

***GATEWAY SCHOOL &
CROSSROADS MIDDLE
SCHOOL PROGRAM***

STUDENT / PARENT

HANDBOOK

2017-2018

Department of Student Services – 410-386-3434

WELCOME STUDENTS

Welcome to the Gateway School and Crossroads Middle School. Our mission is to assist all students in growing personally and socially, while ensuring their academic success. This is accomplished through developing meaningful and supportive relationships with our highly skilled and caring staff. We are committed to providing our students with an individualized program of study, utilizing intervention strategies to promote their behavioral and academic success.

Our school emphasizes and rewards civil and respectful behavior for students, parents, and staff. This behavior is best exhibited by:

1. Being prepared for class
2. Showing respect for peers, parents, staff, and teachers
3. Accepting responsibility for one's actions and decisions
4. Positive attendance, behavior, and academic work habits

This handbook provides information regarding regulations and guidelines that you will need to be successful. Much of this information is unique to Gateway/Crossroads, and it serves as an addendum to the Carroll County Public Schools' Student/Parent Handbook (which applies to all CCPS schools). Please read it thoroughly and share it with your parents. Should you have any questions please do not hesitate to talk with a staff member. Some expectations, policies or regulations may change during the course of the school year. When this occurs you will be notified of these changes by the school administration.

We look forward to working with you this year to maximize your strengths and minimize your areas of weakness, allowing you to reach your fullest potential as a student.

Sincerely,
Mr. Bryan Wetzel
Mr. Bryan Wetzel
Principal

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Carroll County Public Schools 2017 – 2018 School Calendar

August

- 18-25 New Teacher, Pre-Service Professional Days
- 28-31 Pre-Service Professional Days for Teachers and Instructional Assistants

September

- 1 Pre-Service Professional Day for Teachers
- 4 Schools/Offices Closed – Labor Day
- 5 Schools Open – First Day for Students
- 21 Schools/Offices Closed – Rosh Hashanah
- 22 Schools Closed for Students – Professional Development Day for Teachers and Instructional Assistants

October

- 6 Two Hours and Forty-Five Minutes Early Dismissal System Wide-Professional Development Time Available for Instructional Staff; Schools Closed for Pre-kindergarten Students
- 20 Schools Closed for Students and 10-Month Staff – Professional Meeting Day

November

- 10 Marking Period Ends. Two Hours and Forty-Five Minutes Early Dismissal System-wide; Teachers Work on End of Marking Period Items; Schools Closed for Pre-Kindergarten Students
- 22 Schools/Offices Two Hours and Forty-Five Minutes Early Dismissal – Last Day before Thanksgiving Holiday; Schools Closed for Pre-Kindergarten Students
- 23–24 Schools/Offices Closed – Thanksgiving Holiday
- 27 Schools/Offices Reopen

December

- 25-29 Schools/Offices Closed – Christmas/Winter Holiday

January

- 1 Schools/Offices Closed – Christmas/Winter Holiday

- 2 Schools/Offices Reopen
- 15 Schools/Offices Closed – Martin Luther King, Jr. Holiday
- 29 Schools Closed for Students- Teachers Work on End of Marking Period Items, Non-Work Day for Instructional Assistants

February

- 19 Schools/Offices Closed – Presidents’ Day

March

- 9 Two Hours and Forty-Five Minutes Early Dismissal System-wide; Professional Development Time available for Instructional Staff; Schools Closed for Pre-Kindergarten Students
- 30 Schools/Offices Closed – Good Friday

April

- 2 Schools/Offices Closed – Easter Monday
- 3 Schools/Offices Reopen
- 10 Marking Period Ends – Two Hours and Forty-Five Minutes Early Dismissal System-Wide, Teachers Work on End of Marking Period Items, Schools Closed for Pre-Kindergarten Students

May

- 28 Schools/Offices Closed – Memorial Day

June

- 13 Last Day for Pre-Kindergarten Students
- 14 Last Day for Students, Two Hours and Forty-Five Minutes Early Dismissal System-wide – Professional Time for Teachers
- 15 Professional Time for Teachers – Last Duty Day for Teachers, Non-work Day for Instructional Assistants

GENERAL SCHOOL INFORMATION

CLASS SCHEDULE - Class schedules and corresponding bell schedules will be distributed to all students on the first day of classes.

EMERGENCY PROCEDURE CARDS - Students are expected to complete an emergency card at orientation. Students returning are to complete an emergency card due by the end of the first week back. At least one emergency contact is required on the card. Since State Law requires “Emergency Procedure Cards” be on file, students not completing the card may be excluded from attendance until the card is submitted.

ACCIDENT REPORTING - Every accident or injury that occurs on school ground must be reported immediately to the person in charge who will file a report with the school nurse. That report is copied to the principal.

LOCKER USE - Each student will be provided with a locker. Students will be permitted to use the lockers before homeroom, before and after lunch, during class change time, and at bus dismissal. The office will provide a loaner lock to students who desire one. Students are not permitted to bring in their own locks. Lockers can be searched by the administration at any time in order to provide a safe and secure environment. Students are not permitted to open or go into any locker that is not their own, regardless of whether they have permission from the student to whom that locker was assigned or not. Students are not permitted to share lockers.

OBLIGATIONS - Students are expected to be responsible for school-owned materials issued to them for their use. Students will be required to reimburse the school for lost or damaged materials issued to them. Failure to do so will result in the school’s refusal to issue textbooks or materials of instruction to that student until the obligations have been satisfactorily resolved with the school.

STUDENT VALUABLES - Students are cautioned not to bring large amounts of money, cameras, watches, rings, or other valuables to school. Students, not the school, must assume responsibility for their own personal property. The school will not assume responsibility for the loss or theft of personal property.

LUNCH / BREAKFAST - Lunch and breakfast will be available to all students. Information on prices, menus, and free or reduced lunches will be available at the beginning of the year and at orientation / intake meetings throughout the year. Pre-paid meal tickets are available to students. Free and reduced priced lunches / breakfasts are also available to those meeting the guidelines.

EYE PROTECTIVE DEVICES - State Law requires the wearing of goggles, safety glasses, or other eye protective devices in science and shop areas during certain activities. Teachers in science and technology education laboratories will require that appropriate eye protection devices are in use and will see they are issued and properly used.

FIRE DRILL - Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

SCHOOL SUPPLIES - Students should always come to school prepared with proper supplies. Teachers suggest a 2" 3-ring binder, dividers, filler paper, two 100-page spiral notebooks, a pencil pouch, several #2 pencils, an eraser and several pens. Students are to bring assigned books and workbooks to each class every day. Failure to do so may result in loss of responsibility points each period.

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE - The Board of Education of Carroll County does not discriminate on the basis of disability in employment or provision of services, programs, or activities. Information concerning the Americans with Disabilities Act is available from the Director of Facilities, (410) 751-3177. Persons needing auxiliary aids and services for communication should contact the Office of Community and Media Relations at (410) 751-3020, TTY (410) 751-3034, or write to Carroll County Public Schools, 125 N. Court Street, Westminster, Maryland 21157, at least one (1) week in advance of the date the special accommodation is needed.

