

**Edgewood Pupil Services 410-612-1521**

Deerfield Elementary  
Edgewood Elementary  
Edgewood High  
Edgewood Middle  
William S. James Elementary

**Fallston Pupil Services 410-638-4124**

Fallston High  
Fallston Middle  
Forest Lakes Elementary  
Harford Technical High  
John Archer  
Red Pump Elementary  
Youth's Benefit Elementary

**Havre de Grace Pupil Services 410-939-6612**

Darlington Elementary  
Havre de Grace Elementary  
Havre de Grace High  
Havre de Grace Middle  
Meadowvale Elementary  
Roye Williams Elementary

**Magnolia Pupil Services 410-612-1531**

Abingdon Elementary  
Joppatowne Elementary  
Joppatowne High  
Magnolia Elementary  
Magnolia Middle  
Riverside Elementary

**North Harford Pupil Services 410-638-3662**

Dublin Elementary  
Forest Hill Elementary  
Jarrettsville Elementary  
Norrisville Elementary  
North Bend Elementary  
North Harford Elementary  
North Harford High  
North Harford Middle

**Patterson Mill Pupil Services 410-638-4215**

Aberdeen High  
Alternative Education @ CEO  
Patterson Mill Middle  
William Paca/Old Post Road Elementary

**Southampton Pupil Services 410-638-4153**

C. Milton Wright  
Churchville Elementary  
Fountain Green Elementary  
Hickory Elementary  
Prospect Mill Elementary  
Southampton Middle

**Central Office 410-588-5282**



102 S. Hickory Avenue  
Bel Air, Maryland 21014  
410-838-7300  
Toll Free: 866-588-4963  
FAX 410-893-2478  
www.hcps.org

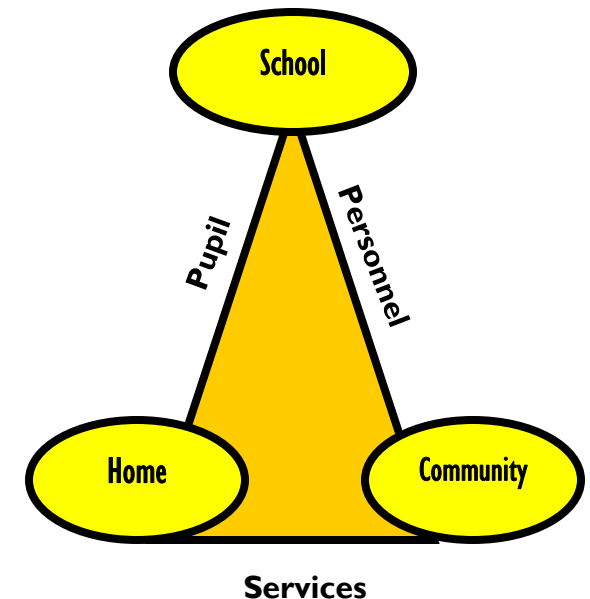
Maryland Relay  
TTY 1-800-201-7165  
In Maryland 7-1-1

**Barbara Canavan  
Superintendent of Schools**

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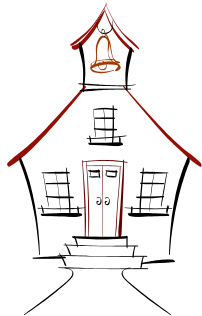
*Office  
of  
Pupil  
Personnel  
Services*



*Department of  
Student Services*

## Mission Statement

The Office of Pupil Personnel Services is committed to providing direct intervention and case management services to students and families who are experiencing academic, behavioral, emotional, physical, and/or social difficulties. The pupil personnel worker collaborates with school administrators, teachers, agencies, human service providers, and other student support services personnel to coordinate services for families in order that students may achieve the maximum benefits from their educational experience.



*Why does Nate misbehave in school?*

*Why does Robin have difficulty with her class work?*

*Why does Pamela fail to attend school regularly?*

*Why is Monica planning to drop out of school?*

**The Pupil Personnel Worker** is called upon to help answer these “whys” and to help develop an assistance plan.

## Role/Function

The role of the Pupil Personnel Worker is to serve the needs of students as they attend the public schools in Harford County. Facilitator, problem solver and trouble shooter are words often used to describe this service. Advocating for the student and family is also a primary function. The PPW investigates factors that interfere with the student’s success in school and facilitates remedial action within the framework of the student services team process.

Some of the most common functions of the pupil personnel worker include:

- ◆ Counseling/conferencing with individuals and groups
- ◆ Conducting home visits to promote family involvement
- ◆ Responding to emergency welfare situations for students and families
- ◆ Collaborating with the classroom teacher to facilitate the adjustment of students
- ◆ Providing crisis support for schools
- ◆ Interpreting school policies, county policies and procedures for students and families
- ◆ Coordinating home and hospital teaching
- ◆ Monitoring/supervising home schooling cases
- ◆ Investigating non-resident and out-of-district requests
- ◆ Facilitating student placement in and out of alternative programs
- ◆ Performing other administrative assignments on behalf of students.

## Certification

The State Board of Education requires certification according to Code of Maryland Annotated Regulations (COMAR) 13A.12.03.06 for Pupil Personnel Workers. Requirements include:

- ◆ Master’s degree in pupil personnel or related field
- ◆ Graduate work including courses in specialized fields
- ◆ Three years of satisfactory teaching experience

All requirements for Pupil Personnel Worker certification are available from the MSDE Division of Certification.



***If you have questions or would like to contact a Pupil Personnel Worker, please see below to locate the PPW assigned to your area:***

**Aberdeen Pupil Services      410-273-5514**

Aberdeen Middle  
Bakerfield Elementary  
Church Creek Elementary  
Hall’s Cross Roads Elementary  
George D. Lisby @ Hillsdale Elementary

**Bel Air Pupil Services      410-638-4143**

Bel Air Elementary  
Bel Air High  
Bel Air Middle  
Emmorton Elementary  
Homestead/Wakefield Elementary  
Patterson Mill High  
Ring Factory Elementary