



**CODE OF CONDUCT & STUDENT/PARENT**

# **HANDBOOK**

**2016-2017**



## A Message from the Superintendent of Carroll County Public Schools

Dear Parents:

It is my strong belief that we are responsible for providing an educational environment that is safe for all students and supports learning. We cannot accomplish this objective without the help of our parents and students. This Student/Parent Handbook communicates the expectations and procedures that will help us achieve this goal.

Our staff encourages the positive social behavior of all students. However, there are times when negative student behavior can interfere with our ability to operate a safe and orderly school. Consequences for unacceptable behavior are administered in a manner that is consistent with school policies and procedures for student discipline.

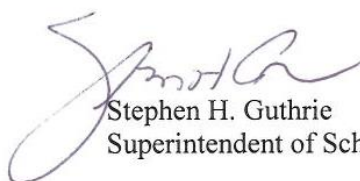
We ask parents to carefully read the Student/Parent Handbook so they will clearly know what is expected of their children. The Handbook represents only a summary of some of the CCPS policies and administrative regulations that may be important to students and parents. For a complete copy of a policy and administrative regulations, please visit us online at [www.carrollk12.org](http://www.carrollk12.org). It is important for you to know that several significant changes in CCPS regulations have been made for the 2016-2017 school year. These changes have been marked by \* in the Table of Contents to help you identify them easily. Please read this \*information carefully.

The expectations outlined in these documents are enforced while students are on the school campus and at other times and places where staff and school administrators are responsible for students. These times and places include, but are not limited to, educational services, field trips, athletic events, and community-based activities.

I also ask that you talk to your children and make sure they are aware of what is expected of them in school. By working together our students will continue to strive and learn in a safe and healthy environment.

Best wishes for a successful school year.

Sincerely,



Stephen H. Guthrie  
Superintendent of Schools

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## INTRODUCTION: STUDENT RIGHTS / RESPONSIBILITIES

<b>Right:</b>	To a free public education in Carroll County Public Schools.
<b>Responsibility:</b>	To follow state and local attendance, discipline and residency requirements. <i>Related Handbook Topics: Attendance; Discipline; Residency Requirement</i>
<b>Right:</b>	To a safe learning environment free from drugs, weapons, violence, discrimination and disrespectful behavior. To be treated with respect by staff.
<b>Responsibility:</b>	To follow CCPS policies, regulations and procedures. To honor the rights of others and act with respect, integrity and <i>academic honesty</i> . <i>Related Handbook Topics: Discipline, Exclusion, Seclusion and Physical Restraint; Harassment, Intimidation, Discrimination or Hazing; Substance Abuse; Suspension, Extended Suspension and Expulsion; Staff and Student Relationships; Violent Acts, Serious Threats of Violence, False Alarms and Bomb Threats; Weapons on School Property</i>
<b>Right:</b>	To express oneself, including the expression of one's religious and personal beliefs, free from intimidation and hostility.
<b>Responsibility:</b>	To be tolerant of the beliefs of others and respect differing viewpoints and ideas. To express oneself in a manner that is appropriate and not disruptive. <i>Related Handbook Topics: Dress Code; Discipline; Prayer in School and Moments of Silence</i>
<b>Right:</b>	To expect confidentiality and protection of personal information.
<b>Responsibility:</b>	To respect the privacy and confidentiality rights of others. <i>Related Handbook Topics: Discipline; Surveys; Use of Students' Photograph, Video Image or Voice</i>
<b>Right:</b>	To have the opportunity to participate in student groups, organizations, and extra-curricular activities.
<b>Responsibility:</b>	To conduct oneself according to established CCPS administrative regulations and to secure the principal's permission to form a student group. <i>Related Handbook Topics: Eligibility-Extracurricular Activities-High School; Student Groups and Organizations</i>
<b>Right:</b>	To due process (telling the "student side of the story").
<b>Responsibility:</b>	To be familiar with CCPS administrative regulations and the process for grievance and <i>appeal</i> . <i>Related Handbook Topics: Grievance and Appeal Procedures; Suspension, Extended Suspension and Expulsion</i>
<b>Right:</b>	To keep personal items and school property assigned to the student on one's person or in one's locker.
<b>Responsibility:</b>	To possess only personal items (at school, on school property or at school-sponsored events) that do not violate state/school regulations. To understand the CCPS search/seizure policy. <i>Related Handbook Topics: Detection Dogs; Discipline; Search and Seizure</i>

# CODE OF CONDUCT



Carroll County Public Schools  
Building the Future

- I. **Board of Education Policy JK states:** The Board of Education of Carroll County is committed to providing a safe and secure environment in which all individuals are free to learn. Therefore, the Board will not tolerate any inappropriate behavior. In those instances when the behavior of a student, on or off school property, is disruptive and/or detrimental to the operation of the school, or the safety of students or staff, the student may be disciplined including, but not limited to, suspension and expulsion.
- II. **Discipline Philosophy:** There is a great need in our schools to help students develop the kinds of social attitudes and values that will lead to the adoption of behaviors acceptable to the moral and legal code of our society. Schools will develop and implement prevention and intervention strategies and programs as a means of resolving and or preventing confrontations. In addition, students will be held accountable for their behaviors and will receive consequences accordingly. Carroll County Public Schools is committed to providing all students with a safe and orderly environment for the promotion of academic and social excellence.
- A. Suspensions and other disciplinary actions should follow global educational goals. The following principles should be considered in order to provide a focus for a school-wide disciplinary program.
1. Discipline should be a tool which teaches respect and coping skills. To foster such results, school personnel should model fairness, honesty, and integrity in all interactions with students.
  2. Discipline should reflect the goals of fostering, teaching, and acknowledging positive behavior.
  3. When appropriate, discipline should include consequences directly associated with the inappropriate behavior and allow the student to accept responsibility for those behaviors. For example, if a student destroys property, the student should make restitution and possibly repair the damage created. In addition, the student may face criminal charges.
  4. The concept of education should be valued in any disciplinary action. For example, placing a student out of school may devalue and delay the educational process. It may also send a double message to students about the importance of school attendance and education. Therefore, suspensions should be administered only after careful consideration of available options.
  5. Discipline should not be administered as a means of revenge or a release of frustration. Discipline handed out in anger or without full consideration of available options can contribute to increased inappropriate student behavior, non-cooperative parents/legal guardians, and possible legal action. However, consequences should be administered in a timely manner.
- B. **Pro-Active Approach to Discipline:** Positive behaviors are best achieved through a pro-active, school-wide approach to discipline. Such an approach should establish high expectations and timely consequences in a climate of consistency, firmness, fairness, and creativity. Consequences may be positive or negative, but they must always hold students accountable. Students who follow the rules and regulations may receive privileges such as: driving to school, earning a privilege card, choice lunchroom seating, a free homework pass, congratulation notes, etc. Students who choose inappropriate behaviors should face negative consequences that have been defined well in advance of any misbehavior. Such ideas promote the concept that privileges are to be earned and must come with responsibility. A pro-active stance also includes a multi-disciplinary approach which involves consultation with parents/legal guardians, teachers, counselors, school psychologists, and pupil personnel workers. More formalized interventions may include: Student Services Teaming, Instructional Support Team (IST), individualized and group counseling, school-wide Conflict Resolution programs, Student Assistance Teams (SAT), mentoring programs, and referrals to community resources. A pro-active approach not only improves student behavior, it fosters a better school climate and positive communication between home and school.

Carroll County Public Schools promotes the use of Positive Behavior Intervention and Supports (PBIS), a system of supports that promote and enhance school-wide climate and culture. PBIS links behavior and academic processes by teaching and reteaching behavior expectations when needed. PBIS schools rely on data to review and/or revise school practices. PBIS has resulted in decreases in discipline referrals as well as improvements in overall school-wide climate and culture. To learn more about PBIS, please contact the Department of Student Services.

C. **Progressive Discipline:** Suspensions in and of themselves should not be utilized to modify inappropriate behaviors. Instead, suspensions should be used as a last option in conjunction with a larger school-wide approach in order to assure a safe and orderly school environment. The following list provides consequences that may be utilized in coordinating a comprehensive and progressive discipline plan:

1. Conferences with parent(s)/legal guardian(s)
2. Consultation with student's counselor
3. Participation in group counseling
4. Utilization of peer facilitator
5. Implementation of conflict resolution
6. Formation of student contract with specific consequences
7. Referral to support or time-out room
8. Assignment to detention before school, after school, or during lunch
9. In-school intervention
10. Participation in Saturday School Programs that deal with:
  - Smoking
  - Attendance
  - Conflict resolution
  - Promoting reasonable choices
11. Withdraw of privileges, i.e., driving to school, extra-curricular activities
12. Short-term removal of technology privileges (including request to technology services department to block network access for portable electronic devices).
13. Implementation of reparations for misconduct or property damage:
  - Repair of damaged property
  - Participation in school community service (summertime included)
  - Restitution through monetary payment
14. Consultation with school psychologist or pupil personnel worker
15. Referral to in-school or community mentor
16. Long-term removal of technology privileges (including request to technology services to block network access for portable electronic devices).
17. Referral to mediation
18. Attendance of parent(s)/legal guardian(s) with student to area where student displays inappropriate behavior, i.e., class, lunchroom, bus, etc.
19. Referral to outside agencies such as Department of Juvenile Services, Carroll County Youth Service Bureau, Department of Social Services, etc.
20. Utilization of a special placement pending parent(s)/legal guardian(s) conference
21. Referral for enrollment in alternate programs, i.e., Gateway School, Flexible Student Support, Crossroads Middle School, Home Teaching, PRIDE.

D. **Time Out (T/O)**

Time out is a short-term behavioral intervention that provides a safe environment to assist a student in calming down, to reassess a situation, and to re-establish internal control in an effort to successfully return the student to the learning environment.



These guidelines should be followed:

1. Assignment to T/O will be made by the classroom instructor. T/O may not exceed the remainder of the current instructional period during which the student was assigned.
2. Accurate records are to be maintained. Each school should keep a record of students assigned T/O via the electronic discipline system.
3. At the end of the assigned instructional period, the student is eligible to return to his/her next instructional period.
4. If it is felt that the student is not available for, or prepared for, continued learning during the next instructional period, an extension of time may be requested by the student or monitoring adult. The student and/or monitoring adult will confer with appropriate school personnel to extend T/O.
5. T/O shall not exceed two (2) instructional periods.
6. If the student is unable to return to his/her educational program after two (2) instructional periods, the appropriate administrator will meet with the student and the student will be assigned appropriate consequences.

E. **Conferring with Teachers:** When a student is referred to an administrator for a disciplinary problem, prior to that student being returned to that teacher's classroom, the administrator or administrator's designee shall confer with that student's teacher and/or other appropriate school personnel. Such conferring may be in person, by phone, by e-mail, or letter, so long as the method chosen provides opportunity for the teacher to respond before the student is returned to the classroom.

F. **In-School Intervention (ISI)**

Assignment to ISI, where students are excluded from their regular classroom(s), does not constitute suspension as defined by COMAR 13A.08.01.11. In such cases, official suspension forms will not be issued.

These guidelines must be followed:

1. Assignment to ISI will be made by an administrator and/or designee.
2. Notification will be provided to parent(s)/legal guardian(s).
3. In-school intervention must include the following:
  - a. a continuance of appropriate progress in the general curriculum
  - b. the provision of special education and related services on the student's Individualized Education Program (IEP) if the student has a disability.
  - c. the provision of instruction commensurate with the program afforded to the student in the regular classroom.
  - d. Participation with peers as they would in their current education program to the extent appropriate.
4. Accurate records are to be maintained. Each school should keep a record of students assigned via the electronic discipline system.
5. With regard to the use of time-out/ISI rooms for special education students, special guidelines have been written and are available in the Special Education Handbook.
6. Students that are placed in ISI shall be marked present.

Note: When all above criteria for ISI are met, ISI shall not constitute a day of suspension.

7. After five days of cumulative ISI, the principal or his/her designee should confer with the student's parent(s)/legal guardian(s) and the student.
8. At ten days of cumulative ISI, the principal or his/her designee must confer with the student's parent(s)/legal guardian(s) and the student, during which:
  - a. a behavior contract must be developed to address the current behavioral issues.
  - b. if a behavior intervention plan is in effect, it must be modified to address the current behavioral issues.

### **III. In-School Suspension Section 7-305, COMAR 13A.08.01.11**

In the above referenced COMAR regulation, “in-school suspension” is defined as the “removal within the school building of a student from the student’s current education program for up to but not more than 10 school days in a school year for disciplinary reasons by the school principal.” An in-school suspension does apply to the IDEA 20 U.S.C. § 1415(K) “10 day rule” for students with disabilities.

When assigning in-school suspension, the following guidelines must be followed:

1. The student must be informed of the reasons for the in-school suspension and given an opportunity to respond.
2. Written notification must be provided to the parent(s)/legal guardian(s) and documented in the electronic suspension system.
3. The current school of enrollment shall make provision for the student’s education during the in-school suspension period.
4. Students who are assigned in-school suspension are not eligible to participate in extra-curricular activities for the period coinciding with assignment of the in-school suspension.
5. Administrators must develop and implement appropriate behavioral programs of positive interventions to address causes of the misbehavior as part of the in-school suspension.

### **IV. Suspension and Expulsion Section 7-305, COMAR 13A.08.01.11 Board of Education Policy JDG**

Although suspending students from school is sometimes necessary, suspension, nonetheless, interferes with the student’s education and should only be invoked under the gravest circumstances. Therefore, overall disciplinary goals, actions, and a range of interventions should be considered.

- A. In those instances when the behavior of a student is disruptive and detrimental to the operation of the school, the student may be suspended or expelled in accordance with the procedures set forth in Education Article, Section 7-305.
- B. Before any case of suspension, a student shall receive oral or written notice of the charges against him/her. If the student denies the charges, he/she shall have the right to an explanation of the evidence supporting the charges and an opportunity to present his/her side of the story. A student whose presence in school poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be removed immediately from school, provided that the notice and hearing required by this subsection is provided as soon as possible.

**Short-Term Suspension:** The removal of a student from school for up to but not more than 3 consecutive school days for disciplinary reasons by the principal.

**Long-Term Suspension:** The removal of a student from school for a time period between 4 and 10 consecutive school days for disciplinary reasons by the principal.

**Extended Suspension:** The exclusion of a student from a student’s regular program for a time period between 11 and 45 school days, which only may occur under the following circumstances:

1. The Superintendent or designated representative has determined that:
  - a. The student’s return to school prior to the completion of the suspension period would pose an imminent threat of serious harm to other students and staff; or
  - b. The student has engaged in chronic and extreme disruption of the educational process that has created a substantial barrier to learning for other students across the school day, and other available and appropriate behavioral and disciplinary interventions have been exhausted.
2. The Superintendent or Designated representative limits the duration of the exclusion to the shortest period practicable; and
3. The school system provides the excluded student with comparable educational services and appropriate behavioral support services to promote successful return to the student’s regular academic program.

**Expulsion:** The exclusion of a student from a student's regular school program for 45 school days or longer, which only may occur under the following circumstances:

1. The Superintendent or designated representative has determined that the student's return to school prior to the completion of the expulsion period would pose an imminent threat of serious harm to other students or staff;
  - a. The Superintendent or designated representative limits the duration of the exclusion to the shortest period practicable; and
  - b. The school system provides the excluded student with comparable educational services and appropriate behavioral support services to promote successful return to the student's regular academic program.

