

Staff Handbook



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Overview

The Administrative Procedures Handbook (*APH*) was developed to provide school personnel with clear and precise guidance for ethical implementation of the policies and procedures of Prince George's County Public Schools.

This *APH* is intended to assist employees with answers to those most frequently asked questions in respect to the administrative processes.

Within the *APH* are administrative procedures referenced during *All Things Principals Need to Know* throughout Summer 2018 and *Principals' Systemic Professional Development Meeting* held August 8, 2018. Administrative procedures are categorized by level, elementary, middle, and high, to distinguish their differences. **All procedures are to be adhered to as written, they should not be altered.**

This document must be included in each school's staff handbook and should be referenced during staff training on the topics included with the *APH*. All School Leaders should be prepared to submit evidence staff received this document and the associated training. Again, this document does not contain the exhaustive list of administrative procedures. You may access the comprehensive list by clicking [here](#). This document will be updated regularly to ensure all have the most recent information and updates to PGCPs' administrative procedures.

Professionalism

This section of the Administrative Procedures Handbook seeks to provide expectations for all staff around professional interaction and ethical behavior.

Professional Attire

It is the expectation of the Chief Executive Officer of Prince George's County Public Schools that employees dress in a professional manner to set a positive example for students. Clothing should be appropriate for the work demands. Personal grooming should show habits of cleanliness.

Conflict of Interest

PGCPS observes state statutes regarding conflicts of interest and engages in business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety. It is the policy of the Board of Education to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

Employees may not use their position in the school system to purchase items originally acquired by the Board, cannot be paid royalties for textbooks, materials of instruction or equipment, cannot tutor students where the employee is employed, cannot provide counseling services to a child attending any school in PGCPS, and may not solicit employees or students for the sale of goods or services during the employee's work day.

PGCPS recognizes that employees sometimes seek additional employment and opportunities during their off hours. The system asks these employees to remember that, despite any outside employment, their position with PGCPS is their prime responsibility. The school system does not consider outside employment to be an excuse for poor job performance, tardiness, absenteeism, or refusal to work overtime. If outside employment leads to these problems, disciplinary action may occur, up to and including termination.

The Board of Education requires that each school official file a disclosure statement by January 31 of each year, and at any other time that circumstances change presenting a potential conflict of interest.



Nepotism, Employment of Relatives and Personal Relationships

A Prince George's County Public Schools (PGCPS) employee in a supervisory or leadership position may not directly supervise a spouse, a relative by marriage, or a blood relative. The supervising employee may not direct or oversee the daily activities, evaluate the employee or conduct observation that would lead to an evaluation. Supervisors, administrators, or designated leaders who find themselves in a conflict of interest by being responsible for directing or supervising a spouse, relative, in-law or employee with whom the supervisor has a romantic relationship must inform their direct supervisor and the Division of Human Resources. Action will then be taken to ensure that supervisory responsibilities for the employee are reassigned to another supervisor or to reassign one of the employees involved.

Administrative Procedure: 4170 – Discrimination and Harassment

Federal, state, and county laws prohibit discrimination on the basis of race, color, sex, age, national origin, religion, marital status, sexual orientation, or disability in any educational program that receives federal financial assistance. It is the policy of Prince George's County Public Schools (PGCPS) to maintain learning and working environments for students, employees, and volunteers that is free from discrimination and harassment.

The purpose of this Administrative Procedure is to provide the mechanism for the reporting, investigating, and resolving of complaints by students, employees, and volunteers of incidents of alleged discrimination and/or harassment. PGCPS will act to investigate all complaints of discrimination and/or harassment, and will take appropriate disciplinary or other action against any student, employee, or other person who is found to have committed any act of discrimination and/or harassment.

Members of the school community are expected to treat each other with mutual respect and to acknowledge the rich diversity, which makes up the community. Disrespect among members of the school community is unacceptable behavior, which threatens to disrupt the learning environment and decreases self-esteem. Harassment is a form of unlawful discrimination, as well as disrespectful behavior, which will not be tolerated.

It is the policy of the Board of Education of Prince George's County to oppose and prohibit, without qualification, unlawful discrimination and harassment based on race, color, sex, age, national origin, religion, marital status, sexual orientation, or disability.