BUILDING PROCEDURES

BUILDING AND GROUNDS ACCESS - Students are not permitted outside the school building without staff supervision. Students leaving school grounds without permission may be denied return to the building and may be denied bus transportation home. School grounds consist of playing fields, parking lots and the school entrance areas.

Students are not to remain at school after buses depart unless:

- a. They are under the direct supervision of a teacher
- b. They are attending a school-sponsored activity

PARKING LOT - The parking lot is "off limits" to all students during the school day unless written permission is granted to visit a car by a counselor or an administrator.

DRUG FREE SCHOOL ZONE - In 1988, Drug Free School zones were established across the State of Maryland. This regulation specifically addresses penalties for persons convicted of manufacturing, distributing, dispensing, or possessing with the intent to distribute a controlled dangerous substance, in, on, or within 1,000 feet of any real property owned by or leased to any elementary school, secondary school, or school board, regardless of whether school is in session at the time of the offense or the property was being used for other purposes at the time of the offense, or on a school vehicle.

Penalties for a first offense may be imprisonment for not more than 20 years or a fine of not more than \$20,000 or both, or for a second or subsequent offense, imprisonment of not less than 4 or more than 40 years, or a fine of not more than \$40,000 or both.

VISITORS - The Gateway School and Crossroads Middle School Program operate on a closed campus policy. Our schools happily welcome visitors. All visitors, however, must register in the front office before entering the classroom areas of the building. Visitors will be required to wear a badge identifying them as a visitor. Students from other schools may not visit, even if their school is not in session, unless accompanied by school personnel on a tour.

Unauthorized and uncooperative visitors will be dealt with according to the Maryland Trespass Law, Article 277, Section 577A2, which states: "Whoever shall trespass upon the grounds of any . . . public school or who refuses or fails to leave the buildings or grounds of those institutions after being requested to do so by any authorized employee or who willfully damages or defaces any of the buildings, furnishings . . . of such an institution shall be fined not more than \$1,000 or imprisoned for not more than six months, or both, in the discretion of the court."

DIRECTORY INFORMATION - Information relative to a student cannot be released to anyone outside of educational agencies or courts without prior consent of the parent or legal guardian of the eligible student. One exception to this policy is "directory information" which includes student name, date and place of birth, grade placement, major area of study, participation in activities, height and weight (if on teams), dates of attendance, diplomas and honors received, and last school attended.

All parents and students are advised that even these items of directory information may be withheld upon request, but that request must be submitted in writing to the principal no later than October 31st of the year in which information is to be denied to anyone requesting it.

EARLY DISMISSAL FROM SCHOOL - If a student must leave school before the end of the day a **written request from the parent or guardian must be submitted to the office by 9:00 a.m. of the day for which the request is made, or the parent must**

come into the office to request a release of the student. Students are not permitted to leave school property during the school day without following the above procedure. Students are to be picked up **only in the main office**. Students **must be signed out** in the office.

SCHOOL CLOSINGS - WEATHER - When weather conditions cause the closing of schools, such announcements will be made at the earliest possible time over the area radio stations, on the school system website, or via the AlertNow system. Similar announcements will be made for changes in the school's starting time or early dismissal brought about by inclement weather. **PLEASE DO NOT CALL THE SCHOOL** for this information. We must keep the telephone lines open for emergency use. Your cooperation in this matter is greatly appreciated.

On days when there is an early dismissal because of inclement weather, all practices and activities will be cancelled. On days when the schools are closed all day because of inclement weather, evening uses of the building are cancelled. Other activities such as athletic practices or events, will be held or cancelled according to radio announcements.

Area radio stations: **WTTR - Westminster; WHVR - Hanover; WBAL, WCAO, WCBM, WMAR-TV, WPOC, WFBR, and WLIF-Baltimore**

VIDEO-TAPING POLICY – Parents are not permitted to watch videotapes of classrooms and hallways. The purpose of taping is to enhance school security and identify students who commit illegal acts. Allowing parents to watch security tapes violates the privacy rights of other students.

SCHOOL COUNSELING

Guidance and counseling services are available for every student in the school. The counselors and school psychologist provide assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with school, home, crisis counseling and/or social concerns.

COUNSELING SERVICES - Individual counseling and crisis intervention services are available to all students on an as-needed basis. Weekly individual counseling is not available except for special education students who require it as part of their Individual Education Plan (IEP).

BUILDING RULES, REGULATIONS, AND DRESS CODE

Gateway/Crossroads uses the same behavior rules as the comprehensive schools, with the addition of the Behavior Report. The Behavior Report is filled in everyday and **MUST BE SIGNED AND RETURNED.**

In addition to Carroll County Board of Education policies and administrative guidelines (found in the *Uniform Student Handbook*), the following rules also apply:

1. Students must remain in assigned areas at all times. Students automatically lose 10 BR points for being out of location or in unauthorized areas.
2. Electronic communication devices may be used at the teachers discretion.
3. Students are not permitted to make telephone calls during the school day unless authorized by the counseling staff or the administration, and only in the case of emergency.
4. Book-bags, hats, outerwear, purses and backpacks must be kept in the student's locker during the day. Students are not permitted to wear hats, head coverings, outerwear, or carry purses or bags to classes during the school day.
5. Food may only be consumed in the classrooms during the homeroom breakfast program and teacher-provided incentives. Otherwise, all food must be consumed at lunchtime in the cafeteria. All drinks students bring into school must be sealed. If desired, students may carry clear plastic bottles of water with screw on tops (not squirt-tops) within the building.
6. Students may not carry medication on school property or at school sponsored events. **If over-the-counter or prescription medication needs to be administered at school, it must be transported to the health suite by an adult with the parent/guardian and doctor's consent forms.** The only exception is a student carrying an inhaler with a doctor and parent's consent which has been registered with the school health nurse.
8. The Gateway School and Crossroads Middle School Program have a legitimate interest in regulating student attire and appearances in an effort to avoid disruption, and to promote self-discipline, student health, and safety in an atmosphere conducive to learning. Students may not wear attire that violates the rights of others, or advertises or promotes behavior contrary to Carroll County Board of Education policies. Students should dress for school in clothing that reflects cleanliness, decency and modesty. Students who violate this code are subject to disciplinary action. Please refer to the *Carroll County Public Schools Student/Parent Handbook* for more details on student dress code regulations.

Bare feet, exposed midriffs, bare backs, bare shoulders, ragged clothing, exposed underwear, head coverings (scarves, hats or caps), and shirts or hats (caps) with literal or figurative references to, or depictions of controversial or offensive activities, illegal activities, sexual activities, drug/alcohol/paraphernalia related, or that depict the performance of bodily functions are considered inappropriate, and are NOT PERMITTED.

