

**BOARD OF EDUCATION OF HARFORD COUNTY**

**INFORMATIONAL BOARD REPORT**

**REQUEST TO WAIVE PROVISIONS OF**

**THE FOLLOWING BOARD POLICIES:**

**04-0006-000 GRADUATION REQUIREMENTS**

**04-0018-000 STUDENT PROMOTION**

**04-0023-000 REPORT CARDS AND MARKING SYSTEMS**

**04-0024-000 FINAL EXAMINATIONS**

**22-0008-000 PUBLIC PARTICIPATION AT BOARD OPEN MEETINGS OR PUBLIC HEARINGS**

**APRIL 7, 2020**

**Background Information:**

On March 3, 2020, Maryland Governor, The Honorable Lawrence J. Hogan held a press conference regarding the outbreak of the coronavirus (“COVID-19”) in Maryland. On March 12, 2020 the Governor, along with Dr. Karen Salmon, the Superintendent of the Maryland State Department of Education, declared that all Maryland schools would be closed, beginning March 16, 2020 through March 27, 2020. On March 25, 2020, by press conference, Dr. Salmon extended all Maryland school closings through April 24, 2020. Dr. Salmon will re-evaluate the re-opening of schools on or before April 24, 2020.

**Discussion:**

As a result of the Maryland school closures described above, the need has arisen for review of certain Board of Education policies for potential waiver, in whole or in part. The request for waivers below is predicated on the fact that implementation of the policies, either in whole or in part, may either be significantly impractical or not feasible as a result of the school closures.

1. **04-0006-000 Graduation Requirements**

The above policy currently states, in part:

- a. Students must meet minimum requirements established by Maryland Law and regulation; and,
- b. Students must meet local requirements established by Harford County Public Schools (“HCPS”).

The State of Maryland requires a total of 21 credits for graduation. HCPS requires a total of 26 credits to graduate.

*Superintendent’s Recommendation:*

The Superintendent recommends that the Board waive the application of the HCPS requirement that students earn 26 credits in order to graduate for the 2019-2020 school year.

2. **04-0018-000 Student Promotion**

This policy sets forth various criteria for student promotion including credits required by grade level for student promotion and the requirement of a total of 26 credits to graduate.

*Superintendent's Recommendation:*

- a. The Superintendent recommends that the Board waive the application of all provisions of the Board policy entitled 04-0018-000 Student Promotion, for the 2019-2020 school year.
- b. The Superintendent recommends that the Board authorize him to establish such requirements for student promotion as he deems necessary to meet the needs of the schools for the 2019-2020 school year.

3. **04-0024-000 Final Examinations**

This policy requires written final examinations for all courses of study in grades 9-12, which may not be practicable or feasible due to the 2019-2020 school closures.

*Superintendent's Recommendation:*

The Superintendent recommends that the Board waive the application of all of the requirements set forth in this policy for 2019-2020 school year.

4. **04-0023-000 Report Cards and Marking System**

This policy sets forth various criteria related to report cards and marking systems.

*Superintendent's Recommendation:*

- a. The Superintendent recommends that the Board waive the application of all of the requirements set forth in this policy for the 2019-2020 school year.
- b. The Superintendent recommends that the Board authorize him to establish such criteria to address grading and marking practices as he deems necessary to meet the needs of the schools for the 2019-2020 school year.

5. **22-0008-000 Public Participation at Board Open Meetings or Public Hearings**

This policy requires, in part, that public comment be permitted at board meetings. Public comment may not be logistically practical or possible for the Board meeting scheduled for April 7, 2020, due to the need to conduct a virtual meeting as a result of the 2019-2020 school closures.

*Superintendent's Recommendation:*

The Superintendent recommends that the Board waive, for the April 7, 2020 Board meeting, the requirement that the Board receive public comment.

**Linked Attachments:**

1. Current Board Policy 04-0006-000 [Graduation Requirements](#)
2. Current Board Policy 04-0018-000 [Student Promotion](#)
3. Current Board Policy 04-0023-000 [Report Cards and Marking System](#)
4. Current Board Policy 04-0024-000 [Final Examinations](#)
5. Current Board Policy 22-0008-000 [Public Participation at Board Open Meetings or Public Hearings](#)

POLICY TITLE: <b>Graduation Requirements</b>		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: <b>June 22, 2015</b>	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>Instruction</b>		

### **I. Purpose**

The purpose of this policy is to set forth high school graduation requirements for Harford County Public Schools students.

