the project. These are known as the contract documents.

B. State Funded

State funded contracts for construction or renovation will also contain minority business participation documents and wage labor rates, where required in accordance with the procedures of the State of Maryland Interagency Committee on Public School Construction.

IV. EXECUTION OF CONTRACTS [III. Signing of Agreement Awarding Contract]

A. THE SUPERINTENDENT DESIGNATES TO THE PURCHASING MANAGER THE AUTHORITY TO EXECUTE ALL CONTRACTS OF $500,000 OR LESS ON HIS BEHALF, UNLESS THE CONTRACT IS ASSOCIATED WITH THE EXPENDITURE OF SCHOOL ACTIVITY FUNDS.

B. THE SUPERINTENDENT DESIGNATES TO THE SCHOOL PRINCIPAL THE AUTHORITY TO EXECUTE CONTRACTS RELATED TO THE EXPENDITURE OF SCHOOL FUNDS OR MONIES PAID BY PARENTS AND/OR STUDENTS FOR SCHOOL-SPONSORED ACTIVITIES AND SOCIAL EVENTS.

[Signatories to the written agreement shall include:

A. Contracts that exceed $100,000
1. President, Board of Education
2. Secretary-Treasurer, Board of Education
3. Attorney as to Form and Legal Sufficiency
4. Award Bidder, Consultant or Construction Manager
5. Witness to Signature

B. Contracts less than or equal to $100,000]
1. Purchasing Manager
2. Attorney as to Form and Legal Sufficiency
3. Award Bidder, Consultant or Construction Manager
4. Witness to Signature

[IV. Initiation of Work]

The vendor, consultant, or contract manager shall not initiate work until the contract document or agreement has been and a formal purchase order has been issued by BCPS Baltimore County Public Schools (BCPS).

V. Sole Source

A contract for a sole source may be awarded when the requesting staff has determined to the satisfaction of the Office of Purchasing that the requirement is only available from a single source. Staff shall provide appropriate justification for sole source procurement which may include:

A. When only one source exists which meets the requirements;

B. When the compatibility of equipment, accessories, or replacement parts is the paramount consideration;

C. When a sole vendor's product is needed for trial use or testing; OR

D. When certain public utility services are to be procured and only one source exists.

B. Price competition shall be solicited if the requirement can be obtained from more than one source.]

V. [VI.] Emergency Expenditures

A. The Office of Purchasing may issue a purchase order for emergency requirements when the requesting staff has demonstrated that any delay would endanger public health and safety for the continued operation of a facility. Emergency circumstances may also be present when the requirement must be satisfied with immediate action that does not provide sufficient time to meet the statutory requirements for competition and award to avoid the termination of essential services.

B. Any action resulting in an emergency expenditure which meets or exceeds
the statutory bidding requirement shall be reported to the Board at the next scheduled meeting.

LEGAL REFERENCES: ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §5-112, BIDS

RELATED POLICIES: BOARD OF EDUCATION POLICY 3160, SCHOOL-SPONSORED ACTIVITIES
BOARD OF EDUCATION POLICY 3210, PURCHASING GUIDELINES
BOARD OF EDUCATION POLICY 5330, SOCIAL EVENTS
BOARD OF EDUCATION POLICY 7000 SERIES, NEW CONSTRUCTION
BOARD OF EDUCATION POLICY 8360 SUB SERIES, ETHICS CODE

Rule
Approved: 09/25/69
Revised: 07/14/77
Revised: 07/13/99
Revised: 08/12/08
REVISED: ________

Superintendent of Schools
NON-INSTRUCTIONAL SERVICES: Purchasing

Modification of Award of Contract

I. Procedures

A. Modification of an award of contract shall be presented by staff to the Board of Education of Baltimore County (Board) for approval when the modification:

1. Meets or exceeds the statutory limit for bidding.
2. Causes the previously approved contingency allocation to exceed the statutory limit for bidding.
3. Extends the contract term.
4. Nullifies in whole or part an award of contract approved by the Board.