Clothing or jewelry which may present a safety hazard or potentially cause damage to people or property are prohibited. This includes but is not limited to spiked wristbands and accessories, dog collars, chains and chained wallets .

The wearing or display of any gang symbol is prohibited. This includes slogans and symbols which acknowledge or support racial prejudice are not permitted on school property (i.e. swastika, and pictures of individuals who have been identified as promoting racism). Clothing that could be offensive or a significant distraction to other students may not be worn to school .

It is expected that all staff will assist in the consistent enforcement of this dress code. Students with inappropriate dress will be withheld from class until dressed appropriately. Parents may be called to pick up students who fail to comply. If a student feels that the article of clothing in question is appropriate, the student may appeal the matter to the principal or designee for further consideration.

9. Students shall not interfere with staff during an emergency or potential emergency, and must follow staff instructions. Students who interfere or fail to cooperate during an emergency may be suspended.
10. Students are not permitted to open or go into any locker that is not their own, regardless whether they have permission from the student to whom that locker was assigned or not.

BEHAVIOR MANAGEMENT SYSTEM

A Behavior Management point system is used to help students meet with success and address individual behavioral issues. This management system has five (5) levels. As a student moves up through the levels (s)he gains additional responsibilities, incentives and privileges, and shows evidence of progress. Upon reaching Level 4 or 5 staff will initiate a meeting to discuss future options including discontinuing the BR point sheet or returning full time to the student's home school.

To promote more acceptable student conduct and provide consequences for rule violations and other inappropriate behavior a prescribed continuum of behavior interventions is utilized for all students. This plan is adjusted as needed to meet the special needs of students, especially those with disabilities who are served under the Individuals with Disabilities Education Act (I.D.E.A.). Some of these interventions are described later in greater detail.

Behavior Incentives:

Below are listed some examples of behavioral incentives that may be used with students to encourage positive behavioral change. This list is a sample only, and is not meant to be all-inclusive, or limited.

1. Classroom teaching of rules, respect, & expected behaviors
2. BR - Behavior Report tracks student's behavioral growth
3. Level system privileges and incentives
4. Verbal praise
5. Positive comments noted on BR
6. Modeling desired behavior
7. Academic assistance/modifications as needed
8. Minimizing transition times
9. Individual Behavior Goal reinforcement
10. Letters and phone calls home for outstanding behavior and achievements
11. Achievement Certificates / Honor Rolls
12. Behavior Contracts with positive consequences
13. Goal setting with counselors and other staff
14. Teaching desired social behavior in the classroom, in counseling classes, in social skills classes
15. Special events (breakfasts, field trips, etc.) for positive achievements
16. Non-verbal signals/proximity cues
17. Planned ignoring
18. Structured warning system with cues
19. Proactive conferences between teachers/ students/ parents and/or administrators
20. Referral to Pupil Personnel Worker or outside agency

A. THE LEVEL SYSTEM - The Level System is a highly structured, objective, and carefully monitored educational tool which helps students grow socially and emotionally by increasing the frequency of their adaptive, age-appropriate behavior while reducing their inappropriate behavior. This goal is achieved as the student systematically progresses through a series of five levels. Such movement is determined by attaining a designated number of points, having a certain number of consecutive successful days, by increased attendance, by attaining their Individual Behavior Goal, and by decreasing disciplinary infractions. As a student moves upward through the levels (s)he receives consistent reinforcement and feedback and gains additional responsibilities and privileges. This process is designed to enhance the student's motivation to continue responsible decision-making and develop the ability to self-manage appropriate behavior. The overall goal is to help students function successfully in the least restrictive environment possible.

Staff is keenly aware of the importance the family plays in building the child's adaptive behavior in the school and community. During the intake process, the family will be encouraged to develop rewards and consequences to be used at home as the student

moves through the Level System. Additionally, school-parent conferences will be held several times over the course of the year, and daily feedback is conveyed through the Behavior Report.

All entering students will be placed upon the level system. Returning students start the new school year on the level indicated by their team.

Students and parents need to read both the front and back of the Behavior Report (BR) for in-depth information on level advancement, expected behaviors, the leveling up process, definitions, and privileges. (Appendix A).

B. THE BEHAVIOR REPORT (BR) - The BR is carried by all students to every class or other location within the building. It serves as a hall pass, as well as a daily documentation of students' behavior and targets concerns. Five "Expected Behaviors" are addressed as student responsibilities the BR reinforces:

- a. Responsibility - Exhibited by coming prepared for class on time, acting responsibly in the hallways, and demonstrating responsible classroom behavior.
- b. On Task Behavior - Exhibited by participation in and completion of assigned activities, including counseling, without disruption or other off-task behaviors.
- c. Respect for Others - Exhibited by following directions, cooperating with peers and staff, and having a positive and respectful attitude.
- d. Communication - Exhibited by the use of appropriate verbal and non-verbal communication.
- e. Individual Behavioral Goal (IBG) - Exhibited by the improvement of the targeted, most important behavior as determined by the student, parent, and staff.

Students can earn up to 100 points per day during classes, homeroom and lunch to work their way toward eligibility for advancement to the next level. The number of points earned determines whether a student has had a "successful" or "unsuccessful" day, and also determines whether a student moves up the level system. The BR is the vehicle for daily communication between staff and parents. While negative actions may be noted on the BR, the focus is primarily on expected positive behaviors that students demonstrate, and that staff models and reinforces.

ATTENDANCE

ATTENDANCE POLICY

Carroll County Public Schools recognizes the relationship of regular attendance to the learning process. Students must be present in school to participate in classroom instructional activities that are vital to the educational program for all students.

Local employers also place emphasis on the attendance records of their employees. Preparing students for the world of work, which Carroll County Public Schools views as one of its roles, includes an expectation of regular attendance.

The State of Maryland and the Carroll County Board of Education have designated that 180 days constitute a full school year. When a pupil has missed an excessive number of days in any one marking period, or during the school year, school officials will review the circumstances governing the absences. A student may be placed on an attendance contract and/or medical verification for excessive absenteeism.

When students are absent, arrive late, or leave early, the absence must be documented via written note, fax, e-mail or phone call by the parent or legal guardian. **THE DOCUMENTATION MUST BE SUBMITTED NO LATER THAN THE FIFTH SCHOOL DAY AFTER THE ABSENCE. FAILURE TO PROVIDE A WRITTEN EXCUSE WILL AUTOMATICALLY MAKE THE ABSENCE UNLAWFUL.**

Students have the opportunity to make up class work and homework missed. It is the student's responsibility to request work from the teacher.

Absence for family travel/activities will be excused and students will be permitted to make up missed work if prior approval is granted by the school administration. A parent note to excuse the student should be brought to the office for an administrator's approval **IN ADVANCE OF THE ABSENCE** and then the student is to notify all teachers of the absence **IN ADVANCE**. Both students and parents need to understand that some loss of learning opportunity is likely to occur.