### **II. Definitions**

None

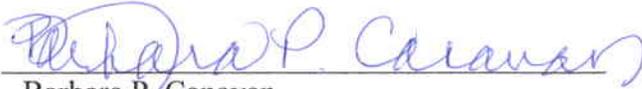
### **III. Policy Statement**

A. The following are required in order for a student to graduate from HCPS.

1. Students must meet the minimum requirements established by Maryland law and regulation.
2. Students must meet local requirements established by Harford County Public Schools.

B. All graduation requirements will be updated and published annually in the Harford County Public Schools Student Education Planning Guide, which can be found on the Harford County Public Schools [website](#).

### **Board Approval Acknowledged By:**

  
Barbara P. Canavan  
Superintendent

Policy Action		
ACTION DATE	ACTION DATE	ACTION DATE
Reaffirmed 3/10/1980	Amended 6/22/2015	
Amended 7/8/1985		
Amended 2/8/1993		
Reaffirmed 4/22/2002		

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. 13A.03.02	REFERENCE 1 DESCRIPTION: Maryland State Board of Education Bylaw
REFERENCE 2 TYPE: Legal	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION: Resolution, Board of Education of Harford County, 1/12/1976, Phys. Ed. and Health
REFERENCE 3 TYPE: Legal	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION: Resolution, Board of Education of Harford County, 12/9/1975 English, Language Arts
REFERENCE 4 TYPE: Legal	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION: Resolution, Board of Education of Harford County, 12/9/1975 Provisions for Earning Credit
REFERENCE 5 TYPE: Legal	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION: Local Board Action, 1/10/1994
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: School Administration - .02.08.045		

POLICY TITLE: <b>STUDENT PROMOTION</b>		
ADOPTION/EFFECTIVE DATE: April 11, 2016	MOST RECENTLY AMENDED: 7/14/1997	MOST RECENTLY REAFFIRMED: 4/22/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Instruction		

## **I. Purpose**

The purpose of this policy is to set forth student promotion factors and requirements for Harford County Public Schools students.

## **II. Definitions**

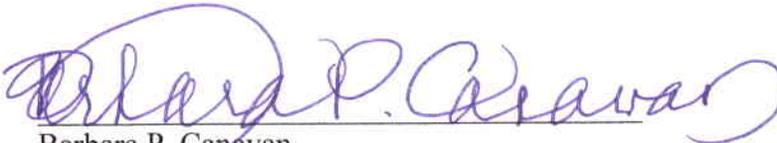
- A. Elementary school student means all students in grades Prekindergarten-5.
- B. Middle school student means all students in grades 6-8.
- C. High school student means all students in grades 9-12.

## **III. Policy Statement**

- A. Promotion in elementary and middle school grades is based on an analysis of multiple factors.
  - 1. The following are factors taken into consideration in order for a student to be promoted in elementary and middle school grades from HCPS.
    - a. Demonstrated mastery of the essential learnings in the curriculum;
    - b. The developmental level of the student;
    - c. The student's ability to function in school;
    - d. The emotional, social, and physical factors; and
    - e. Parental input.
- B. Promotion in high school is based upon progress towards meeting the minimum state and local requirements for a high school diploma.
  - 1. The following are required for a student to be promoted in high school grades from HCPS. Students must successfully complete:
    - a. four years of enrollment in approved programs;
    - b. all competency prerequisites and the local program of student service learning;

- c. specific subject area requirements; and
  - d. a minimum of 26 credits.
2. Students must meet the minimum number of credits required for promotion as follows:
- a. promotion to grade 10 - 6 credits.
  - b. promotion to grade 11 - 12 credits.
  - c. promotion to grade 12 - 18 credits.
- C. Graduation from high school will occur at the end of the school year or summer school in which the student has met the minimum requirements for graduation of the Maryland State Board of Education and of the Harford County Board of Education as outlined in the HCPS Student Education Planning Guide, which can be found on the Harford County Public Schools [website](#).