B. Modifications which have a dollar value of less than the statutory limit for bidding shall be approved by the Superintendent or his designee. Modifications that exceed the statutory limit shall be approved by the Superintendent.

II. Rescission of a Contract

A. *Rescission of a Contract* shall be defined as the termination or withdrawal of a vendor from a contract previously approved by the Board. The rescission of the contract shall nullify the award (in whole or in part) pending resolution of potential damages or forfeit of designated surety (bid/performance/payment bond) to the school system.

B. A recommendation will be made to the Board to rescind a contract when conditions or performance of a vendor or contract reflect that it is in the best interest of the school system to terminate the contract (without or with cause).

C. Justification

1. Staff shall document the conditions or demonstrated performance of the vendor which contributed to the recommendation. The documentation shall identify the financial and instructional consequences, if any, to the school system. The recommendation
shall include the proposed actions of staff relative to the continuance of the program or project.

D. New Award of Contract

1. Upon selection of a new vendor, a recommendation will be made to the Board for approval.

III. Extension of a Contract

A. *Extension of a Contract* shall be defined as an increase in the award of the contract for a dollar value which meets or exceeds the statutory limit for bidding, or an adjustment in the term of a contract when the original specification grants the school system such an option. In exercising such an option, the parties agree to honor the scope, responsibilities, terms, and conditions of the original specifications.

B. Evaluation of performance and/or market conditions that warrant the extension of the term of a contract (based upon the original bid specification) or an increase in the dollar value of the contract equal to or exceeding the statutory bid limit must be approved by the Board. Extensions which have a dollar value less than the statutory limit for bidding shall be approved by the Superintendent or his designee for all capital projects and by the purchasing manager for all other expenditures.

C. Justification

Staff shall provide documentation to support the benefits (instructional, financial, or timeliness) of such an action to the school system.

D. Contract Document

Upon approval of the extension, the Office of Purchasing shall prepare the appropriate contract addenda or contract documents for execution by the parties.

IV. Issuance of a Change Order

A. *Issuance of a Change Order* shall be defined as a modification to an existing contract document (or purchase order).
B. Change in the specifications, the construction documents, or the scope of work in the authorized contract documents may be proposed by vendors, consultants, construction managers, contractors, or staff.

The price or credit for such changes shall be submitted by the vendor or contractor.

Change Orders exceeding the approved contract value (including approved contingency amount) by more than the statutory bid limit must be approved by the Board. Change orders which have a dollar value less than the statutory limit for bidding shall be approved by the Superintendent or his designee for all capital projects and the purchasing manager for all other expenditures.

C. Justification – Construction Change Orders

During the course of a construction project, situations may occur wherein changes are mandatory, or desirable, in the work called for in contract documents and drawings. The consultant and the construction engineer of the Department of Physical Facilities, who are overseeing the progress of construction, shall be jointly charged with the responsibility of justifying such work changes. The execution of a Change Order will not have the effect of invalidating the construction contract or relieving or releasing the contractor from any obligations under the contract or from any guarantee given pursuant to the contract provisions. Any such change in the scope of the work, furthermore, shall not affect the validity of the guaranty bonds or relieve or release the surety of the bonds.

1. County Funded

a. A Change Order shall contain the following: (1) detailed description of the change in the work, (2) statement as to the resulting change in the contract price and/or time, and (3) statement that all work involved in the change shall be performed in accordance with contract requirements except as modified by the Change Order.

b. Change Orders shall be initiated jointly by the consultant and the representative of the Department of Physical Facilities, and when appropriate, the designated construction management representative of the Board.
2. State Funded
   
a. The format and contents of a Change Order shall be prescribed by the State of Maryland Interagency Committee on Public School Construction.
   
b. Change Orders shall be initiated by the consultant/contractor and the representative of the Department of Physical Facilities, and when appropriate, the designated construction management representative of the Board in accordance with the procedures issued by the State of Maryland Interagency Committee on Public School Construction.
   