Hospital and home instruction may be available for absences due to extended illness. Contact your school counselor for details.

In an effort to help us improve parent-school communication regarding attendance, parents are asked to call between 7:30 and 10:00 a.m. on days when their child is absent.

Effective July 1, 2007, any student applying for a learner's permit who is under the age of 16 years must present to the Motor Vehicles Administration a certified copy of their school attendance record. The MVA will not issue a learner's permit if the school attendance record indicates more than ten (10) unexcused absences during the prior school semester.

TARDINESS - Students are expected to report directly to homeroom upon arrival at school. If students arrive after 8:10 a.m. (one half-hour after the arrival time at school) they will not be able to earn more than half of the homeroom points on the BR. When students are late for class they will lose four points for that class period.

ACADEMIC / GRADUATION REQUIREMENTS

Please refer to Carroll County Public Schools Program of Studies for details regarding specific graduation requirements for individual students, based upon their year of entrance into ninth-grade.

Program of Studies manuals are available from school counselors at each high school, including Gateway School. Counselors are also available to assist in understanding what graduation requirements are needed by each student.

TEST SECURITY - A student who knowingly causes, allows, or is otherwise involved in the presentation of forged, counterfeit, or altered identification for the purpose of obtaining admission to a test administration site for any of the tests listed below shall have the test results invalidated, and shall be ineligible to retake the test until the next official testing opportunity. A student who knowingly engages in any activities during testing which result in invalidation of scores shall be ineligible to retake the test until the next official testing opportunity.

HOMEWORK - Homework may be assigned for all classes. The purpose of homework is to reinforce learning, to help students develop and apply skills, and to evaluate student progress. Students can expect that lack of homework completion may impact their ability to achieve in classes.

CHEATING - Cheating is not an acceptable behavior. Students involved in cheating will receive appropriate disciplinary action. Cheating may result in loss of credit for the assignment. In severe cases cheating may result in loss of credit for the course.

GRADE REPORTING AND REPORT CARDS - Report cards, based on a scale from "A" through "F", will be issued approximately every nine weeks and are the basis on which honor rolls and academic eligibility are determined.

A scale of student habits and attitudes may accompany these reports. Grades are intended to mean:

A - Superior Performance	E - Excused from evaluation
B - Above Average	F - Failure
C - Average	P - Passing
D - Lowest Passing Grade	I - Incomplete

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Note: An Incomplete grade must be changed either to Passing or Failing depending upon whether the student completes the work missed. Report cards will be issued approximately one week following the end of each marking period.

FINAL EXAMINATIONS - County policy requires that final examinations, or assessments, be given in all courses. The final examination/assessment is to be as ten percent (10%) of the final grade. No one is to be exempted from final examinations/assessments.

HONOR ROLL – To achieve honor status a student must be enrolled in a minimum of three (3) classes for credit per day. Honor roll is based on weighted grades and

students cannot have a grade below a “C”. Students will be recognized as being on the honor roll with the following achievements.

Honor Roll	3.00 G.P.A.
Distinguished Honor Roll	3.75 G.P.A.
Straight “A” Honor Roll	All “A”s on the Report Card

PROMOTION POLICY - In order for a high school student to be promoted to the next grade level, he/she must earn six (6) credits each year.

In order for a middle school student to be promoted to the next grade, the student must pass all core academic subjects including Mathematics, Reading/Language Arts, Science and Social Studies.

ELIGIBILITY POLICY - OVERVIEW - This system-wide administrative regulation regarding eligibility for high school extracurricular activities is divided into three areas:

1. Academic Eligibility
2. Conduct Eligibility
3. Attendance Eligibility

Extracurricular activities are considered those activities which students perform for the public such as interscholastic sports, dramatic presentations, and musical performances or productions. Any students interested in being involved in an extracurricular activity at his/her home high school needs to contact the Principal of the Gateway School. Interested students’ requests will be handled on an individual basis depending upon behavior and academic performance. For additional information, contact the Principal and refer to “Eligibility” in the Carroll County Public Schools Student/Parent Handbook or the Pupil Services Handbook (CCPS Website).

MEDICATION

Medication guidelines for students are strictly enforced. If possible, alternative plans should be made to avoid the administering of medication in school. Parents are encouraged to consult with their physician to discuss the possibility of administering medication either before or after school. If alternative plans cannot be made, parental consent and instructions must be given before the school can administer any medication. Students taking any medication without following procedures outlined under this section of the Student Handbook subject themselves to serious consequences as outlined under the Carroll County Public Schools Drug and Alcohol Policy. Please note the following:

Ibuprofen (Advil) and Acetaminophen (Tylenol):

1. Must be in original bottle or box.
2. Must have the student's name, dosage, time to be given, and possible side effects; and,

3. The medication consent form must be completed by the parent and be on file with the school.

PRESCRIPTION and OVER-THE COUNTER NON-PRESCRIPTION MEDICINE:

1. Must be in the prescription bottle properly labeled with the student's name, name of the medication, dosage, and the doctor's name; and
2. The medication consent form must be completed and signed by the doctor and parent and be on file with the school.

Please do not send more medication than what is needed. **WE CAN NOT SEND MEDICINE HOME WITH A STUDENT. The parent is responsible for delivery and for picking up all medication.** Also, we have been told pharmacists will provide two bottles - one for home and one for school.

If your child needs medication administered beginning the first day of school in August, please contact the school office immediately for a medication permission form. During the school year, medication permission forms are available from the nurse. If you have any questions regarding medication please call the Health Nurse.

Due to a recent interpretation of Maryland Regulations (COMAR), **all medications** (prescription and over-the-counter), excluding Ibuprofen (Advil) and Acetaminophen (Tylenol) **must have a Doctor's Order and Parent Permission** for the medication to be administered in school. Parents can still bring the Acetaminophen (Tylenol) and Ibuprofen (Advil) for administration in school without a Doctor's Order. Nurses will continue to administer Acetaminophen and Ibuprofen in package recommended dosage only with parent permission.

NOTIFICATION OF BLOOD EXPOSURE - Carroll County Public schools feel it is important that all blood exposures to staff or students be reported, therefore, parents will be notified of any blood exposure to their children that occurs during the school day when school officials know of this exposure. Parents will be called by a member of the school staff and a routine form will be sent home.

Implementation of this procedure is an extension of both the universal precautions that have been practiced for some time and an OSHA/MOSH requirement that directs all businesses to in-service their employees as to the dangers of exposure to blood and blood products.

DISCIPLINARY POLICIES, REGULATIONS, AND PROCEDURES

DUE PROCESS – Due process rights are afforded every student when considering a suspension..