### **Appeal of Short and Long Term Suspensions**

When a student is disciplined, the student will be given notice of the charge against him/her and the opportunity to explain the alleged incident. If the issue is not resolved at this level, it may then be appealed, in writing, to the Principal within three (3) school days. The Principal shall render a decision in writing to all parties involved within five (5) school days of such an appeal. If the student is not satisfied by the Principal's decision, he/she may then appeal the decision, in writing, to the Superintendent of Schools within five (5) school days of the Principal's decision. The appeal will be processed according to the provisions of section 4-205(c) of the Education Article. A decision shall be rendered by the Superintendent, or designee, within fifteen (15) school days of such an appeal. The decision of the Superintendent may be appealed to the Board of Education, if taken in writing within thirty (30) days after the decision of the Superintendent. The decision may be further appealed to the State Board if taken in writing within thirty (30) days after the decision of the County Board of Education or other individual or entity which issued the decision on appeal.

#### Appeals Procedure Steps

- Student Appeals to  
    ↳
- Principal  
    ↳
- Superintendent of Schools  
    ↳
- Board of Education of Carroll County  
    ↳
- Maryland State Board of Education

### **Appeal of Extended Suspension and Expulsion**

The parent(s)/legal guardian(s) will be informed that they may appeal the Superintendent's or Designee's decision to the Board of Education. This appeal must be made in writing within 10 days after the Superintendent's or Designee's decision. An appeal to the Board of Education shall not operate as a stay to the Superintendent's or Designee's decision; thus, the student will remain on suspension. The appellant should be made aware that they have the right to counsel for this final appeal and may also call witnesses. Five days in advance of the hearing, the appellant shall be provided a witness list and a copy of the documents that will be presented at the hearing.

#### **C. Out-of-County or Out-of-State Students**

The Superintendent may deny attendance to any student who is currently expelled or on extended suspension from another school system for a length of time equal to the suspension or expulsion.

### **V. Discipline/Suspension of Students with Disabilities**

Students who have been identified with a disability may be suspended from school no more than ten days in a school year. Upon exceeding ten cumulative days of suspension, an IEP team must determine if the behavior leading to suspension is a manifestation of a student's disability. If the behavior is not a

manifestation of a student's disability, the student may be suspended like any other student, as long as educational services are provided. If the behavior is a manifestation of a student's disability, the IEP team must follow certain procedures to review the IEP. In addition, a special education student may be removed to a 45 day interim alternative educational setting when possessing drugs, a weapon, or causing serious bodily harm.

**A. Definition of a Student with a Disability:**

A student with a disability includes any student identified by IDEA or Section 504 of the Rehabilitation Act.

Students who have not been determined eligible for special education and who have engaged in a behavior that violates any rule or code of conduct may assert any of the protections provided, if the school had knowledge that the student had a disability before the behavior occurred. Schools have knowledge if, before the behavior resulting in the disciplinary action occurred:

- the parent(s)/legal guardian(s) expressed concern in writing, that their child needed special education and related services, to supervisory or administrative personnel of the school, or a teacher of the student;
- the parent(s)/legal guardian(s) requested an evaluation; or
- the student's teacher or other school personnel have expressed a specific concern about a pattern of behavior demonstrated by the student, to the supervisory or administrative personnel at the school.

Schools are not considered to have knowledge of a disability if:

- the parent(s)/legal guardian(s) refused to allow the school to evaluate their student;
- the parent(s)/legal guardian(s) refused to allow the school to provide special education services; or
- the student has been evaluated and it was determined that he/she was not a student with a disability under IDEA.
- a parent(s)/legal guardian(s) has revoked consent for special education services

If the school does not have knowledge that a student has a disability prior to taking disciplinary action, the student may be subject to the same disciplinary measures as a student without disabilities who engages in comparable behaviors.

If a parent(s)/legal guardian(s) made a request for an evaluation, during the time frame in which their child is subject to disciplinary measures, the evaluation must be expedited. Pending the results, the student remains in the educational placement determined by school authorities. If, based on the school's evaluation and information provided by the parent(s)/legal guardian(s), the student is determined to be a student with a disability, the school is to provide special education and related services. In addition, all of the procedural safeguards regarding discipline of students with disabilities shall apply.

**B. Authority of School Personnel:**

School personnel may remove a student with a disability who violates the code of conduct from the current educational placement for not more than 10 school days at a time in accordance with the discipline policy used for all students, unless it is determined that the removal constitutes a change in placement from the current educational placement to:

- an interim alternative educational setting (IAES);
- another educational setting or
- a suspension of 10 days or more

When removals (10 days or less at one time) accumulate to more than 10 days in a school year, the student's IEP team shall determine the extent of services needed to enable the student to participate in the general curriculum and toward his/her IEP goals.

**Change in Placement:**

Change of placement includes removal for more than 10 consecutive days or a series of removals that accumulate to more than 10 days in a school year. School personnel may consider unique circumstances on a case-by-case basis whether a change in placement is appropriate for a student with a disability who violates the code of conduct. Upon a change in placement (a removal for more than ten consecutive school days or for more than ten days in a school year), a manifestation meeting must be held. (See below for details). When a student is removed for more than 10 days, that results in a change in placement, whether or not the behavior is a manifestation of the disability, or when a student is removed to an interim alternative educational setting, (IAES) for drugs, weapons, or serious bodily injury, the student continues to receive services to enable him/her to continue to participate in the general education curriculum although in another setting to progress toward meeting the goals set out in his/her IEP. The student must also receive, as appropriate, a Functional Behavioral Assessment (FBA) and behavior intervention services and modifications designed to address the behavior violation so that it does not reoccur. The IEP team determines appropriate services and the location in which the services will be provided.

**Note: Bus Suspensions**

If a special education student, who has bus transportation written in his/her IEP, is suspended from the bus and does not attend school that counts as a day of removal/suspension from school. If the student does not have bus transportation written in his/her IEP, the bus suspension does not count as a removal/suspension from school.

**C. Manifestation Determination:**

Within 10 school days of any disciplinary action that results in a change of placement because of a violation of the code of conduct, the student's IEP team must review all relevant information in the student's file, including his/her IEP, any teacher observations and any relevant information provided by the parent(s)/legal guardian(s), to determine if the conduct in question was:

- Caused by or had a direct and substantial relationship to the student's disability; or was,
- The direct result of the school's failure to implement the student's IEP.

If the IEP team determines that either of the above statements is applicable, the conduct shall be determined to be a manifestation of the student's disability. If the conduct was a manifestation of the student's disability, the IEP team must:

- Conduct a functional behavioral assessment and implement a behavioral intervention plan for the student, if the school had not previously done so,
- Review the student's behavior intervention plan if he/she already has such a plan and modify it, as necessary to address the behavior; and
- Return the student to the placement from which he/she was removed, unless the parent(s)/legal guardian(s) and school agree to a change of placement as part of modifying the student's behavioral intervention plan, except when the student has been removed to an interim alternative educational setting for drugs, weapons, or serious bodily injury.

If the behavior is not a manifestation of the student's disability, school personnel may discipline the student in the same manner as other students, except appropriate educational services must continue.

**D. Change of Placement to an Interim Alternative Education Setting (IAES):**

School personnel may remove a student to an interim alternative educational setting for up to 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability, in cases where the student:

- Carries a weapon to or possesses a weapon at school, on school premises, or at a school function under the jurisdiction of a State or Local Education Agency. (Weapon has the meaning given the term "dangerous weapon" under paragraph (2) of the first subsection (g) of section 930 of title 18, United States Code).

- Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a State or Local Education Agency. (Controlled substance means a drug or other substance identified under schedules I, II, III, IV, or V in section 202 (c) of the Controlled Substances Act [21 U.S.C. 812 (c)]. Illegal drug means a controlled substance, but does not include a substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the IDEA or under any other provision of federal law).
- Has inflicted serious bodily injury upon another person while at a school, on school premises, or at a school function under the jurisdiction of a state or local education agency.

### **Appeal of Disciplinary Action:**

If parent(s)/legal guardian(s) disagree with a decision regarding a manifestation determination or with any decision regarding placement for disciplinary reasons, the parent(s)/legal guardian(s) may file a due process complaint with the Office of Administrative Hearings (OAH) and Carroll County Public Schools (CCPS). If CCPS believes that maintaining the current placement of the student is substantially likely to result in injury to the student or others, CCPS may file a due process complaint with OAH and the parent(s)/legal guardian(s).

An Administrative Law Judge (ALJ) following the procedures described in Resolving Disagreements in the Special Education Manual, with the following exception, conducts the due process hearing. The hearing shall occur within 20 school days of the date of the hearing request and shall result in a determination in 10 school days after the hearing. In making a determination in a disciplinary appeal, the ALJ may:

- Return the student to the placement from which he/she was removed; or
- Order a change of placement of the student to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement of the student is substantially likely to result in injury to the student or others.

When a due process complaint is requested by either the parent(s)/legal guardian(s) or school, the student remains in the interim alternative educational setting pending the decision of the ALJ or until the expiration of the time period provided (no more than 45 school days), whichever comes first, unless the parent(s)/legal guardian(s) and school agree otherwise.

**Referral to and Action by Law Enforcement and Judicial Authorities:** IDEA does not prohibit public agencies from reporting a crime to appropriate authorities and law enforcement. Judicial authorities may exercise their responsibilities in applying federal and state law to crimes committed by a student with a disability. Any agency reporting a crime shall supply copies of the student's special education and disciplinary records to the appropriate authorities to the extent allowed by COMAR 13A.08.02, Student Records, with parent(s)/legal guardian(s) consent, or in accordance with exceptions to parent(s)/legal guardian(s) consent specified in the policy.

**VI. Student Discipline Records:** Discipline records will be maintained in a separate file from the cumulative record.

A. Records maintained for disciplinary purposes fall into two (2) categories:

1. Suspension Notices (Called Discipline Records by MSDE) - includes information which supports or verifies the in-school suspension or out-of-school suspension (for 1 or more days) or expulsion of a student; at a minimum this information must include a description of the student's behavior that resulted in disciplinary action, and a copy of the correspondence sent to the parents/legal guardians informing them of the student's suspension or expulsion. (Note: "reportable offenses" are specifically excluded from being part of the student record.) Discipline information must include suspension and extended suspension and expulsion information.
  - a. Suspension notices shall be maintained in the student's cumulative folder.
  - b. Suspension notices must be maintained through the age of 21.

2. Other Disciplinary Information - includes information regarding actions other than suspension or expulsion taken to correct the student's behavior, and information describing the student's behavior that resulted in disciplinary action. This information may include: office referrals, exclusion from the classroom, detentions, etc.
  3. Transfer – Suspension Notices – current year
    - a. Electronic Discipline Records shall be maintained through the age of 21.
    - b. Hard copies/files shall be maintained for two years beyond the current school year.
- B. Drug/Alcohol and violence offenses are disciplinary records and are cumulative over a student's school career, beginning with the age of responsibility (seven years of age).
- C. Suspension notices must be sent to other schools or other school systems when a student transfers. In addition, the student's current discipline report in the electronic discipline system and the previous year's report should be sent to the receiving school.

# STUDENT / PARENT HANDBOOK



Carroll County Public Schools  
Building the Future



### **ACADEMIC HONESTY**

*Academic honesty* is an essential part of any school community. Carroll County Public Schools seeks to promote the importance of honesty as a basis of respect and cooperation among all of its members. All parties – students, teachers, administrators, and staff – have the obligation to act in a consistently honorable manner with one another. Academic dishonesty/cheating, in any form on a graded assignment, will not be tolerated. Examples include, but are not limited to; turning in work as your own when someone else has done all or part of the assignment, knowingly giving or receiving information about answers to homework, quizzes, or tests, and plagiarism. Schools develop honor codes to encourage students to value personal integrity and to emphasize the responsibility that individuals have for their own honesty. All students need to be fully aware of definitions and expectations related to their specific school's honor code. Questions should be directed to school administrators.

### **ALTERNATIVE PROGRAMS**

Should a student's behavior, academic or social-emotional needs warrant placement outside of the regular classroom, Carroll County Public Schools (CCPS) may place the student in an *alternative program*.

### **ATHLETIC FEES**

Each student involved in an interscholastic team will be responsible for paying a fee set by the Board of Education. This fee does not guarantee playing time during game competitions.

### **ATTENDANCE**

Both *absences* and *tardiness* are serious disruptions to the educational process. A student is counted present for a full day if the student is in attendance four hours or more of the *school day*. A student is counted present for 1/2 day if in attendance for at least two hours of the *school day*, but less than four hours. A student is counted absent when in school less than two hours of the *school day*. When students are absent, arrive late, or leave school early, their parent(s)/legal guardian(s) are requested to inform the school the morning of the *absence*.

A student scheduled for less than a full day is to be counted present based on the amount of time he/she is scheduled. Students must be present for that entire block of time in order to be marked present for the day. If the student is absent for 1/2 of the designated time he/she will be absent for 1/2 day. If the student is present for more than 1/2 of the scheduled time he/she will be marked late, but present for the entire day. If the student is present for less than 1/2 of the designated time he/she will be marked absent for that day.

Excused *absences* include illness of the student, death in the immediate family, observance of a religious holiday, a court summons, *suspension/exclusion* for health reasons, and family vacation (when approved in advance). In addition, *absences* will be considered unlawful if the parent(s)/legal guardian(s) does not provide a lawful explanation of the *absence* in a written note, fax, e-mail, or phone call within five days of the student returning to school.

Disciplinary consequences for an unlawful *absence/truancy* may include, but are not limited to, parent(s)/legal guardian(s) *conference*, detention, in school consequences, or Saturday School. Additionally, legal charges against the student and parent(s)/legal guardian(s) may result in detention, confinement in jail or fines. If student *absences* become excessive, the school may require medical verification to excuse further *absences* from school.

### **BULLYING, HARASSMENT, INTIMIDATION, DISCRIMINATION OR HAZING**

Carroll County Public Schools will not tolerate any acts of *bullying, harassment, intimidation, discrimination, or hazing* on the part of students or employees. According to the Annotated Code of Maryland Education Article 7-424 *bullying, harassment, or intimidation* means intentional conduct including verbal, physical, or written conduct or an intentional electronic communication.

*Bullying/Harassment/Intimidation*: According to Annotated Code of Maryland Education article 7-424, as used in this policy, "*bullying, harassment, or intimidation*" means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by

substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is:

- Motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or,
- Threatening or seriously intimidating; and
- Occurs on school property, at a school activity or event, or on a school bus; or,
- Substantially disrupts the orderly operation of a school.

**Electronic Communication:** a communication transmitted by means of an *electronic device*, including but not limited to, telephones, cellular phones, or computers.

**Discrimination:** Unequal or unlawful treatment of persons on the basis of race, color, sex, age, national origin, religion, disability, or sexual orientation.

**Hazing:** Doing or causing any activity which recklessly or intentionally subjects a student to the risk of bodily injury or humiliation for the purpose of initiating into a student group or organization; to *harass*, by exacting unnecessary or demeaning physical or mental work or activity by way of intimidation.

**Sexual Harassment:** Unwelcomed verbal or physical conduct of a sexual nature, by a 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
- Includes but is not limited to:
  - 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, photos, videos, or gestures
  - Physical conduct such as unwanted touching, blocking another's movements, or *sexual assault*
  - Threats or demands for dates or physical contact

**Reporting, Investigating, and Responding to Acts of Bullying, Discrimination, Harassment, Hazing or Hostility:** Any student or group of students who has a complaint regarding an act of *bullying, discrimination, harassment, hazing, or hostility*, at school during school hours or at any school sponsored function by another student, school employee or volunteer, shall report the matter to a school employee or, in the case of *sexual harassment*, the Title IX Coordinator.