**Board Approval Acknowledged By:**



Barbara P. Canavan  
Superintendent

Policy Action Dates		
ACTION DATE	ACTION DATE	ACTION DATE
Reaffirmed 3/10/1980		
Amended 7/14/1997		
Reaffirmed 4/22/2002		
Amended 4/11/2016		

Responsibility for Policy Maintenance & References	
LAST EDITOR/DRAFTER NAME: <b>Patrick P. Spicer, Esquire</b>	JOB POSITION OF LAST EDITOR/DRAFTER: <b>General Counsel</b>
PERSON RESPONSIBLE: <b>Dr. Susan Brown</b>	JOB POSITION OF PERSON RESPONSIBLE: <b>Executive Director of Curriculum and Assessment</b>
DESIGNEE NAME:	JOB POSITION OF DESIGNEE:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: School Administration - .02.08.060	

### REFERENCES<sup>1</sup>

References are set forth in the Policy.

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<sup>1</sup> All references are to specific federal or Maryland statutes or regulations. References are provided for convenience and informational purposes only and are not to be considered as exhaustive or as precluding Harford County Public Schools from relying upon any other statutes or regulations in support of a policy.

POLICY TITLE: <b>Report Cards and Marking System</b>		
ADOPTION/EFFECTIVE DATE: <b>7/14/1986</b>	MOST RECENTLY AMENDED: <b>7/21/14</b>	MOST RECENTLY REAFFIRMED: <b>4/22/2002</b>
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>Instruction</b>		

## I. Purpose

The purpose of this policy is to provide a uniform system for reporting student progress in Harford County Public Schools.

## II. Definitions

- A. Elementary school student means all students in grades Prekindergarten-5.
- B. Middle school student means all students in grades 6-8.
- C. High school student means all students in grades 9-12.
- D. Weighted courses means Advanced Placement, International Baccalaureate, and other courses to be of such rigor and content as to warrant weighted grades as deemed by the Superintendent or his/her designee.

## Policy Statement

- A. Student progress shall be reported on a quarterly basis for elementary, middle, and high school students.
- B. Quarterly progress for students in prekindergarten through grade two shall be presented through a non-graded checklist of essential learning standards.
- C. In grades 3-12, student progress shall be reported using letter grades.

A=90%-100%

B=80%-89%

C=70%-79%

D=60%-69%

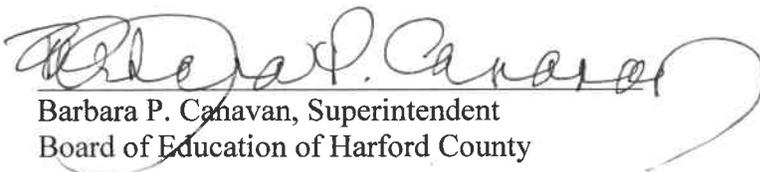
E=Below 60%

- D. In grades 9-12, and in any course taken in grades 6-8 for which high school credit will be awarded, written final examinations are required and reported in all courses of study.
- E. Grade point average for high school students shall be set forth as defined by the values below:
- F. In grades 9-12, student grade point average is calculated using the following weighted and non-weighted grades.

GRADES	GRADE POINTS FOR WEIGHTED COURSES	GRADE POINTS FOR OTHER COURSES
A	5.00	4.00
B	4.00	3.00
C	3.00	2.00
D	1.00	1.00
E	0.00	0.00

- G. Students in grade 6-8 may receive credit in the content area and a weighted grade on their high school transcript for any courses they take for which they would receive a weighted grade in grades 9-12.
- H. The Superintendent or his/her designee shall issue such procedures that may be required to implement this policy.

**Board Approval Acknowledged By:**

  
Barbara P. Canavan, Superintendent  
Board of Education of Harford County

Policy Action Dates		
ACTION	DATE	ACTION DATE
Adopted	7/14/1986	
Amended	4/14/1997	
Reaffirmed	4/22/2002	
Amended	7/21/14	

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: <b>Unknown</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>Unknown</b>
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: <b>N/A</b>		JOB POSITION OF DESIGNEE: <b>N/A</b>
REFERENCE 1 TYPE: <b>Legal</b>	REFERENCE 1 NO.:	REFERENCE 1 DESCRIPTION: <b>Resolution, Board of Education of Harford County, adopted 1/13/1992</b>
REFERENCE 2 TYPE:	REFERENCE 2 NO.:	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.:	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.:	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.:	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: School Administration - .02.08.065		

POLICY TITLE: <b>Final Examinations</b>		
ADOPTION/EFFECTIVE DATE: <b>4/8/1985</b>	MOST RECENTLY AMENDED: <b>7/14/1997</b>	MOST RECENTLY REAFFIRMED: <b>4/22/2002</b>
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>Instruction</b>		

Written final examinations are required in all courses of study in Grades 9-12 in the Harford County Public Schools.