Any unlawful harassment of a student, employee, or volunteer by a member of the school community is a violation of this policy. It should be noted that these Procedures are not exclusive, and do not deny any individual the right to pursue other avenues of recourse, which may include filing such charges with appropriate county, state or federal agencies, initiating civil action, or seeking redress under federal or state law or criminal statutes.

Responsible Use of Computer and Electronic Communication Tools and System

- [Administrative Procedure: 0700 – Information Technology Services Acceptable Usage Guidelines](#)
- [Administrative Procedure: 0701 – Information Technology Services Employee E-Mail Procedure](#)
- [Administrative Procedure: 0703 – Information Technology Services ERP \(Oracle\) Password Procedures](#)

Prince George's County Public Schools (PGCPS) provides its employees with systems to send and receive electronic mail (email) and information so they can work more productively. The email system is a valuable business asset. The messages sent and received on the email system, like memos, purchase orders, letters, or other documents created by employees in the course of his/her workday, are the property of Prince George's County Public Schools.

The Administrative Procedures govern the appropriate use of email and the Internet and set forth the rights to access messages on the email system or review files downloaded from the Internet. Employees should not have any expectation of privacy with respect to messages or files sent, received, or stored on PGCPS' email system. Email messages and files, like other types of correspondence and documents, can be accessed and read by authorized employees or authorized individuals outside PGCPS as permitted by law.

Employee Use of Social Media

[Administrative Procedure: 4126 – Employee Use of Social Media](#)

Prince George's County Public Schools (PGCPS) recognizes that schools and employees may be interested in developing a social media presence to communicate with students and parent(s)/guardian(s) beyond the normal school day, to improve the school's ability to reach out to students, parent(s)/guardian(s) and the local community, or to provide reasonable or necessary updates on school programs, course offerings, and extra-curricular activities. Employees are required to comply with the guidelines as outlined in [Administrative Procedure: 4126 – Employee Use of Social Media](#) in creating or developing a social media presence for professional use purposes.

Professional social media sites must adhere to all federal, state and local laws, policies, regulations, and procedures for employees of PGCPS. Employee must not violate [Administrative Procedure: 4170–Discrimination and Harassment](#) when using social media. Employees interested in developing PGCPS-related professional social media presence, whether accessed from a PGCPS computer, tablet, mobile device, or not, must receive permission from their administrator(s) or supervisor(s) in developing the site and are required to provide their supervisor with administrative rights to access the professional social media site, which may be regularly monitored by supervisors and administrators to ensure compliance with

[Administrative Procedure: 0700 – Information Technology Services Acceptable Usage Guidelines](#) and all other applicable laws, policies and regulations.

Professional social media sites developed by school-based employees for schools shall offer parent(s)/guardian(s) and students general access to the site and the school shall provide annual notifications to parent(s)/guardian(s) and students about the site's existence along with the kind of materials that may be accessed via the site.

Employees are prohibited from using professional social media sites in any manner to demean, condemn or berate others, including other employees and students, incite violence of any kind, to embarrass, defame, sexually harass, harass, or bully others, including other employees and students (as "harass" and "bully" are defined by [Administrative Procedure: 4170–Discrimination and Harassment](#) and [Administrative Procedure: 5143 – Bullying, Harassment or Intimidation](#)) or to in any manner violate PGCPs Board Policy or Administrative Procedure, whether inside or outside the professional work environment.

Employees using professional social media sites are required to maintain the privacy of personal student records consistent with [Administrative Procedure: 5125 – Individual Student School-Based Records](#), and confidential employee information.

Employees who use social media to communicate with students shall only communicate with students whose parent(s)/guardian(s) have given written authorization of and have access to their child's use of the social media sites. Employees shall not use their professional social media presence to communicate improper or inappropriate messages with or about PGCPs students. Employees, schools, and offices within PGCPs who create a professional social media site are required to monitor the site.