V. Adjustment of the Financial Records
   
   A. Upon approval of a rescission, contract extension, or Change Order, appropriate documentation shall be prepared by staff and submitted to the Department of Fiscal Services to adjust the financial record.
   
   B. Any modification of an award of contract funded by the capital budget shall also be reviewed and approved by the Department of Fiscal Services. Approval shall occur prior to the issuance of a new contract or a change order by the Office of Purchasing.
PERSONNEL: Professional

Summer School Teachers

I. Purpose

A. The purpose of this rule is to designate the responsibility and establish procedures for the employment and assignment of qualified teachers for the Baltimore County Public Schools’ (BCPS) summer school program.

II. Definition

A. Tenure – Means the employment status of a certificated teacher who has completed three consecutive years of successful experience in BCPS, who has completed appropriate course requirements outlined at the time of initial employment, and who is to be re-employed with the Board of Education of Baltimore County (Board) for the following school year.

III. Eligibility for Consideration

A. In order to be considered for temporary employment as a summer school teacher, an applicant shall:
   1. Be a BCPS certificated teacher in active status.
      a. Employees who resign, retire, or are on leave from BCPS are not eligible for summer school employment.
      b. Employees who were on administrative leave on the last duty day of the school year immediately preceding the summer school term are not eligible for summer school employment.
   2. Be tenured and hold a first class certificate. A non-tenured teacher with a valid certification in the field of the assignment may be employed if a tenured teacher with a first class certificate in the field of the assignment is not available.
   3. Have appropriate certification or licensure in the subject matter that is to be taught.
   4. Obtain a recommendation for appointment to a summer school position from the teacher’s principal or immediate supervisor for the school year directly preceding the summer school assignment.

IV. Guidelines]
A. Summer school teachers must complete an application and will be approved and assigned by the Office of Temporary Services.

B. First consideration for summer school assignments will be given to media specialists and nurses who are currently assigned to the position during the school year at the summer school site being utilized.

C. Summer school teachers shall comply with all Board of Education policies, Superintendent’s Rules, school procedures, guidelines and directives.

D. Teachers are expected to report to their designated work assignment in a timely fashion.

E. All summer school positions are temporary assignments and contingent upon funding and enrollment. Decisions about summer school staffing will be determined where possible by the first day of the summer school session.

Related Policies: Board of Education Policy 4100, Employee Conduct and Responsibilities

Rule
Approved: 01/27/72
Revised: 01/29/81
Revised: 03/25/82
Revised: 12/05/91
Revised: 03/23/94
Revised: 06/09/09
Edited: 07/01/11
Revised: 01/10/12
PERSONNEL: Temporary Employment

Temporary and Part-Time: Curriculum Development Workshop Participants

Criteria for Selection of Curriculum Development Workshop Participants

I. Participants may be appointed by the Superintendent or selected through the application process.

II. If an application process is used, the applicant will:

   A. Possess a minimum of two (2) years of teaching experience in Baltimore County Public Schools (BCPS). An exception may be made for a teacher with less than two (2) years of experience when he/she is needed for a special program.

   B. Hold a professional certification in the field of the requested curriculum development workshop. An exception may be made for participation of a teacher in a related field when there is a need for a person from a specialized program. A qualified teacher with a valid conditional certification may be employed in the event a teacher with a valid professional certification does not meet the criteria needed for the responsibilities of the workshop.

   C. Receive a recommendation for participation from his/her principal/supervisor.

   D. Possess the abilities and competencies indicated in the specific workshop release and special application.

Rule

Superintendent of Schools

Approved: 12/10/70
Revised: 03/25/93
Revised: 11/11/08
Revised: 03/05/09
Revised: 06/09/09
Edited: 07/01/11]
INSTRUCTION: Extracurricular Activities

Intramural, [Informal,] Interscholastic, And Corollary Athletic[s] PROGRAMS

I. PURPOSE

To outline guidelines for the establishment of intramural [and/or informal], interscholastic, and corollary athletic programs in Baltimore County Public Schools (BCPS).