**Board Approval Acknowledged By:**

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Patricia L. Skebeck, Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	4/8/1985				
Amended	7/14/1997				
Reaffirmed	4/22/2002				

Responsibility for Policy Maintenance & References					
LAST EDITOR/DRAFTER NAME: <b>Unknown</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>Unknown</b>			
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:			
DESIGNEE NAME: <b>N/A</b>		JOB POSITION OF DESIGNEE: <b>N/A</b>			
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:			
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:			
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:			
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:			
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:			
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: School Administration - .02.08.070					

POLICY TITLE: <b>Public Participation at Board Open Meetings or Public Hearings</b>		
ADOPTION/EFFECTIVE DATE: 9/14/1992	MOST RECENTLY AMENDED: 1/25/2005	MOST RECENTLY REAFFIRMED: 9/9/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: School System Governance		

### 1. Public Attendance and Participation

- a) At any open session of the Board of Education of Harford County (whether a meeting or hearing) the general public is invited to attend, observe and to participate.
- b) Public participation at open meetings of the Board of Education is encouraged, welcomed, and requested under the sections of the agenda entitled "Public Participation" and "Public Comments," as well as prior to the Board of Education's discussion of any agenda item(s) for the open meeting.

### 2. Disruptive Conduct

- a) Members of the general public have the right to attend open sessions of public bodies. A public body may remove or cause removal of any person or persons from an open session upon a determination by the presiding officer of the public body that the person's behavior is disruptive to the session.
- b) A person attending an open session of the Board of Education of Harford County may not engage in any conduct, including visual demonstrations such as the waving of placards, signs, or banners, that disrupts the session or that interferes with the right of members of the public to attend and to observe the session.
- c) Presiding Officer Authorities
  - (1) The presiding officer may order any person who persists in conduct prohibited by subsection A or B of this section or who violates any other regulation concerning the conduct of the open session to be removed from the session and may request police assistance to restore order.
  - (2) The presiding officer may recess the session while order is restored.

### 3. Public Comment at Board Business Meeting

- a) The order of business of any regular meeting shall include an opportunity for citizens to address the Board through utilization of the procedures outlined in subsections 1, 2, 3.

- (1) Any member of the community may request the placement of a matter on the formal agenda, provided the person files a written request with the Superintendent no later than ten days prior to the meetings of the Board of Education. The written request should include the name, address, and telephone number of the person or persons making the request; the name of the organization or group represented; and pertinent background information. If the request is appropriate for consideration by the Board, the Superintendent will assign the item to the agenda and will notify the person making the request of the time, date, and the place of the meeting.
  - (2) Citizens wishing to speak on any agenda item or to comment on any item not on the agenda may do so by obtaining from the Director of Information and completing a "Request to Appear Before the Board" card. This must be submitted prior to the opening of the meeting. Those wishing to speak on an agenda item will be called upon by the presiding officer after the formal presentation of the topic, but prior to Board deliberation on the item. Those wishing to speak on a non-agenda item will be called upon during the public commentary section of the Board meeting.
  - (3) Individuals or groups who wish to submit policy proposals for consideration by the Board should put these in writing to the Superintendent and the president of the Board of Education. The Superintendent will consult with the authors and make recommendations to the Board.
- b) Matters of administrative procedure or comments about the actions or statements of individual staff members are not appropriate for these meetings and should be referred to the Superintendent. Efforts toward solution of any matter of concern should first be made at the individual school or at the appropriate staff level. Defamatory or abusive remarks are out of order and the presiding officer may terminate the speaker's privilege of address if, after being called to order, he or she persists.
  - c) The Board, the Superintendent, and staff will not, as a rule, answer questions from the public during this period other than to explain a policy already in existence.
  - d) Every person who wishes to speak shall be recognized by the presiding officer, called to the table, asked to state his or her name and address, and to identify any organization he or she represents. Each speaker shall be limited to no more than three minutes and five minutes for individuals representing groups unless such time is extended by the presiding officer. When there are many speakers, the presiding officer may shorten this time.
  - e) Members of the Board, the Superintendent, and staff members may question the speaker at the conclusion of the remarks made by the speaker with the permission of the presiding officer.