In addition, PGCPs recognizes that employees may also have a personal presence on social media sites and encourages employees who have such presence to continue to adhere to Board Policies and Administrative Procedures in their personal use of sites. Employees are prohibited from conducting personal use of social media sites during work hours or on PGCPs devices. The following guidelines shall apply:

- Employees shall not use their personal social media presence to communicate improper or inappropriate messages or content with or about PGCPs students.
- Employees shall not disclose student or employee records or other personal information regarding students or employees over a social media website, whether using their personal social media presence or their professional social media presence.
- Employees shall not post photos of any PGCPs student to any personal social media site for any reason. Exceptions will be permitted where the student is a relative by blood, adoption, or marriage of the employee or the employee has received permission to post from the parents or guardians of the student, and provided the photos are not improper or inappropriate.
- Employees shall not use their personal social media presence as a representative of Prince George's County Public Schools or the Board of Education of Prince George's County.

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- Employees shall not post photos of other employees of PGCPS without the consent of the other employees. In all cases, an employee is not authorized to use his or her personal use of social media to embarrass, harass, annoy, or intimidate another employee of Prince George's County Public Schools.
 - Employees are expected to monitor their own sites.
 - Employees are expected to report any misuse of social media as soon as they become aware of such misuse.
 - Employees' professional and personal use of social media may be monitored and investigated for violation of Administrative Procedure. Threats discovered on social media sites should be reported to the Office of School Security and other supervisory personnel as appropriate. Employees found to be in violation of an Administrative Procedure may face disciplinary action.

School Safety Procedures

Natural disasters and other emergencies can happen at any time, and when they happen at school, everyone should be prepared to handle them safely and effectively. Administrators, teachers, staff, parents and students can work together to promote and maintain school-wide safety and minimize the effects of emergencies and other dangerous situations. As emergency situations occur, it is important to have a plan in place to protect all staff and students. Further guidance will be provided by the Office of Security Services throughout the school year to support safe school environments.

An integral part of student safety is supervision. [Administrative Procedure 6130](#) and [Administrative Procedure 4220](#) speaks to supervision guidelines for students in elementary schools during recess and escorting and supervising elementary students while on the property, respectively.

All Levels

- [6114](#) Fire Drills
- [6114.7](#) Emergency Operations Under Conditions of Actual or Threatened • Fire or Explosion Bomb Devices or Suspicious Packages • Bomb Threats
- [6116](#) Emergency Procedures-Under Conditions of Unauthorized Departure of Student from School or Facility, Child Stealing/Kidnapping/Abduction
- [6117](#) REFUGE AREA PLAN FOR PHYSICALLY CHALLENGED STUDENTS

Elementary

- [4220](#) Escorting and Supervision of Elementary Students on School Property
- [6130](#) GUIDELINES FOR ELEMENTARY PLAYGROUND AND INDOOR RECESS SUPERVISION GRADES PRE-K – 6 PHYSICAL EDUCATION FOR GRADES 6 –12

Student Safety

Student safety is our top priority in Prince George's County Public Schools. Parents and guardians trust their students will be properly nurtured and protected under our supervision. According to the National Center on Safe Supporting Learning Environments, safe schools promotes the protection of students from violence, exposure to weapons and threats, theft, bullying, and the sale or use of illegal substances on school grounds. School safety is linked to improved student and school outcomes. In particular, emotional and physical safety in school are related to academic performance. At the same time, students who are victims of physical or emotional harassment or who are involved in the sale or use of illegal substances on school grounds are at risk for poor attendance, course failure and dropout.

It is our job as professionals to ensure the safety of all students and to be aware of our responsibilities as adults. Furthermore, it is critical adults are explicitly aware of professional boundaries to ensure relationships and interactions with children are appropriate at ALL times. It is incumbent upon the entire organization to be aware of these procedures to ensure WE PROTECT CHILDREN.

[Administrative Procedure: 5145 – Reporting Suspected Child Abuse and Neglect](#)

All staff members are required by law to report suspected child abuse and neglect to the appropriate authorities. It is mandatory that a direct report is made when an employee has reason to suspect that a child has been physically abused, sexually abused, or child has been neglected.

Maryland State Law mandates the direct reporting of suspected child abuse, both physical and sexual abuse, by every health practitioner including psychologist; every educator, including teacher, counselor, or other professional employee of any school; social worker or law enforcement officer who believes or has reason to believe that a child has been abused by any parent, adoptive parent, or other person who has permanent or temporary care and anyone who is responsible for the supervision of a child under the age of 18 years.