Those situations reported by a student, parent, close adult relative, or school staff member of the student on the Harassment/Intimidation Report Form or through the CCPS Bullying Reporting System are to be investigated and documented via the electronic Bullying Reporting System. These forms are available in school administrative and counseling offices, health suites, on the CCPS Quick Links web page <https://mystudent.carrollk12.org/brsxt/> and the back of this handbook.

Following the report, an investigation of the incident will occur.

Interventions for students who *bully*, are bullied, and witnesses who report *bullying* shall include but are not limited to:

- Education of replacement behaviors, empathy, tolerance, and sensitivity to diversity
- Remedial measures to correct bullying behavior, prevent another occurrence, and protect the victim
- Support/school counseling for the victim with protection from retaliation and further episodes of *bullying*
- Utilization of community health and mental health resources as needed

If the student or parent(s)/legal guardian(s) is not satisfied with the outcome, he/she may follow the *Grievance Procedure* listed elsewhere in this handbook. Throughout the investigation, confidentiality will be maintained as much as possible for all persons involved. Disciplinary action will be based upon the severity of the offense. In the case of student offenders, disciplinary action may include a *conference*, verbal or written reprimand, assignments to promote student understanding and empathy, conflict resolution, counseling referrals, detention, classroom *exclusion*, *suspension* or removal from a club or team to which the misconduct is connected, *suspension* from school, *expulsion*, or other action deemed appropriate.

**Please Note:**

1. Insisting that behaviors or actions were “misunderstood” does not excuse or reduce responsibility for the behavior.
2. Students have the right to report actions and misconduct addressed by this regulation without fear of reprisal or retaliation.

### **CUSTODY OF STUDENTS**

When parent(s)/legal guardian(s) are separated or divorced, either parent(s)/legal guardian(s), regardless of custodial status, may inspect and review his/her child’s school record unless there is a court order, or other legal document, which specifically denies such access by one of the parent(s)/legal guardian(s). Unless otherwise specified in a court order: The custodial parent/legal guardian shall make all educational and medical decisions for the child.

- The non-custodial parent may visit the school/observe instruction, attend *conferences*, view school records, and receive school communications.
- A non-custodial parent or step-parent may pick a child up from school with permission of the custodial parent.
- Persons sharing joint custody may both make educational and medical decisions. If parents disagree, the decision of the resident parent will be recognized and implemented, as appropriate. Consent/requests/decisions from either parent are sufficient.

Please refer to the Student Services Manual for complete administrative regulations pertaining to custody.

### **DETECTION DOGS**

The Carroll County Board of Education has approved a policy that permits the use of detection dogs for drug deterrence and investigations for *drugs* and *explosive* devices. Upon mutual agreement by school and law enforcement officials, drug detection dogs will be used by the police to scan students’ lockers and cars on school parking lots.

Students will not be scanned. 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. Police officers shall conduct *searches* of students’ vehicles and school premises in accordance with their established policies and procedures consistent with COMAR 13A.08.01.14D.

A reasonable attempt will be made to contact a parent(s)/legal guardian(s) of the student involved to provide information related to the reason for the search and the outcome of the search. All items that are the object of the search and unlawful items found during the search will be seized and turned over to police. See Search and Seizure section for more information.

### **DRESS CODE**

Students of Carroll County Public Schools are required to groom themselves in a manner that is modest, clean, appropriate, decent and not disruptive to the educational process. Students are expected to abide by this dress code from their arrival to the school building until the end of the *school day*. Requirements include, but are not limited to:

**Head Coverings** – Hats, sunglasses, or *head coverings* of any kind, including bandanas and visors, shall not be worn in the school building unless approved for religious or medical reasons. Certain headbands, scrunchies, etc., which are used to hold hair in place and do not cover the entire head, are permitted.

**Shirts** – Shirts shall:

- Cover the entire back, i.e., no cutout backs, no shirts that tie in back
- Cover the *midriff area*, i.e., bottom of the shirt must meet the top of the lower attire at all times
- Cover undergarments, (tank-top undershirts and skin-tight compression shirts are considered undergarments and must have a shirt over them)
- Not be see-through
- Fit modestly so that cleavage area is covered
- Have two straps, one on each shoulder (no tube tops or halter tops)

**Skirts/Skorts/Shorts/Pants:**

- Skirts, skorts, and shorts should not be excessively short. The guideline for “excessively short” is clothing that does not reach the student’s fingertips when the student is standing with arms extended at the side.
- Pants shall cover undergarments at all times and not be excessively long so that they drag on the floor.

**Other:**

- No shoes with wheels shall be worn.
- No bedroom slippers or pajamas shall be worn.
- No chains which could inflict significant bodily harm if used as *weapon*, spiked clothing or accessories shall be worn.
- No mutilated, cutout or ragged clothing shall be worn that exposes bare skin between the upper chest and mid-thigh or creates a significant distraction.
- Underwear shall not be showing and shall not be worn as outerwear.
- Clothing shall not convey advertisements for condoms or other birth control devices, tobacco, alcohol, drugs, or *weapons* stated or implied.
- Clothing shall not convey symbols or messages generally accepted to promote intolerance, hate, racial slurs, or *sexual harassment*.
- Clothing shall not convey establishments or products whose names can be directly interpreted or construed as carrying a “double meaning” involving sexual innuendo, gang symbols, or *sexual activity*.

**Violations:** A student found wearing inappropriate clothing will be asked to change or remove the item and will be given the opportunity to do so. Should the student not be able to change or remove the item, clothing may be provided by the individual school. All student dress code violations will be addressed in a respectful manner. Students who fail to cooperate will be referred to an administrator. Any student not complying with the direction of the administrator may be considered insubordinate and subject to appropriate disciplinary action. The Superintendent/Designee may enforce additional restrictions in order to maintain a safe and secure environment.

**Request for Exceptions:** Exceptions to the dress code for the purpose of school spirit activities by clubs or organizations will occur at the discretion of the school administration.

### ***DROPOUT AND RE-ENROLLMENT***

The Carroll County Public School System recognizes, as its primary goal, the successful completion of the academic program for each student. To that end, every effort will be made to assist students to succeed in school and attain their high school diploma. When a student experiences academic difficulty, teachers and staff closest to the student are available to help and to devise intervention strategies. In the event a parent(s)/legal guardian(s) and student request permission for the student to drop out of school, an exit interview will be conducted and every effort will be made to keep the student enrolled. However, a parent(s)/legal guardian(s) has the right to decide to allow his/her child (17 years old or older) to withdraw from Carroll County Public Schools. In the case of withdrawal, a student will be provided information on educational options, including the GED.

If a student wishes to re-enroll after withdrawing from Carroll County Public Schools, he/she can do so only by returning through a probationary placement in a program offered through the Student Services Department. By demonstrating regular attendance, appropriate behavior, and measured achievement during his/her probationary placement, a student may be permitted to return to a comprehensive high school. Exceptions for special education and 504 students may be made depending on the student's *IEP/504* needs.

### ***ELECTRONIC DEVICES (OTHER)***

- A. **Laser pointers** - are prohibited on school property and will be confiscated if brought onto school premises. Other consequences, as listed for camera/smart phones, may also be enforced. Portable video games and other non-instructional *electronic devices* are prohibited during class time. These may be confiscated and returned to a student's parent(s)/legal guardian(s) if used inappropriately.
- B. **Video Games and Video Cameras** - permission of the principal is required prior to bringing either to school due to the potential distractions.

### **ELIGIBILITY – *EXTRACURRICULAR ACTIVITIES* – HIGH SCHOOL**

*Participation in extracurricular activities*, public performances, and/or student leadership positions is regarded as an important privilege for students. *Participation* in such activities supports students' personal growth and achievement and also gives students the opportunity to be representatives of and ambassadors for their school. Carroll County Public Schools is committed to developing and maintaining a high level of confidence by the student body and the school community. Therefore, students who desire to participate in *extracurricular activities* are expected to meet standards in three major areas: academics, attendance, and conduct. Failure to meet appropriate standards in any one, or more, of these areas will result in a student losing the privilege of fully participating in *extracurricular activities*.

#### **I. Policies related to this regulation**

- Board of Education Policy ADD - Serious Threats and Violent Acts Prohibited
- Board of Education Policy JK – Discipline
- Board of Education Policy JPA - Substance Abuse
- Board of Education Policy JFCG - Possession and/or Use of Tobacco on School Property

#### **II. Definition of *Extracurricular Activities***

*Extracurricular activities* include, but are not limited to: participating in competitive activities, events or activity practices, and other student activities; performing in public beyond the class culminating performances; and/or, representing the school in an elected or appointed *leadership* position. Activities that are graded as part of a credit bearing class do not constitute *extracurricular activities*.

#### **III. Other Definitions**

- *Academic Eligibility Time Period*: the period of time between report card issue dates.
- *Constructive Possession*: failure to remove oneself as quickly and safely as possible from a person, area, or situation where *alcohol/drugs* are illegally possessed.
- *Curricular Activities*: those activities that are part of a credit bearing class whether they occur during the *school day* (e.g.; field trips), or outside the *school day* (e.g.; concerts). Music courses with a performance component will have one school concert near the end of each semester and one county-level assessment per year which are curricular. Music performances and activities beyond those stated in this definition are extracurricular.
- *Eligible*: meets the criteria to fully participate in *extracurricular activities*. In accordance with the Maryland Public Secondary Schools Athletic Association (MPSSA), students in grades 9 – 12 may be considered eligible for a maximum of four seasons in any one sport or activity.
- *End of Marking Period*: the date set by Carroll County Public Schools as the end of each grading period.
- *Full-Time Student*: enrollment of a student for more than fifty percent of the class periods occurring in a *school day* at a particular school; of the classes scheduled, more than fifty percent of the classes shall be credit bearing (i.e. in a four mod day, a student enrolled in 3 classes must

have at least 2 credit bearing classes; a student enrolled in 4 classes must have at least 3 credit bearing classes).

- *Ineligible*: does not meet the criteria to participate in any way in *extracurricular activities*.
- *Interim Report Period*: A formal grade reporting date established for all schools that identifies the midpoint of a marking period.
- *Leadership*: elected or appointed student positions in school or county organizations which have, by the nature of the position, a *leadership* role (e.g.; SGA, class officer).
- *Marking Period*: a period of time, approximately nine school weeks in length, for which grades are calculated and then posted.
- *Participation*: involvement in one or more school sponsored events or activities.
- *Restricted Eligibility*: Student is not fully eligible to participate in *extracurricular activities*. Limited participation as part of a school sponsored team or group. May not participate in competition, public performances or leadership roles, but may participate in meetings and practices.
- *School Day*: one of the completed state mandated days of attendance as indicated on the official Carroll County Public Schools' calendar. Eligibility shall be regained at the beginning of the next *school day* following the period of ineligibility. Please Note: Inclement weather days do not count as a *school day* in this regulation.

#### **IV. General Standards, Guidelines, Information**

- A student shall be enrolled as a *full-time student* in order to be *eligible* to participate in *extracurricular activities*.
- A student shall be enrolled full-time in the school offering the activity in which the student wishes to participate.
- When a student is granted out-of-district enrollment based on an exception to Board of Education Policy JEA: Students Attending Schools Out of Attendance Areas, the student must continue to meet the conditions of the granted exception in order to maintain eligibility to participate in *extracurricular activities*. Failure to continue to meet the criteria under which the enrollment exception was granted shall result in immediate loss of eligibility to participate in *extracurricular activities*. In order to regain eligibility to participate in *extracurricular activities*, given that he/she meets all other eligibility requirements, the student must enroll in the school designated for the attendance area in which he/she resides. (See VI Exception)
- A student entering Carroll County Public Schools as a transfer student shall meet the same eligibility requirements as all other students enrolled in Carroll County Public Schools.
- Failure to meet appropriate standards in any one, or more, of the areas outlined in this regulation will result in a student losing the privilege of participating in *extracurricular activities*.
- The principal, in consultation with the appropriate Director, may declare a student *ineligible* due to the student violating Carroll County Public Schools' policies and regulations not otherwise addressed in this regulation.
- Any student who is ineligible but participates in a contest/activity while ineligible shall cause the team/group to forfeit that contest/performance (MPSSAA Policy).
- A specific team membership, athletic position, performance role, *leadership* position, etc. may or may not be available for the student to resume, upon regaining eligibility.
- Each elementary and middle school has specific guidelines and requirements for one or more *extracurricular activities* offered at that school.

#### **V. Eligibility Based on Academics, Attendance, Conduct**

##### **A. Academic Based Eligibility**

##### **1. Eligibility Standards, Guidelines, Information**

- A student becomes *ineligible* for academic reasons if he/she earns less than a 2.0 weighted GPA for that *marking period* or receives a grade of 'F' for any course in which the student is enrolled during the *marking period*.

- A grade of Incomplete (I) is considered an F until the work is satisfactorily completed, unless an exception is made by the principal due to extenuating circumstances such as an extended illness.
- An indication of Withdrawal Failing (WF) is considered an F for the specific *marking period* in which it is received.
- All students entering 9th grade for the first time are eligible based on academics, during the first *marking period* of the 9th grade school year.
- Quarter grades are used to determine eligibility. Eligibility for the first quarter of the year is based upon the fourth quarter grades of the previous year.
- Summer school grades do not replace fourth quarter grades of the school year and, therefore, do not impact a student's eligibility status.
- For students enrolled in concurrent enrollment course work at the college level, the final grade will determine the student's eligibility, since quarter grades are not generated from the college.

## **2. Administrative Procedures**

- The principal (or designee) will determine the eligibility status of students upon the issuance of report cards.
- The principal (or designee) will generate an "Ineligible List" for use by coaches and other extracurricular advisors and revise the list as needed (e.g.; due to the resolution of incomplete grades).
- Students who have lost eligibility for academic reasons shall not:
  - Be a participant in a public performance for any *extracurricular activity*.
  - Travel with a group/team for any *extracurricular activity*.
  - Participate in any *extracurricular activity* including practice if the student is on an athletic team or other group for which there is a scheduled practice.
- Students who become *ineligible* for academic reasons may request in writing to the principal to be placed on restricted eligibility one time during their high school career. If the student does not achieve at least the minimum academic weighted 2.0 GPA with no F's at the next *interim report period*, he/she will become *ineligible*.

## **3. Regaining Eligibility**

Students will regain eligibility when a report card is issued which indicates the student meets academic *eligibility* requirements and upon approval of the principal in consultation with the coach/advisor. As an incentive for academic performance, a student will regain academic eligibility at the end of the *interim report period* if the student has achieved at least the minimum academic weighted 2.0 GPA with no F's and upon approval of the principal in consultation with the coach/advisor. Requests to regain eligibility at *interim report period* must be made to the principal by the student.

## **B. Attendance Based Eligibility**

### **1. Eligibility Standards, Guidelines, Information**

- A student shall be in attendance for his/her scheduled full day in order to participate in any *extracurricular activity* occurring on that school day.
- Students who are tardy to school or leave early are not eligible to participate in *extracurricular activities*.
- A student shall participate in all normal school activities during the *school day* in order to participate in any *extracurricular activity* occurring on that *school day*.

### **2. Administrative Procedures**

- Any student who is *ineligible* due to attendance reasons who then participates in an *extracurricular activity* shall be restricted from participating for a minimum of one additional contest/activity.
- A principal may allow an exception for approved professional appointments.

### **3. Regaining Eligibility**

- Students regain eligibility based on being in attendance for a scheduled full day and participating in all normal school activities on that day.