- f) It is the prerogative of the Board to determine whether actions will be taken by the Board on items brought up during the meeting. The presiding officer will inform the speaker of the future intention of the Board concerning the matter being discussed.
- g) Any written or printed material to be circulated to the Board of Education should, whenever possible, be submitted to the Superintendent one week prior to the meeting of the Board. It will be transmitted to the Board for review prior to the meeting. When this is not possible, fifteen (15) copies of the material should be brought to the meeting.

#### 4. Public Comment at Board Public Hearings

- a) The order of business at a public hearing shall include an opportunity for citizens to address the Board through utilization of the procedures outlined in subsections 1, 2 and 3 below.
  - (1) Every person who wishes to speak shall complete a “Request to Appear Before the Board” card.
  - (2) Every person who wishes to speak shall be recognized by the presiding officer, called to the table, asked to state his or her name and address, and to identify any organization he or she represents. Each speaker shall be limited to no more than three minutes and five minutes for individuals representing groups unless such time is extended by the presiding officer. When there are many speakers, the presiding officer may shorten this time.
  - (3) Members of the Board, the Superintendent, and staff members may question the speaker at the conclusion of the remarks made by the speaker with the permission of the presiding officer.
- b) Matters of administrative procedure or comments about the actions or statements of individual staff members are not appropriate for these hearings and should be referred to the Superintendent. Efforts toward solution of any matter of concern should first be made at the individual school or at the appropriate staff level. Defamatory or abusive remarks are out of order and the presiding officer may terminate the speaker’s privilege of address if, after being called to order, he or she persists.
- c) All public comment at a Board public hearing should address only the topic which is the subject of the hearing.

#### 5. Recording, Photographing, and Broadcasting of Open Sessions

- a) A member of the public, including any representative of the news media, may record discussions of the Board of Education of Harford County at an open

- session by means of a tape recorder or any other recording device if the device does not create an excessive noise that disturbs members of the Board of Education of Harford County or other persons attending the session.
- b) A member of the public, including any representative of the news media, may photograph or videotape the proceedings of the Board of Education of Harford County at an open session by means of any type of camera if the camera:
- (1) Is operated without excessively bright artificial light that disturbs members of the Board of Education of Harford County or other persons attending the session; and
  - (2) Does not create an excessive noise that disturbs members of the Board of Education of Harford County or other persons attending the session.
- c) A representative of the news media may broadcast or televise the proceedings of the Board of Education of Harford County at an open session if the equipment used:
- (1) Is operated without excessively bright artificial light that disturbs members of the Board of Education of Harford County or other persons attending the session; and
  - (2) Does not create an excessive noise that disturbs members of the Board of Education of Harford County or other persons attending the session.
- d) The presiding officer may restrict the movement of a person who is using a recording device, camera, or broadcasting or televising equipment if such restriction is necessary to maintain the orderly conduct of the session.
6. Recordings Not Part of Record

A recording of an open session made by a member of the public, or any transcript derived from such a recording, may not be deemed a part of the record of any proceeding of the Board of Education of Harford County.

**Board Approval Acknowledged By:**

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Patricia L. Skebeck, Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	9/14/1992	Amended	11/22/2004		
Amended	6/14/1993	Amended	1/25/2005		
Reaffirmed	2/12/1996				
Reaffirmed	9/9/2002				

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: <b>Unknown</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>Unknown</b>
PERSON RESPONSIBLE: <b>Patrick Spicer</b>		JOB POSITION OF PERSON RESPONSIBLE: <b>General Counsel</b>
DESIGNEE NAME: <b>N/A</b>		JOB POSITION OF DESIGNEE: <b>N/A</b>
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: School System Governance .01.09		