1. The student must be given an oral or written notice of the charges and reasons

- for the suspension.
2. If the student denies the charges, the student is entitled to an explanation of evidence the authorities have and must be given an opportunity to present his/her version.
 3. The student can be removed from the school prior to the notice and explanation of suspension if, in the opinion of the principal, or his designee, the student's presence endangers personal property, or threatens disruption of the normal school process. The necessary notice and explanation must follow as soon as possible.
 4. The parent or guardian must be promptly informed of the suspension and its cause by the school official.
 5. The parent or guardian must be provided a prompt conference within ten (10) school days with the principal's designee and appropriate personnel after the suspension is initiated in an effort to resolve the problem and end the suspension.

NOTE: Further information may be obtained by contacting your local school principal or the Student Services Department of the Carroll County Bd. of Education.

SUSPENSIONS-EXPULSIONS - **Suspension** is the separation of a student from school for a specified number of school days when that student's presence in the school poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, or in violation of school board and school policies which automatically mandate suspension such as use of tobacco, alcohol, or drugs. The principal or his designee has the right to suspend for cause for a period of not more than ten school days, provided that the student, and parent or guardian shall promptly be given a conference with appropriate persons during the period of suspension.

The following are reasons for suspension as outlined by the Maryland State Department of Education.

- Health Related (Immunization, Personal Health)
- Attendance Related (Class cutting, tardiness, truancy)
- Dangerous Substances Related (Alcohol, Drugs, Over-the-Counter Medication)
- Use and/or Possession of Tobacco
- Academic Dishonesty/Cheating
- Arson
- Classroom Disruption (Chronic)
- Disrespect/Insubordination (Chronic)
- False Alarm/False Report/Bomb Threats
- Explosive Devices/Dangerous Weapons
- Inciting or Participating in Disturbances
- Bullying
- Physical Attack (teacher/staff)
- Physical Attack (student)

Sexual Activity/Indecent Exposure/Sexual Harassment
Theft/Robbery/Larceny
Unauthorized sale or distribution
Vandalism/Destruction of Property
Verbal/Physical Threat (teacher/staff/student)
Shakedown/Strong-Arm/Extortion
Refusal to cooperate with school policies or regulations (Chronic)
Trespassing
Use of Profanity or Vile and Abusive Language (Chronic)
Possession of Pager/Beepers/Cell Phones (Repeat Offense)

Extended Suspensions for more than ten school days may be requested by the principal and granted by the Superintendent.

Expulsion is the separation of the student from the school by the Superintendent.

Note: A student on suspension or expulsion must remain off of all Carroll County Public Schools property, particularly the school from which they have been suspended.

SCHOOL AND THE LAW - Any unlawful act which takes place on school grounds or on school buses not only makes the student subject to penalties which the courts may prescribe, but will result in suspension from school. **The police will be called each time an unlawful act is suspected to have occurred.**

REFERRAL TO DJS – If a student physically attacks someone, participates in a fight, or commits any other illegal act, a referral will be sent to the Department of Juvenile Services (DJS).

GRIEVANCE - DUE PROCESS - By definition a grievance is a complaint whereby a student alleges a violation, misinterpretation or inequitable application of an established policy governing students individually or collectively; or a violation of the document of Students Involvement Rights and Responsibilities.

Please refer to the section titled “Grievance and Appeal Procedures” in the *Carroll County Public Schools Student/Parent Handbook*.

SEARCHES - Article 7-307 of the Public School Laws of Maryland:

1. **AUTHORITY TO SEARCH STUDENTS**
 - a. A principal, assistant principal or school security guard of a public school may make a reasonable search of a student on the school premises if they have a reasonable belief that the student has in his possession an item, the possession of which is a criminal offense under the laws of this State.
 - b. The search shall be made in the presence of a third party and the third party must be of the same sex as the student.

2. AUTHORITY TO SEARCH SCHOOL

- a. A principal, assistant principal or school security guard of a public school may make a search of the physical plant of the school and its appurtenances including the lockers of students.
- b. The right of the school official to search the locker shall be announced or published previously in the school.

Please note: a principal, assistant principal or security guard is permitted to search students if a reasonable belief exists that the student is in possession of tobacco.

3. AUTHORITY TO USE DRUG DOGS

Circumstances warrant the use of the drug detection dogs on school property: The drug detection dogs may be used on a case-by-case basis when there is reasonable suspicion of illegal drugs on school property and in consideration of the circumstances of that particular case.

For further information regarding searches refer to the section on "Searches and Seizure" in the *Carroll County Public Schools Student/Parent Handbook*.

DRUG DETECTION DOGS - The Carroll County Board of Education has approved a policy which permits the use of drug detection dogs by school officials in drug investigations and for drug deterrence. Upon mutual agreement by school and law enforcement officials drug detection dogs will be used to scan student lockers and cars on school parking lots. **Students will not be scanned.** Scans will not be announced and will be timed to occur when students are in class or not in the building. If a dog alerts on a locker or vehicle the student to whom the locker is assigned or who operates the vehicle will be summoned to the office and brought to the locker or parking place. A reasonable attempt will be made to contact the student's parent(s) to provide information related to the search and to inform them of the outcome of the search as soon as possible. A police officer will conduct a search of the locker or vehicle in accordance with their established policies and procedures consistent with COMAR 13.08.01.14D. Any disciplinary action which may be taken by school officials will be separate and apart from action taken by law enforcement officers.

DRUG AND ALCOHOL POLICY - The Board of Education of Carroll County strongly supports the substance abuse education programs and endorses aggressive disciplinary action for the use, possession, constructive possession, manufacture, or distribution of controlled dangerous substances, controlled paraphernalia, drug paraphernalia, look-alike drugs, prescription drugs, over-the-counter drugs/medications/inhalants, and alcohol by students. Violations of drug/alcohol laws will be handled as illegal actions as well as disciplinary infractions. School officials will involve appropriate law enforcement agencies when violations occur. Disciplinary measures in response to violations by students will include actions ranging from suspension to expulsion. In cases resulting in suspensions of five or more days to expulsion, mandatory referral to an alcohol/drug education or treatment program will be made by school officials in order to help the student. The use of drug detection dogs

and police cadets is authorized as a possible resource to assist school officials in drug investigations. The Board also believes that students need acceptable reasons to make the right decisions not to succumb to peer-pressure to use drugs or alcohol. Students in violation of drug/alcohol policies, at any time, on school premises will be declared ineligible for extracurricular activities.

When it is necessary for students to be administered prescription or non-prescription medications in school, parents must complete and submit the medication consent form which is available in school offices and health suites.

Use, Possession, Manufacture, or Distribution of Controlled Dangerous Substances, Controlled Paraphernalia, Drug Paraphernalia, Look-Alike Drugs, Over-the-Counter Drugs/Medications, Prescription Drugs, Alcohol and Inhalant Substances.