Any other person, including any volunteer of the school system, who has reason to believe a child is abused, is also obligated to make such a report. Immunity from civil liability or criminal penalty is extended by the law to those who report in good faith or participate in an investigation or judicial proceeding resulting therefrom.

Any person who has reasonable belief that a child is a neglected child due to the absence of or negligence of the child's parent(s), legal guardian(s), or custodian(s) shall report it. Immunity from civil liability or criminal penalty is extended to those who report in good faith incidents of child neglect or participate in an investigation or judicial proceeding resulting therefrom.

The net effect is to require any employee or volunteer of the Prince George's County Public School System who observes or suspects physical abuse or sexual abuse or child neglect to report directly and personally such observation or suspicion to the appropriate agency or designated person, following the procedures outlined. Where school personnel or volunteers are unsure whether abuse or neglect has taken place, this situation should be discussed with the local Department of Social Services by the supervisor or building principal.

Any person making such a report is reporting only a "reasonable belief" of such abuse or neglect and is immune from any civil liability and/or criminal penalty. Formal investigation procedures are the responsibility of the agency authorities to whom the report is made.

[Administrative Procedure: 4218 – Dating and Inappropriate Relationships among Students and Employees, Independent Contractors, and Volunteers](#)

Prince George's County Public Schools (PGCPS) requires that all employees and adult volunteers maintain the highest professional, moral, and ethical standards in their conduct with students. PGCPS expects that employees be sensitive to the appearance of impropriety in their conduct with students. Prohibited conduct includes, but is not limited to:

- dating
- flirting
- inappropriate physical contact
- inappropriate displays of affection
- fostering an inappropriate emotionally or socially intimate relationship
- phone calls, written or verbal communications, use of social media of an intimate or sexual nature

Appropriate disciplinary action will be taken against any employee or adult volunteer who is found to have violated this policy to include termination of employment.


All Levels

- [5145](#) Reporting Suspected Child Abuse and Neglect

- [0500](#) School Visitors

- [4218](#) Dating and Sexual Relationships Among Students and Employees, Independent Contractors and Volunteers

- [4219](#) Inappropriate Interactions Among Students and Employees, Independent Contractors and Volunteers

- [4221](#) Employee and Adult Use or Entrance of Student Restrooms

Protocols for Grading and Reporting

Grading and reporting procedures were established to provide guidance to administrators and teachers in the implementation of the grading and reporting systems to be used in all schools and centers in the Prince George's County Public Schools. Included in this section are administrative procedures to support accurate record keeping for students at each level. Additionally, this section is differentiated to address the unique needs of schools at each level. More specifically, administrative procedures have been added to address admission/entrance to pre-kindergarten and first grade, withdrawal of students for non-disciplinary reasons, and the uniqueness of grading and reporting for each level.

All Levels

- [5113](#) Student Attendance, Absence and Truancy
- [5116](#) Grade Change Authorization and Appeals
- [5110.3](#) Student Transfers
- [5111](#) Registration and Withdrawal of Students
- [5124](#) Student Intervention Team (SIT) and Student Support Team (SST)

Elementary

- [5111.1](#) Admission to Pre-Kindergarten, Kindergarten and First Grade
- [5111.11](#) Early Entrance Into First Grade
- [5121.1](#) Grading and Reporting for Elementary Schools, Early Childhood Through Grade Five

Middle

- [5121.2](#) Grading and Reporting for Middle Schools, Grade Six Through Grade Eight

High

- [5114.1](#) Withdrawal of Pupils for Non Disciplinary Reasons
- [5121.3](#) Grading and Reporting for High Schools Grade Nine through grade Twelve
- [5182](#) Educational Online Program

School Finances

Sound financial practices means managing money and money processes to ensure funds support their intended purpose. As such, all staff members must be aware of the procedures for handling funds to support activities for students. Included in this section is [Administrative Procedure 3420](#) which provides an overview of the School Accounting Manual.