II. DEFINITIONS

THE FOLLOWING DEFINITIONS APPLY TO THIS RULE:

A. **ATHLETIC PROGRAM** - A SCHOOL-SPONSORED PROGRAM THAT OCCURS BEFORE OR AFTER THE REGULAR SCHOOL DAY, IS NOT GRADED, AND FOR WHICH A CREDIT IS NOT EARNED.

B. **COROLLARY ALLIED ATHLETICS** - A PROGRAM THAT IS NOT GOVERNED BY THE REQUIREMENTS OF THE MARYLAND PUBLIC SECONDARY SCHOOL ATHLETIC ASSOCIATION (MPSSAA) AND IS SPECIFICALLY DESIGNED TO COMBINE GROUPS OF STUDENTS WITH AND WITHOUT DISABILITIES IN PHYSICAL ACTIVITY.

C. **INTERSCHOLASTIC ATHLETICS** - INDIVIDUAL AND TEAM SPORT ACTIVITIES THAT ARE GOVERNED BY THE REQUIREMENTS OF THE MARYLAND PUBLIC SECONDARY SCHOOLS ATHLETIC ASSOCIATION (MPSSAA), STATE REGULATION, AND BCPS REGULATIONS, PROCEDURES AND GUIDELINES FOR INTERSCHOLASTIC ATHLETICS.

D. **INTRAMURAL ATHLETICS** – BEFORE- OR AFTER-SCHOOL PROGRAMS THAT MAY BE ORGANIZED IN THE HOME SCHOOL TO OFFER EQUAL OPPORTUNITIES FOR STUDENTS TO PARTICIPATE IN A VARIETY OF GAMES, SPORTS, AND TOURNAMENTS TO ENCOURAGE ACTIVE PARTICIPATION OF ALL STUDENTS REGARDLESS OF THEIR ABILITIES.
E. **LEGAL TRANSFERRED** – CHANGE OF RESIDENCE OR TRANSFER FROM ONE SCHOOL TO ANOTHER AND APPROVED BY THE SUPERINTENDENT OR HIS/HER DESIGNEE.

F. **PARENT** - THE BIOLOGICAL OR ADOPTIVE PARENT, LEGAL GUARDIAN, OR PERSON ACTING IN THE ABSENCE OF THE PARENT OR GUARDIAN.

G. **STUDENT WITH A DISABILITY** – A STUDENT WHO MEETS THE DEFINITION OF:
   1. A “HANDICAPPED PERSON” AS DEFINED IN 45 C.F.R. §84.3(j);
   2. A “STUDENT WITH A DISABILITY” AS DEFINED IN COMAR 13A.05.01.03B; OR
   3. A “HANDICAPPED PERSON” AS DEFINED IN 34 C.F.R. §104.3(j).

III. [II.] INTRAMURAL ATHLETICS [Guidelines]

A. THE PRINCIPAL SHALL DESIGNATE AN INTRAMURAL SPONSOR WHO WILL BE RESPONSIBLE FOR PLANNING, IMPLEMENTING, AND FACILITATING BEFORE- OR AFTER-SCHOOL VOLUNTARY PROGRAMS THAT OFFER A VARIETY OF ACTIVITIES AND TOURNAMENTS TO ENCOURAGE ACTIVE PARTICIPATION OF ALL STUDENTS REGARDLESS OF THEIR ABILITIES.

B. THE PRINCIPAL IS RESPONSIBLE FOR PROVIDING ADEQUATE FACILITIES AND SUPERVISION FOR SPECTATORS AND PARTICIPANTS AT ALL INTRAMURAL ATHLETIC EVENTS.

[A. Intramural and Informal Athletics

1. The principal in collaboration with the school’s physical education department or designee shall be responsible for establishing a program of intramural and/or informal athletics.

2. Under the direction of the principal, the intramural sponsor will plan, implement, and facilitate a before- or after-school voluntary program that offers a variety of activities and tournaments to encourage active participation of all students regardless of their physical abilities.