I. Authorized Prescription Drugs and Over-the-Counter Drugs/Medications: The Carroll County Board of Education feels that, if possible, alternative plans should be made to avoid the administration of prescription or non-prescription medications in schools. Parents should be encouraged to consult with their physician to discuss the possibility of administering medication either before or after school. However, there are occasions when it is determined by a physician or a dentist, that a child must receive prescribed medication during the school day, either on a regular schedule or in the event of an emergency (such as bee stings, asthma, or diabetes). When this circumstance occurs, the physician or dentist must give written approval and specific directions regarding administration. Non-prescription medications may be administered in schools only with the written consent of a parent. Forms for this purpose are available from schools or from the Pupil Services Department and are to be used for both prescription and non-prescription medications. No medication will be administered unless it is in the original container with appropriate written permission and directions. Students are not to possess or use prescription drugs or over-the-counter drugs/medications without written authorization by the school.

II. Other: The use, possession, manufacture, or distribution of controlled dangerous substances, controlled paraphernalia, drug paraphernalia, look-alike drugs, prescription drugs, over-the-counter drugs/medications, or alcohol by Carroll County Public School students is strictly prohibited except as noted in I. The use of over-the-counter drugs/medications or prescription drugs in excess of the recommended or prescribed dosage(s); the deliberate inhaling of odors, gases, particles, fumes or vapors; or possession or using another person's prescription drugs is strictly prohibited. No student may distribute any over-the-counter or prescription drug/medication nor manufacture or distribute a substance to be used as an inhalant. These prohibitions apply on school premises and at school sponsored or related functions. The Board of Education supports strong and consistent disciplinary measures to ensure that students recognize that substance and alcohol abuse are both health care problems and illegal acts. Violations of drug/alcohol laws will be handled as illegal actions as well as school disciplinary infractions.

Reporting Violations of Alcohol/Drug Policy to Law Enforcement Agencies

Use, possession, manufacture, or distribution of controlled dangerous substances, controlled paraphernalia, look-alike drugs, and/or alcohol on school property, on school transportation, or at a school-sponsored activity is an illegal act. In all such cases, as well as cases involving the use, manufacture, possession or distribution of drug paraphernalia and the deliberate inhaling of odors, gases, particles, fumes or vapors, school officials will involve appropriate law enforcement agencies when violations occur.

Disciplinary Actions for Violations of Alcohol/Drug Policy

The Board of Education strongly supports the belief that no student has the right to use, possess, manufacture, or distribute any controlled dangerous substance, controlled paraphernalia, drug paraphernalia, look-alike drugs, or alcohol. Likewise, no student has the right to deliberately inhale odors, gases, particles, fumes or vapors without the direction of a physician. Law enforcement officials will be involved when a violation of the alcohol/drug policy occurs on school property or at a school sponsored activity.

The Board of Education strongly believes that no student has the right to use any over-the-counter drug/medication(s) or prescription drug in excess of the recommended or prescribed dosage(s); to distribute any over-the-counter or prescription drug; to use or possess another's prescription drug; or to use, manufacture or distribute any inhalant substance the purpose of which is to alter behavior, mood or change the brain or nervous system on school premises or at school sponsored or related functions. School administrators will treat violations of this alcohol/drug policy as a serious school disciplinary infraction. When a student fails to follow school regulations related to prescription medications prescribed for him/her by a doctor or dentist, or school regulation for over-the-counter drugs/medications; or uses manufactures or distributes inhalants, the school administrator will take appropriate action as indicated in administrative regulations developed by the Superintendent that may include suspension from school.

The Superintendent will develop and implement comprehensive administrative regulations specifying the nature of violations and procedures to be followed by school administrators. Disciplinary measures in response to violations of use, possession, manufacture or distribution of any controlled dangerous substance, controlled paraphernalia, drug paraphernalia, look-alike drugs, alcohol, or manufacture, use and/or distribution of inhalant substances by students will include actions ranging from a minimum suspension of five (5) school days up to expulsion. In all cases of suspension or expulsion, a mandatory referral to an alcohol/drug education or treatment program will be made by school administrators in an effort to help the student. Mandatory referral provisions will be included in the disciplinary regulations.

Administrative Regulation-Disciplinary Actions for Violations of Alcohol/Drug Policy

Board policy JPC requires the development of administrative regulations regarding disciplinary actions to be implemented for violations of the alcohol/drug policies on school property or at a school sponsored activity.

- a. Violations which result in drug/alcohol education/treatment are cumulative for a student's entire school career; e.g., one offense in the 8th grade and a second offense in the 11th grade equals two offenses, and the regulations for the second offense are applied in the 11th grade.
- b. Guidelines for dealing with substance abuse have been developed over a period of time and are designed to comply with applicable Maryland Law that encourages and protects students who seek information from teachers and other educational and health professionals on how to overcome substance abuse problems.

Further information may be found under "Drug and Alcohol Programs , Policies and Procedures" in the *Carroll County Public Schools Student/Parent Handbook*.

LEAVING SCHOOL WITHOUT PERMISSION - Students leaving school without parental or school permission may not automatically be allowed to come back into the school building. Before the student is permitted re-entry a discussion including a contract for behavior must occur. Students leaving school without permission are not entitled to use school-provided transportation home that day, even if they return in time for bus dismissal.

WEAPONS ON SCHOOL PROPERTY -

1. According to Article 217, Section 36A of the Annotated Code of Maryland:
 - a. No person shall carry any rifle, gun, knife, or deadly weapon of any kind on any public school property in this state.
 - b. Any person who violated this section shall, upon conviction, be guilty of a misdemeanor and shall be sentenced to pay a fine of no more than \$1,000, or shall be sentenced to the Maryland Department of Correction for a period of not more than 3 years.
2. **Implementation:**
 - a. Call Police;
 - b. Immediate suspension;
 - c. Recommendation to the Superintendent for extended suspension or expulsion if appropriate;
 - d. Any student who possesses or transports firearms on school property shall be recommended to the Superintendent for expulsion.

Persons shall not carry any rifle, gun, knife, or deadly weapon of any kind on any public school property in this state. If this state law is violated, the Maryland State Police will be called. Student violators will be immediately suspended from school for ten (10) days and be recommended to the superintendent for extended suspension or expulsion from Carroll County Schools.

For more information see "Weapons on School Property" in the *Carroll County Public Schools Student/Parent Handbook*.

TOBACCO OR E-CIGARETTES ON SCHOOL PREMISES BY STUDENTS – USE OR POSSESSION

The possession and/or use of tobacco by a student on school premises or at school functions is prohibited. This applies to the entire Gateway School campus at any time. This policy shall include all forms of tobacco.