Fundraising is an integral part of supporting student activities; therefore, it is critical all staff members are aware of the procedures for handling funds. Consistent with Administrative Procedure 3420, the [Accounting Procedure Manual for School Activity Funds](#) establishes responsibilities of parties involved in the collection, handling, record keeping and oversight of School Activity Funds. Furthermore, it contains policies and procedures that all parties must adhere to when dealing with these funds. Please consult this document to ensure proper handling of school funds. Staff members are encouraged to review pages 57-89 of the manual when engaging in any type of activity which requires you to interact with student activity funds.

Procedure No. Procedure Title

- [3420](#) School Accounting Manual (See page 14 for link to Accounting Procedures Manual for School Activity Funds. Pages 59 - 87 of Accounting Procedures Manual lists pertinent policies for administering School Activity Funds).
- [5135.1](#) Fundraising
- [5135.1 Attachment](#) Fundraiser Authorization Form

Courses & Program of Study

Courses listed in these publications make up the instructional program for the school system. Only approved core curricula are available at all sites, and courses may not be offered during this school year if enrollment does not permit. Prerequisites are conditions that must be met in order to enroll in a course. Credits are used for scheduling and grade point average calculations. Information in this publication may change. Contact the content area office listed in the Phone Directory for updates. Published by the Division of Teaching and Learning, Department of Curriculum and Instruction.

[Elementary Courses and Programs of Study - Fall 2018](#)

[Middle School Courses and Programs of Study - Fall 2018](#)

[High School Courses and Programs of Study - Fall 2018](#)

Graduation Requirements and Planning

Graduation Requirements for Class of 2018 through 2020

Effective with the Graduating classes of 2018 through 2020 (entering freshman in Fall 2014 through Fall 2016), graduation requirements to earn a Maryland High School diploma are as follows. See the Required Subject Area Descriptions pages for further descriptions of enrollment requirements.

SUBJECT AREA	SPECIFIC CREDIT REQUIREMENTS	ASSESSMENT REQUIREMENTS
English	4 credits	Students must satisfy one of the following: <ul style="list-style-type: none">• Meet the requirements as established by MSDE on the Maryland high school

<p>Mathematics</p>	<p>3 credits</p> <p>√ 1 in Algebra 1</p> <p>√ 1 in Geometry</p> <p>√ 1 additional mathematics credit</p> <p>√ Enrollment in a math course each year in high school</p>	<p>assessments for Algebra 1, Biology, English 10, and Government;</p> <ul style="list-style-type: none"> • Achieve a combined score(s) as established by MSDE on the Maryland high school assessments; • Achieve a score as established by MSDE approved substitute assessments for algebra, biology, English, and government, aligned with the Maryland high school assessments such as Advanced Placement examinations, SAT I, SAT II, ACT, and International Baccalaureate examinations; • In school years 2016—2017 and beyond, if a student is unable to meet the above requirements, then they must satisfactorily complete the requirements of the Bridge Plan for Academic Validation, or • Prior to the 2016—2017 school year, if a student has taken an HSA-aligned or PARCC-aligned Algebra I and/or English 10 course and has passed the course(s) but failed the assessment aligned with the course(s) that student is exempt from completing a Bridge Plan for Academic Validation.
<p>Science</p>	<p>3 credits</p> <p>√ 1 in Biology</p> <p>√ 2 additional credits that must include laboratory experience in any or all of the following areas: earth science, life science, physical science</p>	<p>See Assessment Requirements pages in Administrative Procedure 6150 for additional information and specific information on government.</p>
	<p>3 credits</p>	<p>See Assessment Requirements pages in Administrative Procedure 6150 for additional information and specific information on government.</p>

Social Studies	√ 1 in U.S. History II √ 1 in Local, State, and National Government √ 1 in World History	
OTHER REQUIREMENTS		
Fine Arts	1 credit	
Physical Education	0.5 credit √ Personal Fitness	
Health Education	0.5 credit √ Health Issues	
Technology Education	1 credit	

<p>Completer** and Electives</p> <p>**Completer refers to a specified sequence of courses required for completing graduation requirements</p>	<p>2 credits of either World Language or American Sign Language (both credits must be in the same language per local requirements) and any remaining credits in electives</p> <p><u>OR</u></p> <p>2 credits of Advanced Technology Education and any remaining credits in electives</p> <p><u>OR</u></p> <p>Complete (4–9 credits) a Maryland State Department of Education (MSDE)-approved sequence of courses</p> <p>and any remaining credits in electives</p>
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Credits: Twenty-one (21) credits are required. Per COMAR 13A.03.02.01C, PGCPs has notified the Maryland State Department of Education (MSDE) that four (4) credits must be earned after completion of Grade 11.