3. The principal/designee is responsible for the organization and supervision of both participants and spectators.]
IV. [B.] Interscholastic Athletics

A. *BCPS REGULATIONS, PROCEDURES, AND GUIDELINES FOR INTERSCHOLASTIC ATHLETICS* WILL BE PUBLISHED ANNUALLY AND MUST BE ADHERED TO BY ALL SCHOOLS.

B. THE PRINCIPAL AND/OR HIS/HER DESIGNEE IS RESPONSIBLE FOR THE ADMINISTRATION, ORGANIZATION, AND SUPERVISION OF THE SCHOOL’S INTERSCHOLASTIC ATHLETICS PROGRAM.

C. IF A STUDENT WITH A DISABILITY PARTICIPATES ON AN INTERSCHOLASTIC VARSITY OR JUNIOR VARSITY TEAM, THAT STUDENT WILL BE SUBJECT TO THE RULES OF MPSSA.

D. STUDENTS SHALL PRESENT TO THEIR HIGH SCHOOL PRINCIPAL AN ATHLETIC PERMIT, COMPLETED AND SIGNED BY THE STUDENT’S PARENT, GIVING PERMISSION FOR PARTICIPATION IN THE SPORT.

E. STUDENTS SHALL SUBMIT TO THEIR HIGH SCHOOL PRINCIPAL A *PREPARTICIPATION PHYSICAL EVALUATION* FORM AS PROOF OF BEING EXAMINED AND CERTIFIED AS BEING PHYSICALLY FIT TO PARTICIPATE IN ANY TRY-OUT, PRACTICE, OR CONTEST OF A SCHOOL TEAM.
   1. THE PHYSICAL EXAMINATION SHALL BE PERFORMED BY A LICENSED PHYSICIAN, CERTIFIED PHYSICIAN’S ASSISTANT (PA) UNDER THE SUPERVISION OF A LICENSED PHYSICIAN, OR A CERTIFIED NURSE PRACTITIONER (NP).
   2. THE PHYSICAL EXAMINATION SHALL BE GOOD FOR TWELVE (12) MONTHS FROM THE DATE OF THE EXAMINATION.

F. STUDENTS MAY REPRESENT ONLY THE SCHOOL WHERE THEY ARE ENROLLED AND ATTENDING AND WHERE THEY INTEND TO COMPLETE GRADUATION REQUIREMENTS.

G. STUDENTS WHO ARE 19 YEARS OR OLDER AS OF AUGUST 31 ARE INELIGIBLE TO PARTICIPATE IN INTERSCHOLASTIC ATHLETIC PROGRAMS.
H. TRANSFER STUDENTS AND LATE ENROLLMENT

1. STUDENTS WHO LEGALLY TRANSFER TO A BCPS SCHOOL AND WHO MEET ALL OF THE REQUIREMENTS OF THIS RULE, AS WELL AS THE REQUIREMENTS OF MPSSAA AND BCPS REGULATIONS, PROCEDURES, AND GUIDELINES FOR INTERSCHOLASTIC ATHLETICS, MAY PARTICIPATE IN INTERSCHOLASTIC SPORTS PROGRAMS UNDER THE FOLLOWING CONDITIONS:

a. IF THE STUDENT IS ENROLLED IN BCPS AFTER SEPTEMBER 30 BUT BEFORE NOVEMBER 15, THE STUDENT SHALL BE INELIGIBLE TO REPRESENT THE SCHOOL IN INTERSCHOLASTIC SPORTS DURING THE FIRST SEMESTER, UNLESS:

(1) THE STUDENT HAS TRANSFERRED FROM A SCHOOL WHERE THE STUDENT HAS ATTENDED REGULARLY DURING THE CURRENT SCHOOL YEAR.

(2) THE STUDENT IS IDENTIFIED AS HOMELESS AS DEFINED BY THE MCKINNEY-VENTO HOMELESS ASSISTANCE ACT.

b. A REQUEST FOR A WAIVER UNDER THIS SECTION SHALL BE SUBMITTED TO THE COORDINATOR, OFFICE OF ATHLETICS.