The possession and/or use of tobacco will result in the following steps:

FIRST VIOLATION:	Tobacco Education Group or 3-Day Suspension
SECOND VIOLATION:	-Tobacco Education Group 1 (if not completed on the 1 st offense) -Tobacco Education Group 2 or -3-Day Suspension and DJS Referral
THIRD VIOLATION:	Tobacco Education Group 2 <u>AND</u> 3-Day Suspension Failure to complete Tobacco Education Group. will result in an additional 2-Day Suspension Civil citation for tobacco violation requested
FOURTH VIOLATION:	10-Day Suspension with recommendation for Extended Suspension Contact police and ask for civil citation

VIOLENT ACTS - The Board of Education strongly supports the belief that schools must be a safe place for students and staff. It therefore establishes this policy to prohibit violent acts against any persons on school property, on school buses, or at any event sponsored by the school. Also prohibited are violent acts against a staff member by a student at any time. For this policy a violent act includes, but is not limited to, serious assaults or batteries by students directed toward other students, any assault and battery by students directed toward an adult, and possession of a weapon or look-alike weapon.

Student discipline records for violent acts shall be cumulative over a student's school career and shall be transferred from one Carroll County School to another. Disciplinary measures in response to acts of violence by students will include a minimum of suspension from school through expulsion from the Carroll County Public School System. The penalties for acts of violence shall be progressive in severity if violent acts are continued; however, school officials shall have the latitude to impose severe discipline, up to and including expulsion, for first-time offenses if such discipline is deemed appropriate for the particular offense. In all cases of suspension or expulsion

for a violent act, police are to be contacted. The Superintendent has developed and implemented administrative regulations specifying the nature of violations and procedures to be followed by school administrators.

SERIOUS THREATS OF VIOLENCE - Serious threats of violence stated against any person(s) in the Carroll County Public Schools community will not be tolerated and will be handled as a school disciplinary infraction. Appropriate law enforcement, and/or other agency officials will be contacted when warranted.

Serious threats of violence made at or away from school and/or to be implemented at or away from school fall under these regulations when there is a connection between this threat and student/staff safety.

Definition of a Serious Threat of Violence: A verbal or nonverbal declaration of intent or determination to inflict significant injury to persons, and/or damage to property with the perceived ability/intention to carry through on that threat.

Implementation:

1. Suspension for up to ten days / request for extended suspension if a subsequent offense.
2. Referral made for mandatory violence prevention screening / assessment.
3. Involve appropriate law enforcement, Department of Juvenile Justice and/or the Department of Social Services.
4. Principals shall have the discretion to determine if other action is warranted as determined by the results of the screening / assessment.

POTENTIALLY DANGEROUS BEHAVIORS

When students make references to potentially dangerous behaviors in verbal statements, writings, artwork or gestures, these are taken seriously and are referred immediately to counselors and administration. References to suicide, dangerous drug use, homicidal or other violent threats will be investigated and reported to parents, therapists and appropriate school personnel if a safety risk is posed.

If further assessment of risk for suicide or acts of violence is needed a referral will be made to appropriate persons such as a therapist, the On-Call Youth Services Bureau Suicide Assessment Counselor, the MD State Police, or Carroll Hospital Center Emergency Room staff. Parents will be involved in any such decisions as to further risk assessment.

Students should be aware that there is no confidentiality discussing issues that involve serious danger to self or others.

STAFF AND STUDENT RELATIONSHIPS

The relationship between students and staff of any age is to be one of a professional nature at all times. Because school personnel have the responsibility for the supervision of children, teachers' and other staff's interactions with students should remain clearly within the confines of a professional staff/student relationship. In addition, teachers and other staff are role models in the school and community and are to be exemplars of appropriate behavior. Therefore, Carroll County Public Schools will not tolerate any activity at any time on the part of staff members which violates the professional relationship between students and staff. Any person who believes that staff and student relationships are inappropriate should bring the matter to the attention of the principal. All investigations of inappropriate staff/student relationships will be handled in an objective and sensitive manner, maintaining confidentiality for all persons as much as possible. The following are examples of staff behavior directed toward students that will not be tolerated and should be brought to the principal's attention.

1. Inappropriate Conduct or Communication:

Inappropriate conduct or communication between staff and students includes, but is not limited to the following:

- making personal or intimate references to self or others
- giving of intimate or inappropriate gifts
- sending letters, communications of an intimate or nonprofessional nature
- making telephone calls regarding nonprofessional matters or concerns
- arranging to meet a student for nonprofessional reasons
- condoning or participating with student(s) committing illegal acts or acts in violation of school rules

Even if the staff member's behavior is welcomed or encouraged by the student, inappropriate conduct or communication is not acceptable and will be dealt with by the school administration and other central office staff as a serious matter. Any person who believes inappropriate conduct or communication between a staff person and a student occurred, should bring this to the attention of the principal. The principal or his/her designee will investigate and react to the concern.

The principal will contact the student's parent as soon as practicable or legally possible, (normally prior to the end of the next school day following the principal learning of the allegation) to inform them of the allegation of inappropriate behavior and to seek input. If the behavior appears to be of child abuse nature, the Department of Social Services and/or the Child Abuse/Sexual Assault Unit of the Maryland State Police will also be contacted*.

2. Sexual Harassment:

Definition: Sexual harassment is defined as unwelcome verbal or physical conduct of a sexual nature which denies, limits, conditions or interferes with the

provision of education, assistance or services protected under Title IX, or creates a hostile or intimidating educational environment.

Students are not to be subjected to sexual harassment by staff or others. Sexual harassment is a form of sexual discrimination which is prohibited by law, school policy, and school regulations. Any person who believes that a student has been subjected to sexual harassment should bring the matter to the attention of the principal. School officials will investigate complaints of sexual harassment as described in the section on Sexual Harassment in this handbook and/or the Carroll County Pupil Services Handbook.

3. Dating and Sexual Relations:

Definition of Dating: Dating may include but is not limited to, a social appointment, engagement, or occasion, preplanned or not, between persons for social or sexual gratification. Dating may also include occasions where the sole or major purpose is for personal pleasure.

Definition of Sexual Relations: Sexual relations may include, but is not necessarily limited to, sexual contact or conduct, in person or through communication, occurring between or involving two or more persons.

Any person who believes that a staff member and a student are dating, or are involved with sexual relations, should bring the matter to the attention of the principal. Such a report, which indicates that dating or sexual relations has occurred between an employee and a student, shall be reported by the principal to the Department of Social Services, and/or the Child Abuse/Sexual Assault Unit of the Maryland State Police. If given permission to do so by the investigating agency, a school administrator shall promptly inform (normally prior to the end of the next school day) the student's parent(s) of the situation and the referral to the investigating agency.

- *If the investigation leads to the involvement of an outside investigative agency, then parent contact can not legally occur until the agency gives approval.*

SEXUAL HARASSMENT

I. BACKGROUND

The Board of Education of Carroll County prohibits discrimination on the basis of sex as required by Title IX of the 1972 Education Amendment. The law states: no person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefit of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. Sexual harassment is a form of sexual discrimination, and therefore is in violation of Title IX of the 1972 Education Amendment. Board Policy states:

“The Board recognizes that harassment on the basis of sex is a violation of both federal and state employment discrimination laws and Board of Education Policies. Further, the Board believes that sexual harassment is both morally

wrong and offensive and will not tolerate such conduct on the part of any employee, supervisor, manager, administrator, student or visitor. It is the Board's intent to provide to all employees and students a work and learning environment free from sexual harassment. The Superintendent will develop procedures to provide an atmosphere for all student and employees that is free from sexual harassment."