Enrollment: The student shall satisfactorily complete four years of approved study beyond the 8th grade unless on an approved option.

Student Service-Learning: The student shall complete a locally-developed, state-approved program that includes service-learning infusion in designated courses, preparation, reflection and a specified number of hours of independent service.


Graduation Requirements for Class of 2021 and beyond

Effective with the Graduating class of 2021 (entering freshman in Fall 2017), graduation requirements to earn a Maryland High School diploma are as follows. See the Required Subject Area Descriptions pages for further descriptions of enrollment requirements.

SUBJECT AREA	SPECIFIC CREDIT REQUIREMENTS	ASSESSMENT REQUIREMENTS
English	4 credits	Pursuant to COMAR 13A.03.02.09, students must
Mathematics	3 credits √ 1 in Algebra 1 √ 1 in Geometry √ 1 additional mathematics credit √ Enrollment in a math course each year in high school	<ol style="list-style-type: none"> 1. Achieve a passing score on the Maryland High School Assessments for Algebra I and English 10, in the following way: 2. (i) For school year 2016—2017, a score of 725; 3. (ii) For school year 2017—2018, a score of 733; 4. (iii) For school year 2018—2019, a score of 741; 5. (iv) For school year 2019—2020, and beyond, a score of 750; and 6. (v) Assessment in English 10 and/or Algebra I, the passing score on the retest shall be the passing score in the year in which the student first took the assessment. 7. Achieve a passing score as established by the Maryland State Department of Education (MSDE) on the Maryland High School

<p>Science</p>	<p>3 credits</p> <p>√ 1 in Biology</p> <p>√ 1 in Biogeochemical Systems</p> <p>√ 1 additional credits that must include laboratory experience in any or all of the following areas: earth science, life science, physical science</p>	<p>Assessments for biology and government;</p> <p>8. Achieve a combined score(s) as established by MSDE on the Maryland High School Assessments;</p> <p>9. If a student has not achieved a passing score on the Maryland High School Assessment in English 10 and/or Algebra I, achieve a score as established by MSDE on MSDE-approved assessments for algebra, and/ or English, aligned with the Maryland High School Assessments such as Advanced Placement examinations, SAT, ACT, and International Baccalaureate examinations; or</p>
<p>Social Studies</p>	<p>3 credits</p> <p>√ 1 in U.S. History II</p> <p>√ 1 in Local, State, and National Government</p> <p>√ 1 in World History</p>	<p>10. Except for students described in Regulation .06G of this chapter, if a student is unable to meet the requirements in §B(3)(a)—(d) of this regulation, then satisfactorily complete the requirements of the Bridge Plan for Academic Validation as set forth in Regulation .06E of this chapter.</p>
<p>OTHER REQUIREMENTS</p>		

Fine Arts	1 credit
Physical Education	0.5 credit √ Personal Fitness
Health Education	0.5 credit √ Health Issues
Technology Education	1 credit
<p>Completer** and Electives</p> <p>**Completer refers to a specified sequence of courses required for completing graduation requirements</p>	<p>2 credits of either World Language or American Sign Language (both credits must be in the same language per local requirements) and any remaining credits in electives</p> <p><u>OR</u></p> <p>2 credits of Advanced Technology Education and any remaining credits in electives</p> <p><u>OR</u></p> <p>Complete (4–9 credits) a Maryland State Department of Education (MSDE)-approved sequence of courses</p> <p>and any remaining credits in electives</p>



Credits: Twenty-one (21) credits are required. Per COMAR 13A.03.02.01C, PGCPs has notified the Maryland State Department of Education (MSDE) that four (4) credits must be earned after completion of Grade 11.

Enrollment: The student shall satisfactorily complete four years of approved study beyond the 8th grade unless on an approved option.

Student Service-Learning: The student shall complete a locally-developed, state-approved program that includes service-learning infusion in designated courses, preparation, reflection and a specified number of hours of independent service.