I. ACADEMIC ELIGIBILITY

1. HIGH SCHOOL

a. STUDENTS ARE ACADEMICALLY ELIGIBLE TO PARTICIPATE IN INTERSCHOLASTIC ATHLETICS IF THEY ARE REGISTERED FOR COURSES IN 3 OUT OF 7 OR 2 OUT OF 4 PERIODS, DEPENDING ON THE SCHOOL SCHEDULE.

b. STUDENTS ARE ACADEMICALLY INELIGIBLE IF THEY HAVE LESS THAN A 2.0 GRADE POINT AVERAGE (GPA) WITH NO MORE THAN ONE FAILING, INCOMPLETE, OR MEDICAL GRADE IN THE PRECEDING QUARTER.

(1) A GRADE OF FAIL IN A PASS/FAIL CLASS IS CONSIDERED A FAILING GRADE AND WILL AFFECT ELIGIBILITY AND GPA.

(2) FALL ACADEMIC ELIGIBILITY IS DETERMINED BY THE FOURTH QUARTER GRADING PERIOD
FROM THE PRECEDING YEAR. THIS PROVISION DOES NOT APPLY TO INCOMING NINTH GRADE STUDENTS FOR INITIAL FALL ELIGIBILITY.

2. MIDDLE SCHOOL
   a. STUDENTS ARE ACADEMICALLY INELIGIBLE TO PARTICIPATE IN INTERSCHOLASTIC ATHLETICS IF THEY HAVE LESS THAN A 2.0 GPA WITH NO MORE THAN ONE FAILING, INCOMPLETE, OR MEDICAL GRADE IN THE PRECEDING QUARTER.
      (1) FALL ACADEMIC ELIGIBILITY IS DETERMINED BY THE FOURTH QUARTER GRADING PERIOD FROM THE PRECEDING YEAR. THIS PROVISION DOES NOT APPLY TO INCOMING SIXTH GRADE STUDENTS FOR INITIAL FALL ELIGIBILITY.
   b. STUDENTS WHO ARE 15 YEARS OLD OR OLDER AS OF AUGUST 31 ARE INELIGIBLE TO PARTICIPATE IN THE MIDDLE SCHOOL INTERSCHOLASTIC ATHLETIC PROGRAM.

3. CERTIFICATE-BOUND STUDENTS ARE ACADEMICALLY INELIGIBLE IF THEY HAVE MORE THAN ONE FAILING GRADE FOR THE QUARTER; GPA IS NOT A FACTOR.

[1. The principal and/or designee is responsible for the administration, organization, and supervision of the school’s interscholastic athletics program as outlined in the Baltimore County Public Schools’ Regulations and Procedures for Interscholastic Athletics.
2. The Office of Athletics shall administer the interscholastic athletic program, in accordance with the rules and regulations of the Maryland Public Secondary School Athletic Association and the Baltimore County Public Schools Athletic Association.]

V. [C.] Corollary ALLIED Athletics [Program]
   A. [1.] The [o]ffice of Athletics shall ORGANIZE AND administer the school system’s corollary ALLIED athletics [program, which includes the Allied Sports Program,] in accordance with the requirements set forth in regulation.
B. THE COROLLARY ALLIED ATHLETICS PROGRAM SHALL INCLUDE COED TEAMS COMPRIS'D OF DISABLED AND NON-DISABLED STUDENTS WHO MEET ELIGIBILITY REQUIREMENTS.

C. STUDENTS WILL BE ABLE TO PARTICIPATE IN COROLLARY ALLIED ATHLETICS UP TO THE AGE OF 21, AS LONG AS THEY ARE ENROLLED IN BCPS AND RECEIVING SPECIAL EDUCATION SERVICES.