## C. Conduct Based Eligibility

### 1. Eligibility Standards, Guidelines, Information

- Students shall follow Carroll County Public Schools' discipline policies and regulations as outlined in the Board of Education Policies and Administrative Regulations Manual, the Student Services Manual, and the Student/Parent Handbook.
- Students who violate Board of Education Policies ADD, JK, JPA, and/or JFCG, the related administrative regulations, and/or the conduct based criteria for eligibility outlined herein shall be *ineligible* in some form to participate in any *extracurricular activity* as specified below.
- Conduct violations are outlined in three categories with specific consequences for the first offense and subsequent offenses.
- Violations are cumulative for the entire high school career of the student according to the attached charts of cumulative offenses. However, Category 1 offenses are not cumulative with Category 2 and Category 3 offenses.
- Violations in the spring season will carry over into the fall season.

### 2.1 Administrative Procedures for Category 1 Violations

Category 1 Violations include:

- Smoking or possession of tobacco products on school property or at school sponsored events;

#### a. First Offense Category One Violation – The student:

- Shall be placed on *restricted eligibility* for 5 school days. In addition, at the discretion of the principal, the student may be restricted from participating in dances, proms and other student activities not otherwise listed in this regulation.
- May attend as an observer, but may not participate in a competition or public performance of the team/group for which the student is a member. The student may travel, sit with the team/group, and be in uniform.

#### b. Second Offense Category One Violation – The student:

- Shall be placed on *restricted eligibility* for 15 school days. In addition, at the discretion of the principal, the student may be restricted from participating in dances, proms and other student activities not otherwise listed in this regulation.
- May attend as an observer, but may not participate in a competition or public performance of the team/group for which the student is a member. The student may travel, sit with the team/group, and be in uniform.

#### c. Third and Subsequent Offense Category One Violation – The student:

- Shall be placed on *restricted eligibility* for 45 school days. In addition, at the discretion of the principal, the student may be restricted from participating in dances, proms and other student activities not otherwise listed in this regulation.
- May attend as an observer, but may not participate in a competition or public performance of the team/group for which the student is a member. The student may travel, sit with the team/group, and be in uniform.

### Cumulative Offense Chart

#### Category 1

Category 1	
Offense#	School Days of Restricted Eligibility
1	5
2	15
3 or more	45



## 2.2 Administrative Procedures for Category 2 Offenses

Category 2 violations include:

- *Constructive possession* on school property or at school sponsored events;
- Unauthorized possession or use of one's own prescription medication, on school property or at school sponsored events;
- Violations resulting in suspension under the *serious threats of violence* regulations or *violent acts* regulations
- Possession or use (or demonstrating effects of use) of over-the-counter *drugs/medications*, in excess of the recommended dosage, on school property or at school sponsored events;
- Distribution of over-the-counter *drugs* on school property or at school sponsored events.

### A. First Offense Category Two Violation – The student:

- Shall be placed on *restricted eligibility* for 15 school days. In addition, at the discretion of the principal, the student may be restricted from participating in dances, proms and other student activities not otherwise listed in this regulation.
- May attend as an observer, but may not participate in a competition or public performance of the team/group for which the student is a member. The student may travel, sit with the team/group, and be in uniform.

### B. Second Offense Category Two Violation – The student:

- Shall be placed on *restricted eligibility* for 45 school days. In addition, at the discretion of the principal, the student may be restricted from participating in dances, proms and other student activities not otherwise listed in this regulation.
- May attend as an observer, but may not participate in a competition or public performance of the team/group for which the student is a member. The student may travel, sit with the team/group, and be in uniform.

### C. Third Offense Category Two Violation – The student:

- Shall be considered *ineligible* for the remainder of his/her high school career.
- In addition, at the discretion of the principal, may be restricted from participating in dances, proms and other student activities not otherwise listed in this regulation.

## 2.3 Administrative Procedures for Category 3 Offenses

Category 3 Offenses include:

- Possession, use, (or demonstrating effects of use) manufacturing, attempted distribution or distribution of any controlled dangerous substance, *drug paraphernalia*, *inhalants*, look- alike *drug* or *alcohol* on school property or at school sponsored events;
- Attempted distribution or distribution of prescription medicine on school property or at school sponsored events;
- Possession or use (or demonstrating effects of use) of medicine, prescribed for another, on school property or at school sponsored events;
- Use (or demonstrating effects of use) in excess of recommended dosage or misuse of one's own prescription medicine on school property or at school sponsored events.

### A. First Offense Category Three Violation – The student:

- Shall be placed on *restricted eligibility* for 45 school days. In addition, at the discretion of the principal, the student may be restricted from participating in dances, proms and other student activities not otherwise listed in this regulation.
- May attend as an observer, but may not participate in a competition or public performance of the team/group for which the student is a member. The student may travel, sit with the team/group, and be in uniform.

### B. Second Offense Category Three Violation – The student:

- Shall be considered *ineligible* for the remainder of his/her high school career.
- In addition, at the discretion of the principal, the student may be restricted from participating in dances, proms and other student activities not otherwise listed in this regulation.

**Cumulative Offense Chart**  
**Category 2 & Category 3**

Category 2		Category 3		Mixed: Category 2 Then Category 3		Mixed: Category 3 Then Category 2	
Offense #	School Days	Offense #	School Days	Category/ Offense #	School Days	Category/ Offense #	School Days
1	15 Restricted Eligibility	1	45 Restricted Eligibility	Category 2 First Offense	15 Restricted Eligibility	Category 3 First Offense	45 Restricted Eligibility
2	45 Restricted Eligibility	2	Ineligible for Entire Career	Category 3 First Offense	45 Restricted Eligibility	Category 2 First Offense	45 Restricted Eligibility (due to progressive discipline and offenses being cumulative)
3	Ineligible for Entire Career	---	---	Any Third Offense	Ineligible for Entire Career	Any Third Offense	Ineligible for Entire Career

### 3. Regaining Eligibility

- A student will regain eligibility for *extracurricular activities* only by successfully serving the time period of ineligibility, adhering to all appropriate policies and regulations, and complying with and completing substance abuse screening, assessments and recommended treatment.
- During the period of ineligibility, if a student is suspended from school for any reason, the length of ineligibility shall be extended for an additional ten (10) *school days*.
- A student shall not regain eligibility at any time after a third offense Category Two violation, second offense Category Three violation, or a third offense in any combination of the two categories.

### VI. Exception

- Exceptions to this regulation shall be made as authorized by the appropriate School Level Director.
- After two successful calendar years from the date of sanctions, a student who is deemed *ineligible* for their entire career may petition the Superintendent in writing to regain eligibility. If eligibility is reinstated, any further violation in any category shall result in loss of eligibility for the remainder of the student's high school career.

### VII. Additional Information

- Violations of other disciplinary regulations, or behavior which is disruptive or detrimental to the operation of the school or the *extracurricular activity*, by a participant or a spectator will result in disciplinary action commensurate with the seriousness of the offense. That disciplinary action may range from a reprimand to permanent *exclusion* from the activity, and, for a student, loss of eligibility up to and including *suspension* from school as appropriate.
- The athletic director, coach or advisor may implement additional training rules and/or other regulations, with final approval of the school principal, which, if not adhered to, may impact eligibility.
- A student may be removed from a *leadership* role for misconduct, and/or violations of disciplinary regulations not otherwise outlined in this regulation. Decisions regarding such removal will be made by the principal, with input from the coach/advisor.

### **EXCLUSION, SECLUSION AND PHYSICAL RESTRAINT**

Any continuum of behavior prevention, intervention and support should be a proactive approach that emphasizes primary prevention, systematic intervention, and on-going support. *Exclusion, seclusion, and physical restraint* shall only be used:

- After less restrictive or alternative approaches have been considered or attempted, and have been determined to be inappropriate
- In a humane, safe, effective manner

*Seclusion* is prohibited unless:

- There is an emergency situation and *seclusion* is necessary to protect a student or another person after other less intrusive interventions have failed or been determined to be inappropriate, or
- The student's *IEP* or Behavioral Intervention Plan describes the specific behaviors and circumstances in which *seclusion* may be used, or
- Parents/legal guardians have provided written consent for use of *seclusion*

The *physical restraint* regulations detailed below are not an attempt to prohibit all physical contact between student and staff. For example, touches on the shoulder or an appropriate hug are outside of this definition.

*Physical restraint* does not include:

- Briefly holding a student in order to calm or comfort the student
- Holding a student's hand or arm to escort the student safely from one area to another
- Moving a disruptive student who is unwilling to leave the area if other methods, such as counseling, have been unsuccessful, or
- Intervening in a fight in accordance with Education Article 7-307

The use of *physical restraint* is limited to those situations where:

- There is an emergency situation and *physical restraint* is necessary to protect a student or other person from imminent, serious physical harm after other less intrusive, non-physical interventions have failed or been determined to be inappropriate, or
- The student's Behavioral Intervention Plan or *IEP* describes the specific behaviors and circumstances in which restraint may be used, or
- The parents/legal guardians of a non-disabled student have otherwise provided written consent to the use of *physical restraint* while a behavior intervention plan is being developed

In applying *physical restraint*, school personnel shall only use reasonable force as is necessary to protect a student or other person from imminent, serious physical harm. If *physical restraint* is used with special education students, additional procedures set forth in the Special Education Handbook shall be followed.

Each time *seclusion* or restraint is used, parent(s)/legal guardian(s) shall be provided oral/written notification within 24 hours, unless otherwise provided for in a student's Behavioral Intervention Plan or *IEP*.

### **FOOD/FOOD ALLERGIES**

Because of the increase in food allergies/sensitivities that have serious health implications, parent(s)/legal guardian(s) and students are prohibited from sharing food items with other students. No food may be brought to school to share with others unless approval has been granted in advance by the school principal.

### **GANGS, GANG ACTIVITY AND SIMILAR DESTRUCTIVE OR ILLEGAL GROUP BEHAVIOR**

The Board of Education of Carroll County is committed to establishing and promoting a safe, non-threatening environment for all students to learn. Therefore, the Board believes that *gang* activity and similar destructive or illegal group behavior present a threatening and potentially dangerous learning environment and will not tolerate such conduct on the part of any student or visitor. It is the Board's intent to provide to all staff and students a work and learning environment free from such acts. Information contained in these regulations may be found in the following locations: Student Services web page and the online policy book: [www.boarddocs.com/mabe/ccps/board.nsf/policybooks](http://www.boarddocs.com/mabe/ccps/board.nsf/policybooks).

Any student, parent(s)/legal guardian(s), or staff member having inquiries regarding the application of these regulations should contact the Principal or the Director of Student Services.

### **GRADING AND HOMEWORK**

Effective communication among educators, students, and parent(s)/legal guardian(s) enhances the teaching-learning process. Report card grades are an effective way to communicate a measure of student achievement of course objectives and provide feedback and guidance regarding student learning. Meaningful homework assignments can have a positive impact on student learning. It is the policy of the Board of Education that report

card grades be as pure a measure as possible of student achievement in mastering content standards and course outcomes.

In addition, homework assignments shall be meaningful; that is, they shall be related to course outcomes, rigorous and relevant to students, and differentiated, as appropriate, to account for individual differences among students. Further information is available in the administrative regulations to Board of Education Policy: IKAB.

The Home Access Center (HAC) is Carroll County Public Schools' parent and student portal. This online feature gives parent(s)/legal guardian(s) the ability to access information about their student such as attendance, report cards, progress reports, schedules, and classwork. Assessment scores and transcript information for high school students are also available. To register for the HAC go to [www.carrollk12.org](http://www.carrollk12.org) and click the Home Access Center link.

### **GRIEVANCE AND APPEAL PROCEDURES**

*Grievance* and *appeal* procedures exist to give students the opportunity to resolve a complaint regarding an alleged violation, misinterpretation, or inequitable application of an established school rule, regulation, policy, or administrative regulation. At any level of the *grievance* or *appeal* procedure, the student has the right to involve a representative (parent(s)/legal guardian(s), etc.) on his/her behalf. Students have the right to frankly discuss their problems and concerns with staff members without fear of retribution.

#### **Grievance Procedure**

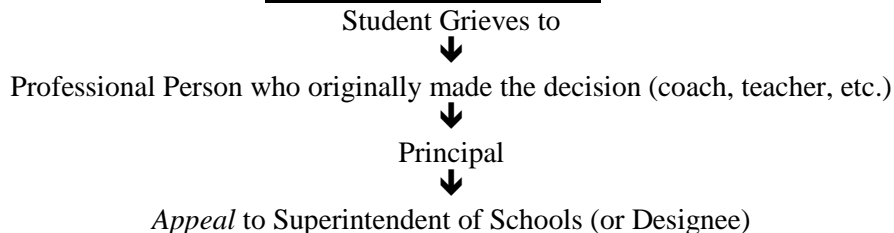
**The *grievance* procedure serves to resolve complaints about decisions made by school staff regarding school or Student/Parent Handbook rules or regulations** (membership on a team, classroom rules, etc.).

The student is first encouraged to discuss the issue in question with the professional person (teacher, or other staff member) who originally made the decision, in an effort to resolve the issue at the lowest level. If the issue has not been resolved at this level, it may then be grieved, in writing, to the principal within three (3) *school days* of the date on which a resolution could not be reached.

The principal shall render a decision in writing to all parties involved within five (5) *school days* of the receipt of the written *grievance*. If the student is not satisfied with the principal's decision, he or she may then file an *appeal*, in writing, to the Superintendent of Schools within five (5) *school days* of the principal's decision.

The *appeal* will be processed according to the provisions of Section 4-205(c) of the Education Article. A decision shall be rendered by the Superintendent or designee within fifteen (15) *school days* of the receipt of the written *grievance*.

#### **Grievance Procedure Steps**



*Note: In each high school, a trained peer facilitator will be available to assist a student in understanding and implementing the grievance procedure.*

#### **Appeal Procedure**

The *appeal* procedure serves to resolve complaints regarding discipline of students (*suspension, extended suspension, expulsion*, etc.) initiated by administrators relating to established policy or administrative regulation.

An *appeal* does not stay the principal's decision on a suspension or other matter.

**See Code of Conduct for more information.**

## **MARYLAND YOUTH CRISIS HOTLINE**

**1-800-422-0009**

Community Crisis Services, Inc. is a non-profit center that is a one-stop calling center for information and compassionate assistance for those in crisis. Calling the Hotline will help individuals and families to access the mental health services and social service organizations within the community. The Community Crisis Services, Inc. is available 24 hours a day, 365 days a year for anyone facing crisis and personal turmoil.

You may call 2-1-1 to speak with a Hotline Specialist or dial the statewide crisis hotline at 1-800-422-0009. The Maryland Youth Crisis Hotline also has an on-line crisis chat service available Monday through Friday from 4:00pm – 9:00pm. The webpage is: [www.help4mdyouth.org](http://www.help4mdyouth.org).

### **MEDICATION FOR STUDENTS WHILE IN SCHOOL**

Parent(s)/legal guardian(s) should make every effort to arrange for medicine to be taken outside of the *school day*. However, there are occasions when it is determined by an approved licensed health care provider that a child must receive medication during the *school day*, either on a regular basis or in the event of an emergency, such as bee stings, asthma or diabetes. When these circumstances occur, the health care provider must give written approval and specific directions regarding administration. Forms for this purpose are available online, from the schools, or from the Student Services Department. These forms are to be used for both prescription and over-the-counter medications.

Students are not allowed to transport medications to or from school. Medication must be brought to school by the parent(s)/legal guardian(s). Depending upon the circumstances, violations of the Medication Policies could be considered a violation of The Carroll County Public Schools' Drug and Alcohol Policies, and carry the same consequences as other drug violations. No medication will be administered by the school unless it is in the original container, marked for the individual student, and accompanied by the appropriate written permission and directions.