II. DEFINITION OF SEXUAL HARASSMENT

Unwelcome verbal or physical conduct of a sexual nature, by student or school employee which:

- denies, limits, conditions, or interferes with the provision of education, assistance, or services protected under Title IX, **or**
- creates a hostile or intimidating educational environment.

Examples of such behavior include:

- Verbal conduct such as sexual name-calling, spreading sexual rumors, telling sexual jokes, and making verbally derogatory comments relating to appearance or gender.
- Visual conduct such as displaying or drawing derogatory posters, cartoons, drawings, graffiti, or gestures.
- Physical conduct such as unwanted touching, blocking another's movements, or sexual assault.
- Threats or demands for dates or physical contact.

Note:

1. Insisting that behaviors or actions were "misunderstood" does not excuse or reduce responsibility for behavior.
2. Students have the right to report actions that may be sexual harassment without fear of reprisal or retaliation.

III. REPORTING AND INVESTIGATING SEXUAL HARASSMENT

Any student who has a complaint of sexual harassment at school or any school function by anyone, whether it be another student or a school employee, should bring the problem to the attention of a school administrator, another adult in the school, or one of the Title IX Coordinators*. If the problem is brought to the attention of an adult other than the principal, that adult shall assist the student in bringing the problem to the attention of the school principal. The principal and/or his/her designee shall promptly investigate the complaint, obtaining the name of the accused person, any witnesses, and a description of the incident. As soon as practicable or legally possible (normally prior to the end of the next school day after the administrator receives the report), the principal, or designee, shall contact the parents of the student allegedly harassed and the student who allegedly did the harassing to inform them of the incident and investigation.** The investigation will be made in an objective and sensitive manner, maintaining confidentiality for all persons as much as possible. Following the report and investigation of the incident, if the student is not satisfied with the outcome, the student may follow the Grievance Procedure listed elsewhere in this Handbook and/or in the Carroll County Pupil Services Handbook.

IV. DISCIPLINARY ACTION

If it is determined that sexual harassment between students has occurred, the principal shall take immediate and appropriate steps to prevent recurrence and discipline the offender. In the case of student offenders, disciplinary action might include a student parent conference, referral for counseling, suspension from school, or extended suspension, depending upon the severity of the conduct. In the case of confirmed sexual harassment by an employee, the Personnel Department will determine the appropriate follow-up.

SETTING OF FIRES (ARSON) - According to Article 27, Section 7 of the Annotated Code of Maryland: "Any person who willfully and maliciously sets fire to or burns or causes to be burned, or who aids, counsels or procures the burning of any . . . school or other public building, shall be guilty of a felony and upon conviction thereof, shall be sentenced to the penitentiary for not more than twenty years."

County policy has determined that in the event of arson the following steps will be taken:

1. The Fire Marshall will be called
2. Immediate suspension
3. A report will be made to the Superintendent, with recommendation for an extended suspension or an expulsion
4. Restitution for all damages will be expected

FIRECRACKERS OR EXPLOSIVE DEVICES - According to Article 27, Section 119 of the Annotated Code of Maryland, "Every person, his aiders or abettors, who shall willfully and maliciously dynamite, blow up or otherwise, by means of any explosives. . . wreck, destroy, injure or damage. . . any property whether real or personal, public or private, shall be guilty of a felony".

According to Article 38A, Sections 16 and 17 of the Annotated Code of Maryland, "it is unlawful for any person to discharge fireworks, without a permit. . .or to possess fireworks, either with the intention of discharging or permitting the discharge thereof. . ."

Implementation:

1. Immediate suspension.
2. Report to the Superintendent
3. Involvement of Maryland State Police, Fire Marshall, Department of Juvenile Services or State's Attorney's Office as needed.
4. Serious incidents will result in a ten-day suspension and a recommendation to the Superintendent for an extended suspension for one year or for an expulsion from the Carroll County Public School system.

FIELD TRIPS - Any student who receives a behavioral referral while on a field trip may not be permitted to go on future field trips or picnics.

If a field trip is built into the curriculum, all students, regardless of level, are permitted to attend unless they pose a safety risk. However, for all recreational field trips students

must be on level 3 or higher **and have no significant behavior referrals during the week prior to the trip.**

TELECOMMUNICATIONS/INTERNET SAFETY & COMPUTER USE – Students using school computers must adhere to the following:

- 1.) Students must comply with the Telecommunications/Internet Safety guidelines explained in the Carroll County Public Schools Student/Parent Handbook.
- 2.) Students must obtain a teacher's approval to use the internet.
- 3.) Students may NOT send e-mails.
- 4.) Students may NOT use an instant message service.
- 5.) Students enrolled in any Distance Learning Lab class must comply with the computer use rules included in the course outline for DLL classes.

BUS TRANSPORTATION

Students may not ride buses other than those to which they are regularly assigned. **One A.M. and one P.M. stop location shall be allowed for each transported student. Exceptions will be made only in case of an emergency or when an extenuating circumstance exists and shall be approved by an administrator.**

SCHOOL BUS RIDING - PUPIL RESPONSIBILITIES

I. Boarding the Bus:

- a. Be at the bus stop five minutes before pick-up time.
- b. Use a safe walking route to your stop and use proper crossing procedures should you cross a road.
- c. Wait in a safe, orderly manner away from traffic.
- d. Respect the rights of property owners at your stop and along your walking route.
- e. Wait until the bus comes to a complete stop before moving forward to board.
- f. Board in an orderly manner, without pushing or shoving, at your stop or at your school.
- g. Use the grab rail and watch your step.

II. On-Board Procedures:

- a. Take your seat promptly and remain seated for your ride to and from school.
- b. Sit in the seat facing front; keep your feet, books and other articles out of the aisle.
- c. Always keep your hands, arms and head inside the bus.
- d. Your conversations should be quiet and your conduct orderly so that the driver is never distracted from the important job of driving.

- e. Eating, drinking, smoking or using vulgar language is never permitted.
- f. Do not damage any part of the bus, and report any damage you see.
- g. The emergency door handle should be used only for emergencies.
- h. Never sit in the driver's seat or tamper with any equipment or controls.
- i. Should your bus have a breakdown or an accident, remain seated and follow your driver's instructions.

III. Unloading the Bus:

- a. Wait until the bus comes to a full stop before leaving your seat.
- b. Get off the bus only at your assigned stop.
- c. Watch your step and use the grab rail; move promptly away from the bus.
- d. If necessary to cross the road, do so at least 10 feet in front of the bus. Cross without undue delay, with the warning lights, but be sure you check traffic both ways, too.
- e. Go directly home by a safe route; play after you get home.
- f. Never throw any object at the bus or any motor vehicle.