D. STUDENTS MUST MEET THE FOLLOWING CRITERIA TO BE ELIGIBLE TO PARTICIPATE IN THE COROLLARY ATHLETIC PROGRAM. A STUDENT:
1. SHALL BE A SECONDARY SCHOOL STUDENT IN GRADES 9 – 12.
2. SHALL BE OFFICIALLY REGISTERED AND ATTENDING A BALTIMORE COUNTY PUBLIC SCHOOL.
3. SHALL SUBMIT A PARENT OR GUARDIAN PERMISSION FORM FOR PARTICIPATION.
4. SHALL SUBMIT A PREPARED PARTICIPATION PHYSICAL EVALUATION FORM.
5. SHALL BE MAKING SATISFACTORY PROGRESS TOWARD:
   a. GRADUATION WITH A MARYLAND HIGH SCHOOL DIPLOMA; OR
   b. SCHOOL COMPLETION WITH A MARYLAND HIGH SCHOOL CERTIFICATE OF PROGRAM COMPLETION.
6. MAY NOT HAVE PARTICIPATED ON AN INTERSCHOLASTIC ATHLETIC TEAM IN THE SAME SPORT, UNLESS THE STUDENT DEVELOPS A DISABILITY DURING HIS/HER YEARS OF PARTICIPATION IN INTERSCHOLASTIC SPORTS, FOR WHICH AN EXCEPTION MAY BE MADE. EXCEPTIONS UNDER THIS PARAGRAPH SHALL BE REFERRED TO THE COORDINATOR, OFFICE OF ATHLETICS.

VI. BEHAVIOR

STUDENTS MUST FOLLOW THE BCPS CODE OF CONDUCT AS OUTLINED IN THE STUDENT HANDBOOK AND ARE SUBJECT TO DISCIPLINARY ACTION FOR ANY BEHAVIORAL OFFENSES COMMITTED WHILE PARTICIPATING IN AN ATHLETIC PROGRAM.
VII. COMPLIANCE

A. The Office of Athletics shall be responsible for filing all required annual reports with the Maryland State Department of Education (MSDE). [in accordance with state regulation. ]

B. PRIOR TO THE FIRST PRACTICE SESSION, ATHLETIC COACHES ARE RESPONSIBLE FOR VERIFYING RECEIPT OF A SIGNED PARENT OR GUARDIAN PERMISSION FORM, COMPLETION OF THE REQUISITE PREPARTICIPATION PHYSICAL EVALUATION FORM, AND THE ACADEMIC ELIGIBILITY OF EACH ATHLETE PARTICIPATING ON HIS/HER TEAM.

C. THE PRINCIPAL OR HIS/HER DESIGNEE IS RESPONSIBLE FOR CERTIFYING THAT EACH ATHLETE REPRESENTING HIS/HER SCHOOL MEETS THE SCHOOL SYSTEM’S ELIGIBILITY REQUIREMENTS PRIOR TO THE FIRST GAME.

Legal References: 42 U.S.C. §11432(g)(1)(I)–(g)(1)(J), MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

COMAR 13A.06.03, Interscholastic Athletics in the State
COMAR 13A.06.04, Corollary Athletic Programs

Related Policies: Board of Education Policy 3151, Accident Insurance
Board of Education Policy 3160, School-Sponsored Activities
BOARD OF EDUCATION POLICY 5110, ADMISSION
BOARD OF EDUCATION POLICY 5140, SPECIAL PERMISSION TRANSFER
BOARD OF EDUCATION POLICY 5150, RESIDENT AND NON-RESIDENT STUDENTS
BOARD OF EDUCATION POLICY 5470, WELLNESS
BOARD OF EDUCATION POLICY 5500, CONDUCT
BOARD OF EDUCATION POLICY 5550, DISRUPTIVE BEHAVIOR
BOARD OF EDUCATION POLICY 5600, STUDENTS’ RIGHTS AND RESPONSIBILITIES
Rule
Approved: 11/21/68
Revised: 09/22/09
Revised: 03/05/13
REVISED: ________

Superintendent of Schools