Legislation passed in 2013 authorizes school boards to have a policy that will allow auto-injector Epinephrine administered, if available, by trained staff to students perceived to be having a severe allergic reaction (anaphylaxis) regardless if they are known to have severe allergies or not. Carroll County Public schools will have this medication in the schools for such emergencies. This does not relieve the parent(s)/legal guardian(s) responsibility to provide their child's personal medication to treat known allergies.

For the complete medication procedure, please refer to the CCPS website at [www.carrollk12.org](http://www.carrollk12.org).

### **NOTICE OF NON-DISCRIMINATION**

The Board of Education of Carroll County in its operation of the Carroll County Public Schools (CCPS) is firmly committed to creating equal employment and educational opportunities for all persons in its employment practices or in the provision of services, programs, or activities.

CCPS does not discriminate on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, or sexual orientation. CCPS provides nondiscriminatory access to school facilities in accordance with its policies and regulations regarding the community use of schools (including, but not limited to, the Boy Scouts).

CCPS maintains all of its policies and practices in strict compliance with all applicable Federal and State civil rights laws, including Titles VI and VII of the Civil Rights Act of 1964, Titles I and II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Education Act, Title IX of the Education Amendments of 1972, and Title 20 of the State Government Article of the Annotated Code of Maryland.

No person will be denied admission to any school or to any program or course of study in CCPS on a basis that is contrary to any of these stated laws.

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## **TITLES VI AND VII OF THE CIVIL RIGHTS ACT OF 1964**

Titles VI and VII of the Civil Rights Act of 1964 prohibit discrimination in the provision of programs and services (Title VI) and in employment practices (Title VII). All students and employees in the CCPS are covered by these laws. They require that the system must provide equal opportunity in admissions, athletics, counseling, access to courses, and employment policies regarding race, color, or national origin.

For questions or concerns regarding Titles VI and VII, please contact one of the following:

Dana Falls	Jimmie Saylor
Director of Student Services	Director of Human Resources
125 North Court Street	125 North Court Street
Westminster, Maryland 21157	Westminster, Maryland 21157
(410) 751-3123	(410) 751-3070

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## **TITLES I AND II OF THE AMERICANS WITH DISABILITIES ACT**

The CCPS does not discriminate on the basis of disability in employment or provision of services, programs or activities. Persons needing auxiliary aids and services for communication should contact the Office of Community and Media Relations at 410-751-3020 or [publicinfo@carrollk12.org](mailto:publicinfo@carrollk12.org), or write to Carroll County Public Schools, 125 North Court Street, Westminster, Maryland 21157. Persons who are deaf, hard of hearing, or have a speech disability, may use Relay or 7-1-1. Please contact the school system at least one (1) week in advance of the date the special accommodation is needed.

Information concerning the Americans with Disabilities Act is available from the Director of Facilities or the Supervisor of Community and Media Relations.

Raymond Prokop	Carey Gaddis
Director of Facilities	Supervisor of Community & Media Relations
125 North Court Street	125 North Court Street
Westminster, Maryland 21157	Westminster, Maryland 21157
(410) 751-3177	(410) 751-3020

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## **SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination based on disability. Inquiries regarding students' rights related to Section 504 of the Rehabilitation Act of 1973 should be addressed to the CCPS 504 Coordinator. All other Section 504 related questions should be addressed to the Director of Research and Accountability.

M. Dona Foster	Gregory J. Bricca
Supervisor of Compliance and Quality Control /504 Coordinator	Director of Research and Accountability
125 North Court Street	125 North Court Street
Westminster, Maryland 21157	Westminster, Maryland 21157
(410) 386-1822	(410) 751-3068

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## **TITLE IX OF THE EDUCATION AMENDMENTS OF 1972**

Title IX is that portion of the Educational Amendments of 1972 which prohibits discrimination on the basis of sex in educational programs or activities receiving federal funds. All students and employees in Carroll County Public Schools are covered by this law. It requires that the system must provide equal opportunity in admissions, athletics, counseling, access to courses, employment policies regarding marital or parental status of students, and treatment of students. For questions or concerns regarding Title IX, please contact one of the Title IX Coordinators.

Judy Jones	Dr. David Dolch
Supervisor of Equity & Community Outreach	Supervisor of Athletics
125 North Court Street	125 North Court Street
Westminster, Maryland 21157	Westminster, Maryland 21157
(410) 386-1680	(410) 751-3059

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## NON-DISCRIMINATION *GRIEVANCE* PROCEDURE

The CCPS has adopted an internal *grievance* procedure providing for prompt and equitable resolution of complaints alleging any discriminatory action prohibited by applicable laws.

Any person who believes she or he has been subjected to *discrimination* on the basis of disability may file a *grievance* under this procedure. It is against the law for the CCPS or any of its employees to retaliate against anyone who files a *grievance* or cooperates in the investigation of a *grievance*. *Grievances* or complaints related to allegations of *discrimination* should be addressed to the Director of Research and Accountability.

Gregory J. Bricca  
Director of Research and Accountability  
125 North Court Street  
Westminster, Maryland 21157  
(410) 751-3068

### **Procedure:**

- *Grievances* must be submitted to the Director of Research and Accountability within 20 calendar days of the date the person filing the *grievance* becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Director of Research and Accountability (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Director of Research and Accountability will maintain the files and records for CCPS relating to such *grievances*.
- The Director of Research and Accountability (or her/his designee) will issue a written decision on the *grievance* no later than 30 days after its filing.
- The person filing the *grievance* may appeal the decision of the Director of Research and Accountability (or her/his designee) by writing to the Superintendent of Schools within 15 days of receiving the written decision from the Director of Research and Accountability (or her/his designee). The Superintendent of Schools shall issue a written decision in response to the appeal no later than 30 days after its filing.

The availability and use of this *grievance* procedure does not prevent a person from filing a complaint of discrimination with the U. S. Department of Education, Office for Civil Rights, the Equal Employment Opportunity Commission, or the Maryland Commission on Human Relations. In addition, employees may submit a *grievance* in accordance with the terms of their negotiated collective bargaining agreements.

CCPS will make appropriate arrangements to ensure that persons with disabilities are provided other accommodations, if needed, to participate in this *grievance* process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing recording of material for the blind, or assuring a barrier-free location for the proceedings. The Director of Research and Accountability will be responsible for such arrangements.

## **PLACEMENT, PROMOTION, INTERVENTION AND RETENTION**

It is the policy of the Board of Education of Carroll County that decisions regarding the placement, promotion, retention and acceleration of students shall be based on multiple factors related to the degree of success the individual student has achieved in completing the assigned curriculum. The final responsibility for decisions on placement, promotion, intervention, retention, and acceleration of a student rests with the principal. The decision-making process shall include parent(s)/legal guardian(s), CCPS staff and students when appropriate. For complete policy see Board Policy IKE.

## PORTABLE ELECTRONIC DEVICES

The Board of Education recognizes that the use of personally-owned portable electronic devices plays a beneficial role in the educational process. Carroll County Public Schools allows for the use of portable electronic devices owned by adults and students in grades 3-12 during the school day when used within established guidelines. The use of these devices is voluntary. Examples of portable electronic devices include, but are not limited to: laptops, tablets, netbooks, mobile phones, mp3 player, and eReaders. School staff members are not expected to assist students with troubleshooting problems with personally owned devices.

### Responsibilities

Who	What
Parents	<ul style="list-style-type: none"> <li>• Talk with your student about the responsibility that comes with owning and using a portable electronic device.</li> <li>• Decide whether or not to allow your student to use a personally owned portable electronic device in school.</li> <li>• Review the Portable Electronic Devices Guidelines and agree to the terms stated on the Parent Sign-Off Sheet.</li> <li>• Monitor your device's data plan for appropriate coverage.</li> </ul>
Students in Grades 3-12	<ul style="list-style-type: none"> <li>• Review the Portable Electronic Devices Guidelines with your parents/guardians and agree to abide by the guidelines.</li> <li>• Guard your device against loss, damage, and theft.</li> <li>• Make sure your device is charged before coming to school.</li> <li>• Silence the audible notification sounds and volume of your device during the school day, or use ear buds/headphones when appropriate.</li> <li>• Do not use your device to record, store, or transmit any type of image, sound, or video, except for approved projects with the permission of school staff.</li> <li>• Use your device to enhance your learning.</li> <li>• Troubleshoot problems with your device.</li> <li>• Maintain the privilege of using your device by minimizing distractions, using your device appropriately, and following the directions of school staff.</li> </ul>
School Staff	<ul style="list-style-type: none"> <li>• Model the appropriate use of devices and digital citizenship.</li> <li>• Allow students to use their devices within the CCPS guidelines.</li> <li>• Do not direct or encourage students to allow other students to use their device as part of instruction.</li> <li>• Consider equity of access to technology when designing lessons and provide the tools necessary for all students to complete assignments.</li> </ul>

### Where Students Can Use Portable Electronic Devices

Location	Elementary Schools Grades 3-5	Middle and High Schools
School Bus	Yes, with ear buds or headphones, unless otherwise directed by the bus driver.	Yes, with ear buds or headphones, unless otherwise directed by the bus driver.
Classroom, Media Center, and Field Trips	Yes, unless otherwise directed by the teacher.	Yes, unless otherwise directed by the teacher.
Hallways and Stairwells	No, unless permission is granted by school staff.	Yes, unless otherwise directed by school staff.
Cafeteria	No, unless permission is granted by school staff.	Yes, unless otherwise directed by school staff.
Restrooms	No.	No.
Assemblies	No, unless permission is granted by school staff.	No, unless permission is granted by school staff.
Recess Locations	No, unless permission is granted by school staff.	N/A
Locker Room	N/A	No images/video/audio recordings.



**Liability**

Carroll County Public Schools assumes no responsibility for the loss, damage, theft, or charging of personally owned portable electronic devices and/or related accessories brought to school or on the school buses. Students bring these devices to Carroll County Public Schools at their own risk.

**Misuse**

Disciplinary action, as outlined in the Carroll County Public Schools Student Handbook, shall be taken when a student fails to follow the directions of a staff member regarding portable electronic devices or if reasonable belief exists that the student has violated the terms of the Acceptable Use Procedures and Guidelines or other school policy.

**PRAYER IN SCHOOL AND MOMENTS OF SILENCE**

Students may pray when not engaged in instruction, as long as they do not cause a “material disruption.” Students may pray, alone or together, during non-instructional time, to the same extent that they may engage in nonreligious activities. Students may organize *prayer* groups, religious clubs and gatherings to the same extent they are allowed to organize other non-curricular activities (see Student Groups and Organizations section). School employees, in their official capacity, may not encourage or discourage *prayer* or actively participate in it with students. Teachers may participate in religious activities where the overall context makes clear they are not participating in their official capacity.

In accordance with Section 7-104, of the Education Article, Annotated Code of Maryland, all students may be required to “...participate in opening exercises on each morning of a *school day* and to meditate silently for approximately 1 minute.” It is the policy of the Board of Education of Carroll County that schools be required to have a moment of silent meditation for approximately one minute each *school day*.

During this moment of silence, The Carroll County Public School System shall neither advance nor inhibit silent religious activity.

Carroll County Public Schools may release students for off-site religious instruction, as long as it does not encourage or discourage *participation*. Students may be excused from class for religious exercises, as long as this does not materially burden other students. If Carroll County Public Schools excuses students from class for nonreligious reasons, it may not treat religious requests less favorably.

Students may express religious beliefs in oral and written class assignments. Such assignments should be judged by ordinary academic standards and legitimate pedagogical concerns. Student speakers at assemblies, extracurricular events, and graduations may not be selected on a basis that favors or disfavors religious speech. If student speakers are selected with genuinely neutral, evenhanded criteria and retain primary control over their expression, their speech is not attributable to the school and cannot be restricted because of a religious or anti-religious message.

However, if district employees determine or substantially control the content of the speech, the speech is attributable to the school and may not contain a religious or anti-religious message.

Carroll County Public Schools may not mandate or organize religious baccalaureate ceremonies. If Carroll County Public Schools makes its facilities and related services available to other private groups, it must make them available on the same terms of religious baccalaureate ceremonies. Carroll County Public Schools may disclaim official endorsement of these events in a manner that does not favor or disfavor religious groups.

**REMOVAL OF STUDENTS FROM SCHOOL**

The removal of a child from school may occur only with parent(s)/legal guardian(s) permission or, in the case of an emergency, by permission of the principal. If a parent(s)/legal guardian(s) desires for a child to be dismissed from school prior to the end of the *school day*, the parent(s)/legal guardian(s) must notify the school principal. A non-custodial parent may remove a child from school only with permission of the custodial parent.

In the case of an emergency the safety of the student is the priority. The principal or designee will make a reasonable attempt to contact the parent(s)/legal guardian(s). If parent(s)/legal guardian(s) contact cannot be made, the principal or designee will make a reasonable attempt to contact the individual(s) designated on the emergency card. If this contact cannot be made, the principal may authorize removal and/or transportation as appropriate.

### **REPORTABLE OFFENSES**

The Safe Schools Act of 2010 enacted by the General Assembly of the State of Maryland on July 1, 2010 requires the reporting of certain crimes committed in the community to the local Superintendent of Schools or his designee. A list of current crimes considered to be reportable offenses may be found in Section V of the Student Services Manual at <http://www.carrollk12.org/instruction/studentservices/studentservicesmanual/default.asp>.

The Superintendent or designee will provide the principal of the school in which the student is enrolled with arrest information, including the charge(s), as well as the time and date when a student is charged with a crime. This includes acts of violence off of Board of Education owned or leased property.

Such students may be assigned to an alternative program or excluded from school by the decision of an assessment team.

An assessment team will develop an educational plan and related services for the student that maintain a safe and secure school environment for all students and school personnel. The student's parent(s)/legal guardian(s) shall be invited to the assessment team meeting to share pertinent information, after which the parent(s)/legal guardian(s) shall be excused from the meeting prior to a discussion and decision by the assessment team. If the plan results in a change to the student's educational program the Supervisor of Security and Emergency Management shall promptly inform parent(s)/legal guardian(s) of the plan.

When a student is removed from his/her school due to safety concerns, the student is prohibited from entering all Carroll County Public School properties except to attend an alternative program as assigned. Exceptions must be approved in writing by the school principal.

Parent(s)/legal guardian(s) or eligible student may appeal the decision of the assessment team in writing to the Superintendent of Schools within ten (10) days of the decision. The appeal to the Superintendent does not stay the decision of the assessment team.

When a student is adjudicated and placed in a juvenile facility, the student is withdrawn from Carroll County Public Schools until he/she returns to the community. Upon notice of the student's return and request for re-entry to Carroll County Public Schools, the assessment team, in conjunction with the Department of Juvenile Services, will review the student's placement and make appropriate recommendations.

### **RESIDENCY REQUIREMENT**

All students shall provide proof of legal residence upon enrolling in or transferring to a Carroll County Public School. Attendance in Carroll County Public Schools is only for bona fide residents of Carroll County. A child is a bona fide resident if that child actually lives within Carroll County with a parent(s)/legal guardian(s) or court appointed legal guardian. All students shall attend the school designated for the attendance area in which they reside. The residence of the student shall, in all cases, be considered the same as the primary residence of the parent(s)/legal guardian(s) or other legally appointed guardian. Purchasing a property, renting, moving into another family's home, etc. while at the same time maintaining another residence in the county will not constitute a reason for enrollment in the school in the attendance area of the secondary residence. Any falsification of residence is subject to immediate withdrawal from Carroll County Public Schools and a referral to the Office of the State's Attorney for prosecution of felony theft and payment of applicable tuition.

## SAFETY OF STUDENTS

When there is risk of student harm to self or others, school staff will speak with the student(s), parent(s)/legal guardian(s) and other staff to evaluate safety needs. In some situations, this may require contact with outside agencies (e.g., police, hospital, therapists) or referrals to Carroll County Public Schools' *alternative programs* to ensure student safety.

