

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 400-35
Subject: DUPLICATE DIPLOMAS	Date of Issue: <u>3/1/83</u> Rescission: 9/14/92
Preparing Office: Office of the Superintendent	Effective Date: 9/14/92

I. Policy

II. Procedures

The cost to replace a diploma will be established annually. When duplicate diplomas are requested by students and it is determined that the reason for the request is an error or change on the part of the student making the request, the actual cost to replace the diploma will be charged and collected before the request will be processed. The Supervisor of Counseling and Support Services will administer this procedure.

Approved:

Noel T. Farmer, Jr.
Superintendent

Subject: BOMB THREATS

Date of Issue:

7/1/83

Rescission:

7/1/86

Preparing Office:

Effective Date:

Office of the Superintendent

7/14/86

II. Procedures

- A. Record pertinent information given by caller. If available, answering service equipment will record the call.
- B. Notify proper authorities:
 1. City Police or State Police
 2. Superintendent's Office
 3. Area Office
- C. Evacuation Decisions
 1. In the event that the principal may determine that the bomb threat is a false report and that a person is attempting to evacuate the building for a prank, the principal may elect not to evacuate the building.
 2. If the principal receives more than one bomb threat on any given day, the principal may elect not to evacuate the building if the principal believes the alarm is false.
- D. Evacuate the building or that part of the building threatened.
(Note exceptions above.)
- E. Confer with the proper authority (city or state police) to determine the appropriate action:
 1. No search required.
 2. Search that part of the building designated by caller.
 3. Search the building (areas to be checked first should include the outside of the building and the boiler room).
 - a. Volunteer teachers search instructional areas.
 - b. Custodians search commons areas and external areas adjacent to the building.
 - c. Building engineers search utility and high-risk areas.
 4. Clear gym or multi-purpose room for re-entry.

5. Wait a reasonable amount of time past the designated time of explosion before re-entering the building.
- F. Record as many of the following facts as possible.
1. Exact time of bomb threat call.
 2. The exact time at which bomb is supposed to ignite.
 3. The precise location of the bomb.
 4. The exact language the caller used.
 5. The possible age and voice description of the caller.
 6. Any threats with respect to race, religion, or nationality.
- G. After conferring with the Area Office and/or the Superintendent, the administrator in charge may have the authority to close the school (see Regulation 400-2, Section B-1).

Approved:

Stuart Berger
Superintendent