## SEARCH AND SEIZURE

### A. Search

1. **Searches of students at school:** A principal or assistant principal may conduct a *search* of a student and/or personal property on school premises or at school functions off school grounds if he/she has reasonable belief that the student has in his/her possession an item, the possession of which is illegal under the laws of this state or a violation of a policy or regulation of the Board of Education. Such a *search* must be justified at its inception by a reasonable suspicion and the scope of the *search* must be reasonably related to the circumstances which gave rise to it. The *search* must be made in the presence of an adult third party of the same gender as the person being *searched* and will avoid pat downs of intimate body parts.
2. **Searches of personal electronic devices:** A student's personal electronic device(s) may be searched if a school official has a reasonable belief that the student has an item on the device which violates the law or rules of the school.
3. **Searches of the school and school property:** Every principal, assistant principal, or authorized security officer of a public school may conduct a *search* of the physical plant of the school and every appurtenance thereof, including students' lockers and school computers, with or without reasonable suspicion.
4. **Searches on school-sponsored trips:** On school-sponsored trips, a principal, assistant principal, school security guard or trained, designated teacher may conduct a reasonable *search* under the conditions listed above.
5. **Refusal of students to allow search:** Any student who willfully refuses to cooperate with an authorized searcher is subject to disciplinary action and notification of parent(s)/legal guardian(s) and/or police if the student has been advised of such consequences.
6. **Searches by police:** Police officers shall conduct *searches* of students and the school premises in accordance with established policies and procedures consistent with COMAR 13A.08.01.14D. School officials should cooperate with police but not conduct *searches* themselves if directed by police officers. If an authorized searcher has a reasonable belief that a student has concealed an unlawful item in the student's automobile, the police will be contacted. If police are unavailable or the situation does not allow for police presence, an authorized searcher may *search* the student's automobile only when the student or owner consents.
7. **Parent notification:** A reasonable attempt shall be made to contact a parent(s)/legal guardian(s) of the student *searched* to provide information related to the reason for the *search* and the outcome of the *search* as soon as possible.

Please Note: Refer to the **Detection Dogs** section for scanning and *search* procedures for *drugs* and *explosive* devices.

### B. Seizure

All items that are the object of a search and unlawful items found during the *search* will be seized by the authorized searcher or designated teacher. As required by law or school regulations, all items will be turned over to the police.

## **STAFF AND STUDENT RELATIONSHIPS**

The relationship between students of any age and an employee in any position within Carroll County Public Schools is to be one of a professional nature at all times. Inappropriate relationships between staff and students will not be tolerated. Inappropriate staff interactions with students fall into two categories:

- Staff behavior where there is reason to believe that child abuse, sexual abuse or mental injury may have occurred
- Staff behavior that is outside the realm of the professional standards for acceptable interactions with students but does not rise to the level of suspected child abuse

Any person who believes that a staff member is engaging in an inappropriate relationship with a student should make an immediate report.

- In all instances where there is reason to believe that child abuse, sexual abuse or mental injury may have occurred, an immediate report shall be made to the Carroll County Department of Social Services and appropriate Carroll County Public Schools' supervisory staff.
- Inappropriate staff student relationships that do not rise to the level of potential child abuse shall be reported to the building principal or the staff members' immediate superior if the staff member is not employed in a school building.

## **STUDENT GROUPS AND ORGANIZATIONS**

Student organizations desiring to conduct activities in public school buildings or on public school grounds shall be permitted to conduct these activities only if authorized to do so, and shall thereafter be subject to the supervision of the administration and faculty of individual schools, in compliance with administrative regulations of the Student Services Manual.

The principal shall have the authority and responsibility for approving the organization, the meetings, and all of the activities of all groups that may be organized within the school. The principal shall appoint staff advisors or monitors, who shall attend all meetings of such groups.

A school may decide to limit meetings or other activities of student groups during non-instructional time to only those groups whose activities directly relate to the school's instructional program.

## **SUBSTANCE ABUSE/TOBACCO**

Carroll County Public Schools prohibits all of the following on any school owned or leased property, at any school sponsored or related functions, and on school buses or coach buses:

- *Drug possession* or use of a student's own prescription and/or over-the-counter *drugs/medication* (unless authorized to carry by a health care provider)
- Use of *alcohol /drugs* or *inhalants*
- Manufacturing or possessing *alcohol/drugs*, *drug paraphernalia* or *controlled paraphernalia* (including prescription *drugs* or over-the-counter *drugs/medication*)
- Distribution of *alcohol/drugs* (including over-the-counter *drugs/medication* within proper dosage or in excess of the recommended dosage or any amount of prescription *drugs*), *drug paraphernalia*, *controlled paraphernalia* or *inhalants*
- Solicitation, purchase or transfer of *drugs*, *alcohol*, *inhalants*, or paraphernalia
- Possession and/or use of tobacco, products containing nicotine, and nicotine replacement products

Violations of alcohol/drug laws will be handled as school disciplinary *infractions*, as well as illegal actions. In all cases, appropriate law enforcement agencies will be contacted immediately. Depending on the nature and severity of the violation, the following disciplinary consequences may occur:

- Parent(s)/legal guardian(s) *conference*
- Referral to the smoking education program
- Referral to the Student Assistance Team
- In-school intervention

- *In-school suspension*
- *Out-of-school suspension*
- Mandatory referral for alcohol/drug education/treatment program. (Verification of an initial interview with the referral agency must occur prior to readmission to school. Successful completion or continued *participation* in such a program must occur to remain a student).
- Request for an *extended suspension*
- Request for an *expulsion* from Carroll County Public Schools

Violations of the substance abuse regulations are cumulative in nature for a student's entire school career. Violations of these regulations also affect student eligibility for *participation* in *extracurricular activities*. Refer to the Student Services Manual for complete administrative regulations pertaining to eligibility and/or substance abuse.

### **SURVEYS THAT REQUEST PROTECTED INFORMATION**

Parent(s)/legal guardian(s) and eligible students (students who are 18 or older or emancipated minors) will receive notice of any protected information survey and will have the right to opt out. Protected information includes political affiliations, mental or psychological problems, sexual behaviors and attitudes, illegal, anti-social, self-incriminating or demeaning behavior, critical appraisals of the student's family members, privileged relationships, family religious practices, beliefs or family income, other than required by law.

Parent(s)/legal guardian(s) and eligible students must be notified in advance, in writing, of the intention to administer a survey that asks for information related to any protected information. Parent(s)/legal guardian(s) and eligible students shall be provided the opportunity to review protected information surveys in advance of the administration of the survey. Parent(s)/legal guardian(s) and eligible students have the right to inspect any instructional materials used in connection with protected information surveys before Carroll County Public Schools utilize such materials.

### **TELECOMMUNICATIONS / INTERNET SAFETY**

Carroll County Public Schools strives to communicate regularly with parent(s)/legal guardian(s) in a variety of ways. Carroll County Public School staff may communicate with parent(s)/legal guardian(s) via electronic mail (e-mail) if the parent(s)/legal guardian(s) provides an e-mail address and if permission to communicate via e-mail is authorized, annually, by the parent(s)/legal guardian(s) on the student's emergency card.

E-mail is not a secure communication system in that unauthorized access is always a possibility, regardless of the level of security of the e-mail system. Although Carroll County Public Schools endeavors to ensure the confidentiality of its e-mail system, Carroll County Public Schools cannot guarantee confidentiality or security of information communicated via e-mail.

The Internet and other instructional technologies are valuable tools for learning. The Carroll County Public School System recognizes the positive impact technology can have on education, while recognizing the challenges it also presents. It is to be used for educational purposes only. Students have no expectation of privacy for material stored or sent on school computers.

#### **Students are expected to:**

- ✓ Use telecommunications for curriculum-related purposes
- ✓ Monitor time online in consideration of others and in a courteous manner
- ✓ Use appropriate language/behavior
- ✓ Observe copyright laws/property rights
- ✓ Practice responsible, ethical, and legal behavior

#### **Students may not:**

- ✗ Use telecommunications for financial gain or any illegal purpose
- ✗ Degrade or disrupt the telecommunication system performance
- ✗ Access information inconsistent with curriculum-related purposes
- ✗ Reveal home telephone numbers, home addresses, or other personal information
- ✗ Violate the privacy of others

*Cyberbullying* is strictly prohibited, as are other forms of *computer misuse*. See the glossary for specific definitions of both of these terms.

### **Failure to Follow Procedures**

The consequences of unacceptable use are decided by the principal or designee and could result in cancellation of this privilege or other disciplinary action, up to and including *suspension* and/or *expulsion*. The consequences can be the result of actions taken by students at school or at home.

### **TRANSPORTATION**

Transportation is provided for all Carroll County Public School elementary school students. It is provided for eligible middle and high school students who live more than a mile from school. Exceptions are made only in cases where walking conditions are unusual or hazardous. Bus stops may be established no closer than ¼ mile apart unless unusual circumstances exist.

Students are expected to be at the bus stop five minutes before the bus arrives and to wait in a reasonable and safe manner. Parent(s)/legal guardian(s) are urged to teach safe pedestrian habits to their children, as well as to follow the School Bus Stop Law for loading and unloading buses.

It is the responsibility of the parent(s)/legal guardian(s) to provide supervision for their child(ren) while walking to, from, or waiting at the designated bus stop, or while walking to and from school (if they reside in the designated non-transported area). One A.M. and one P.M. stop location shall be allowed for each transported student. A student may be denied the privilege of riding a bus when the behavior of the student is in violation of regulations, or is such that it endangers the safety of other students on the bus.

The following rules must be followed in order to maintain a safe and orderly environment on the school bus:

1. Be at the bus stop five minutes before pick-up time.
2. Walk safely to the bus stop and wait in a safe, orderly manner.
3. Watch your step and use the handrail when getting on and off the bus.
4. Take your seat promptly and remain seated for your ride to and from school.
5. Sit in the seat facing front; keep your feet, books, and other articles out of the aisle.
6. Always keep your hands and head inside the bus.
7. Report any damage that you see to the driver.
8. Do not eat, smoke, or use vulgar language on the bus.
9. Act quietly and orderly so the driver is not distracted from the important job of driving.
10. Listen to the driver and any other adult staff. The driver is responsible for the safe operation of the bus.
11. Wait until the bus has come to a complete stop before leaving your seat.
12. Cross ten feet in front of the bus with the red flashing lights when loading or unloading. Be sure you check traffic both ways.

Bus drivers will use a Behavior Referral Form to report a student's inappropriate behavior to the school administration. Consequences may include a written warning, a temporary *suspension* of bus riding privileges, or in cases of severe or repeated unacceptable behavior, revocation of bus riding privileges for an indefinite length of time.

Video/audio cameras are placed on school buses to protect students and staff and provide for a safe and orderly environment. The privacy of students and the recording are kept secure and are reviewed only by authorized Carroll County Public Schools personnel.

### **USE OF STUDENTS' PHOTOGRAPH, VIDEOTAPE OR AUDIOTAPE**

Throughout the school year, the Carroll County Public School System frequently covers school activities and may use your child's photograph, video image, or voice for educational, informational, or public relations purposes, with or without identification by name.

If you do not wish to have your child's voice reproduced on tape or to have his/her image appear in such things as a video, a photograph, or the school website, please notify the school principal in writing. It is assumed that parent(s)/legal guardian(s) consent to their children being audiotaped, photographed, videotaped, or having their image placed on a school website by the school system unless such notification is received.

There are also occasions when the media cover certain school events (such as when a government leader visits a school). If you do not wish to have your child's name or likeness published by the media, you should address your concerns directly to the school involved so that the media is so advised. Please be advised that the school system has no control over the media when they are covering activities such as sporting events and musical programs that are open to the public.

### **USE OF STUDENT WORK ON WEBSITES OR IN PUBLICATIONS**

The Carroll County Public School System recognizes that it may not claim ownership rights, property rights, or the copyright to student work. However, there may be times throughout the year when the school system wishes to display student work on school websites or in publications. If you do not wish to have your child's art, poetry, writing, etc. appear on school websites or in publications, please notify the school principal in writing. It is assumed that parents and guardians consent to their child's work being displayed on school websites or in publications unless such notification is received.

### ***VIOLENT ACTS, SERIOUS THREATS OF VIOLENCE, FALSE ALARMS AND BOMB THREATS***

***Violent Acts:*** Parent(s)/legal guardian(s) and students are advised that any *violent act* by a student will be handled as a serious disciplinary *infraction*, as well as an illegal act. For any *violent act* committed, whether on school property, on the bus, or at school-sponsored events, appropriate law enforcement agencies will be contacted due to the substantial danger or serious injury involved.

A *violent act* includes, but is not limited to, serious *assault* or battery by a student directed toward another student, any *assault* or battery by a student directed toward an adult, and possession of a *weapon* or look-a-like *weapon*. A *violent act* also includes *constructive possession* of a *weapon* (knowingly or willfully placing oneself in proximity to a person who has a *weapon* or look-a-like *weapon*), when the student in *constructive possession* is actively involved in plans for obtaining or using the *weapon*.

Violations of the *Violent Acts* regulations will likely result in one or more from the following range of consequences:

- Up to 10 *school day suspension*
- Counseling or Saturday School for Conflict Management
- Law enforcement involvement
- Recommendation for outside counseling/treatment
- Possible violence assessment and/or treatment required for return to school and continuance of enrollment
- Recommendation for extended suspension or expulsion

***Serious Threats of Violence:*** Carroll County Public School administrators will take action on any *threat* of violence (verbal or non-verbal) to determine the seriousness of the *threat*, as well as the appropriate disciplinary action. Reasonable means shall be taken to prevent the *threat* from being carried out. Parent(s)/legal guardian(s) will be notified, disciplinary action will be taken, and law enforcement or other officials shall be involved, as appropriate, due to the danger of significant injury and/or damage to property.

*Serious threats of violence* made at or away from school fall under these regulations when there is a connection between the *threat* and student/staff safety. For a *threat* to qualify as serious, it must result in the perception of the ability/intention of the student to carry out the *threat*. Violations of the *Serious Threats* regulation will likely result in one or more from the following range of consequences:

- Up to 10 *school day suspension* with successful re-entry *conference*
- Mandatory violence assessment at Youth Service Bureau prior to returning to school from *suspension*.
- All offenses beyond the first require compliance with and/or successful completion of recommended treatment in order to remain a student.
- Law enforcement or Juvenile Services involvement
- Recommendation for *extended suspension* or *expulsion*

For any serious *threat*, principals will have the discretion to determine other disciplinary action or intervention, including amending the initial *suspension*, or changing the educational placement of the student based on the results of the screening/assessment. Appropriate law enforcement, Department of Juvenile Services and/or Department of Social Services officials will also be involved.

***False Alarms and Bomb Threats:*** Students who intentionally pull or call in a false *fire* alarm and/or make false statements regarding *bomb threats* will likely be subject to *suspension*, up to and including *extended suspension* or *expulsion*. In addition, the Carroll County Public Schools' Supervisor of Security and the Maryland State Police will investigate and prosecute for violations of Maryland State Law.

**Cumulative Nature of *Violent Acts* and *Serious Threats of Violence*:** Violations of the *Violent Acts* regulation (which includes *firearms* and other *weapons*) or the *Serious Threats* regulation are cumulative in nature for a student's entire school career. While each is a separate regulation, individual incidents which occur under either regulation are merged together when determining appropriate discipline.

For example, if an *infraction* occurs under the *Serious Threats* regulation, this would be a first offense. If, at a later point in time, a violation offense under the *Violent Acts* regulation occurs, this would constitute a second offense under the *Violent Acts* regulation.

However, a student may, after three years with no additional record of violent acts or serious *threats*, request in writing to the Superintendent that any record of violent acts or serious *threats* be removed from the cumulative discipline record.

**Violence TIPS HOTLINE:** The Violence TIPS HOTLINE is available for all students: 410-386-2045 or call Toll Free 1-866-332-7363. Your call will remain anonymous.

## **VISITORS**

All visitors to the school are required to check-in and provide a government issued photo ID at the school's main office. Only visitors with official school business are permitted in the building. Other types of visitation will not be permitted, especially by students from other schools. Trespassers may be arrested and prosecuted.

Visitations other than during those occasions arranged by the school (for example, American Education Week) shall require the approval of the building principal or designee. Because of potential disruption to the academic setting, parent(s)/legal guardian(s) are discouraged from bringing pre-school or other children for extended visitations. Students not enrolled in Carroll County Public Schools are prohibited from visiting or shadowing other students while school is in session.

Persons who create a disturbance or disruption during any visitation will be required to leave the premises.

## **WEAPONS ON SCHOOL PROPERTY**

The Carroll County Public School System has a strong commitment to the welfare and safety of its students and staff. It therefore established a policy to prohibit any *weapon*, including any look-a-like *weapon*, on school property, school buses, or at any school-sponsored activity. The Annotated Code of Maryland prohibits persons, other than law enforcement officers in the regular course of their duty, from carrying or possessing any rifle, gun, knife or deadly *weapon* of any kind on any public school property.



For the purpose of definition, under the *weapons* regulation, a *weapon* shall include, but not be limited to, any rifle or gun (loaded or unloaded, operable or inoperable), pocket knife, switchblade knife, dirk knife, hunting knife, bowie knife, star knife, sand club, metal knuckles, straight razor, slap jack, billy club, nunchaku, spiked glove, spiked wristband, boards with nails, chemical mace, pepper mace, tear gas, firearm, and any other object or look-a-like object or implement intended to cause bodily harm to another, or used in such a way as to cause bodily harm to another. A look-a-like *weapon* shall be defined to include, but not limited to, an object or implement which resembles a *weapon* as described above and which is portrayed as a *weapon*.

Should a student be found in violation of these regulations, the principal shall take steps to minimize risk to students and staff. These steps will likely include, calling the local or Maryland State Police; suspending the student from school for up to ten (10) days; assigning the student to a counseling/education program and/or Saturday School; recommending to the Superintendent an *extended suspension* or, in those cases where it is warranted, an *expulsion*.

The principal shall recommend to the Superintendent an *extended suspension* or *expulsion* for any student who uses, possesses, or transports *firearms*, such as a rifle or gun (loaded or unloaded, operable or inoperable) or look-a-like *firearms*, onto school property, a school bus, or at a school-sponsored activity. The Federal Gun Free Schools Act and the Annotated Code of Maryland mandate that each local education agency remove from school, for a period of not less than one year, any student who is determined to have brought a *firearm* to school. Special regulations and procedures for students identified under IDEA or 504 shall be followed.

**Duty to Report:** Ensuring a safe school environment is the shared responsibility of each member (parent(s)/legal guardian(s), students, and staff) of a school community. The presence of a *weapon* on school property or at school-sponsored activities poses a significant safety risk to students and staff members. It is therefore expected that any parent(s)/legal guardian(s), student, or staff member with knowledge of the presence of a *weapon* on school property or at school-sponsored activities shall report the incident as soon as possible. The identities of student reporters of *weapons* violations shall be kept in strict confidence. Any staff member who fails to report the presence of a *weapon* to an administrator shall be subject to disciplinary action.

A student who is aware of, but fails to report the presence of a *weapon* to a staff member, may receive disciplinary consequences for “Failure to Obey School Policy”. Such discipline may include *suspension* for up to five (5) school days. This *suspension*, however, shall not be considered a *violent act* or a cumulative offense. In such cases, the Principal shall discuss the circumstances of the matter with his/her Director or the Director of Student Services prior to implementation of a *suspension*.

Should non-students be found in violation of these regulations, the principal shall take steps to minimize risk to students and staff; call the local or Maryland State Police; and charge the violator, as applicable under the law. As stated previously, *weapons* violations are considered *violent acts* and are cumulative in nature for the student’s entire school career (See *Violent Acts* and *Serious Threats of Violence*).

### ***YOUTH RISK BEHAVIOR SURVEILLANCE SYSTEM SURVEY***

The Centers for Disease Control and Prevention Youth Risk Behavior Surveillance System (YRBSS) survey is a protected information confidential survey which identifies risk behaviors that may include safety behaviors such as use of helmets and seat belts, depression and mental health, use of tobacco, alcohol or other drugs, nutrition and physical activity, and sexual behavior. The answers will be kept private and the student’s name will not be required on the survey report sheet. Parents/legal guardians/eligible students (students who are 18 or older or emancipated minor) may opt out of participation in the survey. An opportunity to opt out of the survey will be provided annually. Parents/legal guardians/eligible students can contact CCPS for further information regarding the survey, including obtaining a copy of the survey if requested.

## GLOSSARY

**Terms are identified in *Italics* throughout this Handbook**

**Absence, lawful:** Includes illness, death in the immediate family, court order, religious holiday, other emergency, or an activity approved by the principal. Such absences must be verified by the parent(s)/legal guardian(s). *See Attendance section.*

**Absence, unlawful:** An absence for a day or any portion of a day for any reason, other than those cited or coded as lawful. *See Attendance section.*

**Academic Honesty:** The use of one's own thoughts and materials in the writing of papers, taking of tests, and other classroom and homework related activities. Academic dishonesty through cheating, copying, forging signature of teacher and/or parent(s)/legal guardian(s), plagiarizing, altering records, or assisting another in such action is in direct violation of Academic Honesty.

**Academic Ineligibility Period:** The period of time between report card issue dates. *See Eligibility section.*

**Alcohol/Drugs:** Any controlled dangerous substance, drug paraphernalia, controlled paraphernalia, look-a-like drugs, alcohol, over-the-counter drugs/medications, inhalants, prescription drugs, or any man-made or natural occurring substance used for the purpose of altering behavior, mood, or for changing the brain or nervous system. *See Substance Abuse section.*

**Alternative Programs:** Small CCPS programs for at-risk students located within or outside of the home school. *See Safety of Students and Alternative Programs sections.*

**Appeal:** A complaint about a serious discipline decision (e.g., suspension) enforced by school administration. *See Code of Conduct; Grievance and Appeal sections.*

**Arson/Fire:** Attempting to, aiding in, or setting fire to a building or other property. *See Reportable Offenses section.*

**Assault:** An unprovoked attack upon or malicious act of violence against another person causing injury. *See Reportable Offenses and Violent Acts sections.*

**Bullying/Harassment/Intimidation:** Intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being. *See Bullying, Harassment, Intimidation, Discrimination, or Hazing section for further definitions.*

**Class Cutting:** Unlawfully being absent from a class or a school activity.

**Classroom Disruption:** Behavior which interferes with the learning of others in a classroom or another learning environment.

**Computer Misuse:** Any unauthorized or inappropriate use of computers. *See Telecommunications/Internet Safety section.*

**Conference:** A communication that takes place either face-to-face or by telephone. *See Code of Conduct section.*

**Constructive Possession:** Failing to remove oneself as quickly and safely as possible from a person, area, or situation where alcohol/drugs are illegally possessed. *See Substance Abuse section.*

**Controlled Paraphernalia:** All equipment, products, and materials of any kind which are used, intended for use, or designed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled dangerous substance. *See Substance Abuse section.*

**Criminal Behavior:** Any behavior that is considered an infraction of the law. *See Reportable Offenses section.*

**Cumulative Suspensions:** Suspension offenses for Alcohol, Drugs, Inhalants, Violent Acts and Serious Threats that carry over from one year to the next, and accumulate for a student's entire school career. *See Substance Abuse; Violent Acts sections.*

**Curricular Activities:** Those activities that are part of a credit bearing class whether they occur during the school day (e.g., field trips), or outside the school day (e.g., concerts). *See Eligibility section.*

**Cyberbullying:** The use of information and communication technologies (e.g., e-mail, cell phones, pagers, text messages, instant messaging, defamatory personal web sites, personal polling sites) or a combination of these to support deliberate, repeated, and hostile behavior by an individual or group with the intention of physically or psychologically intimidating others. *See Telecommunications/Internet Safety sections.*

**Discrimination:** Unequal or unlawful treatment of persons on the basis of race, color, sex, age, national origin, religion, disability, or sexual orientation. *See Bullying, Harassment, Intimidation, Discrimination or Hazing section for further definitions.*

**Disrespect:** Inappropriate comments or physical gestures to teachers, staff members, or others.

**Dropout/Re-enrollment:** Withdrawal from Carroll County Public Schools before gaining one's diploma (with parent(s)/legal guardian(s) permission). *See Dropout and Re-enrollment section.*

**Drug/Alcohol Distribution:** Participating in the transfer or attempted transfer of alcohol or drugs to another with or without the exchange of money or other valuables, or possessing a quantity of such a substance for use by others, as determined by the State's Attorney after investigation by the local or Maryland State Police. *See Substance Abuse section.*

**Drug Paraphernalia:** *see Controlled Paraphernalia*

**Drug Possession:** Having alcohol, drugs, or paraphernalia on one's personal property, or having such substance(s) under one's control. *See Substance Abuse and Code of Conduct sections.*

**Drugs:** Any controlled dangerous substance, look-a-like drugs, alcohol, over-the-counter drugs/medications, inhalants, prescription drugs, or any man-made or natural occurring substance used for the purpose of altering behaviors, mood, or for changing the brain or nervous system. *See Substance Abuse section.*

**Drug Solicitation:** To knowingly request or attempt to obtain possession of alcohol, drugs, inhalants or paraphernalia. *See Substance Abuse section.*

**Drug User:** A student who by any means assimilates or is under the influence of alcohol, any controlled dangerous substance, any look-a-like drug, and over-the-counter drugs/medications in excess of the recommended dosage or any prescription drug in excess of the prescribed dosage or prescribed for a person other than the user. *See Substance Abuse section.*

**Due Process (suspension):** A student facing suspension must be given oral or written notice of the allegations, an opportunity to hear the evidence, to respond if the student denies the allegations, and notice and hearing

before the student is removed from the school. Note: A student that poses a danger to persons or property may be removed immediately with the notice and hearing following as soon as possible. Students with disabilities have additional protections. *See Code of Conduct section.*

**Electronic Devices (Other):** Video games, laser pointers, video cameras, etc. *See Portable Electronic Devices section.*

**Eligible:** Meets the criteria to fully participate in extracurricular activities during one or more of the eight consecutive semesters of eligibility that begin with a student's entry into 9<sup>th</sup> grade. *See Eligibility section.*

**End of Marking Period:** The date set by Carroll County Public Schools as the end of each grading period. *See Eligibility section.*

**Exclusion:** The removal of a student to a supervised area for a limited period of time during which the student has an opportunity to regain self-control and is not receiving instruction including special education, related services, or support. Parents/Legal Guardians and school personnel may at any time request a meeting to address the use of exclusion, and, a) conduct a functional behavior assessment b) develop, review, or revise a Behavioral Intervention Plan *See Exclusion, Seclusion and Physical Restraint section.*

**Explosive** (for possession, sale, distribution, detonation, or threat of detonation): An incendiary or explosive material or device, including firecrackers, smoke bombs, flares, or any combustible or explosive substance or articles, other than a firearm as defined by federal code. *See Detection Dogs section.*

**Expulsion:** The exclusion of a student from a student's regular school program for 45 school days or longer. *See Code of Conduct section.*

**Extended Suspension:** The exclusion of a student from a student's regular school program for a time period between 11 and 45 school days. This can only be authorized by the Superintendent's Designee after investigation and parent(s)/legal guardian(s) conference. *See Code of Conduct section.*

**Extortion:** The process of obtaining property from another, with or without threatening or aggressive language or gestures directed toward another student (with or without that person's consent) by a wrongful use of force, fear or threat.

**Extracurricular Activities:** Include, but are not limited to: participating in competitive activities, event or activity practices, and other student activities; performing in public beyond the class culminating performances; and/or, representing the school in an elected or appointed leadership position. Activities that are graded as part of a credit bearing class do not constitute extracurricular activities. *See Eligibility section.*

**False Alarms and Bomb Threats:** Threats or false information concerning the placement of explosive or destructive substances; initiating a report warning of a fire or other catastrophe without cause, in person or by phone; misuse of 911, discharging a fire extinguisher. *See Violent Acts section.*

**Fighting:** A physical confrontation involving two or more students with physical contact, such as hitting, kicking, and punching.

**Firearms:** Examples include handguns, rifles, shotguns, and bombs. *See Weapons on School Property section.*

**Fireworks/Explosives:** Combustible or explosive substances or a combination of substances or articles, including firecrackers, smoke bombs, and flares.

**Forgery:** Purposely signing another person's name to deceive someone.

**Full-Time Student:** Enrollment of a student for more than fifty percent (50%) of the class periods occurring in a school day at a particular school. Of the classes scheduled, more than fifty percent (50%) of the classes shall be credit bearing. *See Eligibility section.*

**Gambling:** Wagering money or property.

**Gangs (criminal):** Three or more persons that engage in a criminal activity for the purpose of pecuniary gain or to create an atmosphere of fear and intimidation and whose members have a common identifying sign, symbol or name.

**Grievance:** A complaint about a decision made by school staff. *See Bullying, Code of Conduct, Grievance and Appeal sections.*

**Guns and Look-a-like Guns:** Any firearm/gun of any kind loaded or unloaded, operable or inoperable, including any object which is a look-a-like gun.

**Harassment:** *See Bullying, Harassment, Intimidation, Discrimination or Hazing for further definition*

**Hazing:** Doing or causing any activity that recklessly or intentionally subjects a student to the risk of bodily injury for the purpose of initiating into a student group or organization; to harass, by exacting unnecessary or demeaning physical or mental work or activity; using intimidation for such purposes. *See Bullying, Harassment, Intimidation, Discrimination or Hazing section.*

**Head Coverings:** Hats, sunglasses or head coverings of any kind, including bandanas and visors that should not be worn in the school building unless approved for religious or medical reasons. *See Dress Code section.*

**Hostile Acts:** Actions or statements intended to do harm or put an individual in fear of bodily harm. *See Bullying section.*

**IEP:** Individual Education Plan for a special education student.

**Inciting/Participating in Disturbance:** Disturbing, preventing orderly conduct, or otherwise causing a disruption to the atmosphere or order and discipline in the school that is necessary for effective learning.

**Ineligible:** Does not meet criteria to participate in any way in extracurricular activities during one or more of the eight consecutive semesters of eligibility that begin with a student's entry into 9<sup>th</sup> grade. *See Eligibility section.*

**Infraction:** An offense or behavior that breaks a rule.

**Inhalant:** Any odor, gas, particle, fume or vapor deliberately inhaled for the purpose of altering behavior, mood, or changing the brain or nervous system. *See Substance Abuse section.*

**In-school Suspension:** The removal within the school building of a student from the student's current education program for up to but not more than 10 school days in a school year. *See Code of Conduct section.*

**Insubordination:** Refusing to follow directions of teachers, staff, or administration. *See Electronic Communication Devices section.*

**Interim Report Period:** A formal grade reporting date established for all schools that identifies the midpoint of a marking period. *See Eligibility section.*

**Leadership:** Elected or appointed student positions in school or county organizations which have, by nature of the position, leadership role (e.g., Student Government Association, Class Officer). *See Eligibility section.*

**Leaving Area without Permission and/or Leaving Class or School Grounds without Permission:** Leaving the classroom or other assigned area without permission from the adult in charge, and/or leaving the classroom or school grounds during regular school hours without a parent(s)/legal guardian(s) or someone listed on the emergency card.

**Marking Period:** A period of time, approximately nine weeks in length, for which grades are calculated and then posted. *See Attendance; Eligibility sections.*

**Midriff Area:** An area between the chest and the abdomen. *See Dress Code section.*

**Participation:** Involvement in one or more school sponsored events or activities. *See Eligibility section.*

**Physical Attack (Student):** Physically pushing, hitting or otherwise attacking another student.

**Physical Attack (Teacher/Staff):** Physically attacking an employee of the school system or other adult, including striking a staff member who is intervening in a fight or other disruptive activity.

**Physical Restraint:** The use of physical force against a student by an agent of the school system, which is intended to prohibit a behavior or set of behaviors from occurring or continuing to occur within a given situation. Physical restraint is accomplished without the use of any device or material that restricts the free movement of all or a portion of the student's body. Physical restraint does not include: briefly holding a student in order to calm or comfort the student, holding a student's hand or arm to escort the student safely from one area to another, moving a disruptive student who is unwilling to leave the area if other methods, such as counseling, have been unsuccessful, or intervening in a fight in accordance with Education Article §7-307. *See Exclusion, Seclusion and Physical Restraint section.*

**Plagiarism:** Deliberately presenting the ideas, works, or statements of another as one's own, without acknowledgement of the source. *See Academic Honesty section.*

**Portable Electronic Devices:** Any non-stationary electronic apparatus with singular or multiple capabilities of recording, storing, processing, and/or transmitting data, video, photographic images, and/or voice emanations. *See Electronic-Devices (Other) section.*

**Prayer:** Constitutionally protected religious activity alone or with others that is allowable during non-instructional time as long as it causes no "material disruption". *See Prayer in School and Moments of Silence section.*

**Refusal to Obey School Policies:** Failure to comply with school rules, regulations, policies, and/or procedures, not otherwise defined in the suspension codes.

**Restricted Eligibility:** Student is not fully eligible to participate in extracurricular activities. Limited participation as part of a school sponsored team or group. May not participate in competition, public performances or leadership roles, but may participate in meetings and practices.

**School Day:** One of the completed state mandated days of attendance as indicated on the official Carroll County Public Schools' calendar. Please Note: Inclement weather days do not count as a school day in this regulation. *See Eligibility section.*

**Searches:** Authorized reasonable inspection or pat downs of students, their possessions and lockers, as well as school property, while on school grounds, at school-functions or on school-sponsored trips. *See Search and Seizure section.*

**Seclusion:** The confinement of a student alone in a room from which the student is physically prevented from leaving. School personnel shall a) view a student placed in seclusion at all times b) provide the student with an explanation of the behavior that resulted in his/her removal c) provide instructions on the behavior required in order to return to the learning environment. *See Exclusion, Seclusion and Physical Restraint section.*

**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 the threat. *See Violent Acts section.*

**Sexual Activity:** Inappropriate behavior of a sexual nature, including indecent exposure, consensual sex, and other sexual activity not identified as sexual assault or harassment. *See Dress Code section.*

**Sexual Assault:** Physical, sexual attack on school system staff or another student.

**Sexual Harassment:** Unwelcome verbal or physical conduct of a sexual nature by a student or employee. *See Bullying, Harassment, Intimidation, Discrimination or Hazing section.*

**Stealing/Theft:** Taking, obtaining or attempting to take property of another person or institution without the permission or knowledge of the owner.

**Suspension:** A disciplinary consequence used as a last resort by an administrator where a student is prohibited from attending their regular school, school-sponsored events, extracurricular activities, and, in some cases, any school in Carroll County Public School. Short-term suspensions are 1-3 days. Long-term suspensions are 4-10 days. Extended suspensions are 11-45 days. *See Code of Conduct section.*

**Tardiness:** Late to school or class. *See Attendance section.*

**Threat:** *See Violent Acts sections for definitions.*

**Tobacco Violation:** Possession, use, sale or distribution of tobacco, tobacco products, products that contain nicotine, and nicotine replacement products. *See Substance Abuse section.*

**Trespassing:** Unauthorized presence on school property, including while on suspension. *See Code of Conduct and Visitors section.*

**Truancy:** Unlawful absence from school or classes for a school day or a portion of the school day. *See Attendance section.*

**Unauthorized Sale or Distribution:** Unapproved sale or distribution of items not otherwise defined in the suspension regulations. *See Substance Abuse section.*

**Vandalism/Destruction of Property:** Damage, destruction or defacement of property belonging to the school or others.

**Verbal or Physical Threat (Student):** Threatening or aggressive language or gestures directed toward another student. *See Violent Acts section.*

**Verbal or Physical Threat (Teacher/Staff/Others):** Threatening or aggressive language or gestures directed toward a staff member or others. *See Violent Acts section.*

**Violent Act:** Any action which creates a substantial danger or serious injury to any person(s) on Board of Education owned property, on school bus(es), or at any school-sponsored event, resulting in a suspension of four

or more days. Included in this definition is any act which creates a substantial danger or serious injury to a staff person at any time or place. *See Violent Acts section.*

**Weapon and look-a-like weapon:** Includes, but is not limited to, any rifle or gun (loaded or unloaded, operable or inoperable), pocket knife, switchblade knife, dirk knife, hunting knife, bowie knife, star knife, sand club, metal knuckles, straight razor, slap jack, billy club, nunchaku, spiked glove, spiked wristband, boards with nails, chemical mace, pepper mace, tear gas, and any other object or look-a-like object or implement intended to cause bodily harm to another, or used in such a way as to cause bodily harm to another. A look-a-like *weapon* shall be defined to include, but not limited to, an object or implement which resembles a *weapon* as described above and which is portrayed as a *weapon*. *See Weapons on School Property; Violent Acts sections.*



# Carroll County Public Schools

## 2016-2017 School Calendar

### August

29 Schools Open – First Day for Students

### September

5 Schools/Offices Closed – Labor Day

19 Two Hours and Forty-Five Minutes Early Dismissal System-wide; Professional Development Time Available for Instructional Staff; Schools Closed for Pre-kindergarten Students

### October

3 Schools/Offices Closed – Rosh Hashanah

12 Schools/Offices Closed – Yom Kippur

21 Schools Closed for Students and 10-Month Staff – Professional Meeting Day

### November

4 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

7 Schools Closed for Students – Professional Development Day for Teachers and Instructional Assistants

8 Schools/Offices Closed – General Election Day

23 Schools/Offices Two Hours and Forty-Five Minutes Early Dismissal – Last Day Before Thanksgiving Holiday; Schools Closed for Pre-Kindergarten Students

24-25 Schools/Offices Closed – Thanksgiving Holiday

28 Schools/Offices Reopen

### December

23-30 Schools/Offices Closed – Christmas/Winter Holiday

### January

3 Schools/Offices Reopen

16 Schools/Offices Closed – Martin Luther King, Jr. Holiday

27 Schools Closed for Students – Teachers Work on End of Marking Period Items; Non-Work Day for Instructional Assistants

### February

20 Schools/Offices Closed – Presidents' Day

### March

10 Two Hours and Forty-Five Minutes Early Dismissal System-wide; Professional Development Time Available for Instructional Staff; Schools Closed for Pre-Kindergarten Students

### April

5 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

13-18 Schools/Offices Closed – Spring Break/Good Friday/Easter Monday

19 Schools/Offices Reopen

### May

29 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

Revised: 6/14/16

7/11/16

7/21/16

# CARROLL COUNTY PUBLIC SCHOOLS' SCHOOL CALENDAR

**2016-2017**

All duty days or half days when students are not in school will be used for professional meetings, in-service activities, or workdays as determined by appropriate central office administrative personnel or the school principal.

## HIGH SCHOOL GRADUATION DATES

June 5, 2017	Century High	7:00 pm
June 6, 2017	Westminster High	7:00 pm
June 7, 2017	South Carroll High	7:00 pm
June 8, 2017	Liberty High	7:00 pm
June 9, 2017	Winters Mill High	7:00 pm
June 10, 2017	Manchester Valley High	1:00 pm
June 10, 2017	Francis Scott Key High	7:00 pm

Carroll Springs will hold its Certificate Ceremony at 7:00 pm on June 1, 2017 at Carroll Springs School.  
 Gateway School will hold its Certificate Ceremony at 7:00 pm on May 31, 2017 at Carroll Community College – Scott Center.  
 Carroll County Career & Technology Center will hold its Certificate Ceremony as students complete their programs.  
 Dates and times will be released through the school.

## NUMBER OF DAYS IN SCHOOL CALENDAR

MONTH	STUDENT DAYS	TEACHER DAYS	*MARKING PERIODS
AUGUST	3	8	<b>FIRST</b>
SEPTEMBER	21	21	AUGUST 29 – NOVEMBER 4
OCTOBER	18	18	<b>SECOND</b>
NOVEMBER	18	19	NOVEMBER 9 – JANUARY 26
DECEMBER	16	16	<b>THIRD</b>
JANUARY	19	20	JANUARY 30 – APRIL 5
FEBRUARY	19	19	<b>FOURTH</b>
MARCH	23	23	APRIL 6 – JUNE 14
APRIL	16	16	*Actual marking periods may be
MAY	22	22	adjusted depending on the use of
JUNE	10	11	emergency closing days.
<b>TOTAL</b>	<b><u>-5*</u> 180</b>	<b><u>-5*</u> 188</b>	

### \*Emergency Closing Days

*If any of the five (5) emergency closing days are not used, the last day for student and staff are as listed below:*

*One (1) day not used – Last Student Day – June 13<sup>th</sup>, Last Staff Day – June 14<sup>th</sup>.*

*Two (2) days not used – Last Student Day – June 12<sup>th</sup>, Last Staff Day – June 13<sup>th</sup>.*

*Three (3) days not used – Last Student Day – June 9<sup>th</sup>, Last Staff Day – June 12<sup>th</sup>.*

*Four (4) days not used – Last Student Day – June 8<sup>th</sup>, Last Staff Day – June 9<sup>th</sup>.*

*Five (5) days not used – Last Student Day – June 7<sup>th</sup>, Last Staff Day – June 8<sup>th</sup>.*

*In the event that the school year is shortened due to unused emergency closing days, the last student day will be a two-hour and forty-five minutes early dismissal. The one-day immediately following the last student day will serve as a professional day for teachers.*

*If further emergency days are required, the following schedule will be implemented:*

*One (1) day needed – The last student day will be June 15, 2017.*

*Two (2) days needed – The last student day will be June 16, 2017.*

*Three (3) days needed – Students will also be in attendance April 13, 2017.*

*Four (4) days needed – Students will also be in attendance April 18, 2017.*

## BULLYING, HARASSMENT OR INTIMIDATION REPORTING FORM

Directions: Bullying, harassment, and intimidation are serious and will not be tolerated. This is a form to report alleged bullying harassment, or intimidation that occurred during the current school year on school property, at a school-sponsored activity or event off school property, on a school bus, on the way to and/or from school\*, or on the internet-sent on or off school property; or that substantially disrupted the orderly operation of the school. Bullying, harassment and intimidation includes any intentional conduct, including verbal, physical or written conduct, or an intentional electronic communication, that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities or performance, or with a student's physical or psychological well-being. (Definitions for Bullying, Cyberbullying, Harassment, and Intimidation are provided below.)

1. **Bullying** – A pattern or behavior when a person repeatedly uses power in an intentional manner, including verbal, physical, or written conduct or intentional electronic communication against one or more students.
2. **Cyberbullying** – The use of electronic communication to harm or harass others in a deliberate, repeated, and hostile manner.
3. **Harassment** – Includes actual or perceived negative actions that offend, ridicule, or demean another individual with regard to race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, physical or mental ability, or disability.
4. **Intimidation** – subjecting an individual to intentional action that seriously threatens and induces a sense of fear and/or inferiority.

Conduct that is of a sexual nature is generally thought to mean actions, language, or visual materials which specifically refer to, portray, or involve sexual activity or language. Conduct of a sexual nature may include overt sexual solicitations, inappropriate touching, sexual jokes, and inquiries about a person's sex life. Sexual harassment is the broader term that encompasses conduct of a sexual nature such as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature. Sexual harassment also includes acts that are not overtly sexual but rather are directed at individuals based on their gender such as profanity or rude behavior that is gender-specific.

If you are a student, the parent/guardian of a student, a close adult relative of a student, or a school staff member and wish to report an incident of alleged bullying harassment, or intimidation, complete this form and return it to the principal at the student victim's school. You may contact the school for additional information or assistance at any time.

### (PLEASE PRINT ALL INFORMATION)

Today's date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

School: \_\_\_\_\_

School System: \_\_\_\_\_

#### PERSON REPORTING INCIDENT

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Place an **X** in the appropriate box: ☐ Student ☐ Parent/guardian of a student ☐ Close adult relative of a student ☐ School Staff  
☐ Bystander

1. Name of alleged student victim(s): \_\_\_\_\_ Age: \_\_\_\_\_ School \_\_\_\_\_  
\_\_\_\_\_ Age: \_\_\_\_\_ School \_\_\_\_\_  
\_\_\_\_\_ Age: \_\_\_\_\_ School \_\_\_\_\_

2. Name of alleged witness(es) (if known):

\_\_\_\_\_ Age: \_\_\_\_\_ School \_\_\_\_\_  
\_\_\_\_\_ Age: \_\_\_\_\_ School \_\_\_\_\_  
\_\_\_\_\_ Age: \_\_\_\_\_ School \_\_\_\_\_

3. Name(s) of alleged offender(s) (if known):

Age School Is he/she a student?

\_\_\_\_\_ ☐ Yes ☐ No  
\_\_\_\_\_ ☐ Yes ☐ No  
\_\_\_\_\_ ☐ Yes ☐ No

4. On what date(s) did the incident happen?:

Month / Day / Year      Month / Day / Year      Month / Day / Year

5. Place an **X** next to the statement(s) that best describes what happened (choose all that apply):

- ☐ Any bullying, harassment, or intimidation that involves physical aggression (specify) \_\_\_\_\_
- ☐ Getting another person to hit or harm the student
- ☐ Teasing, name-calling, making critical remarks, or threatening, in person or by other means
- ☐ Demeaning and making the victim of jokes
- ☐ Making rude and/or threatening gestures
- ☐ Excluding or rejecting the student
- ☐ Intimidating, extorting, or exploiting
- ☐ Spreading harmful rumors or gossip
- ☐ Related to the student's disability
- ☐ Related to the student's perceived sexual orientation
- ☐ Cyber bullying (e.g. social media including Facebook, Twitter, Vine, Snapchat, Periscope, kik, Instagram, etc.)
- ☐ Electronic communication (e.g. email, text, sexting, etc.)
- ☐ Gang related
- ☐ Gang recruitment
- ☐ Human trafficking/Prostitution recruitment
- ☐ Racial Harassment
- ☐ Sexual Harassment
- ☐ Sexual in nature
- ☐ Other (specify) \_\_\_\_\_

6. Where did the incident happen (choose all that apply)?

- ☐ On school property      ☐ At a school-sponsored activity or event off school property      ☐ Via Internet- sent off school property
- ☐ On a school bus      ☐ On the way to/from school\*      ☐ Via Internet- sent on school property

\*Will be collected unless specifically excluded by local board policy

7. Describe the incident(s), including what the alleged offender(s) said or did. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
(Attach a separate sheet if necessary)

8. Why did the bullying, harassment or intimidation occur? \_\_\_\_\_

\_\_\_\_\_  
(Attach a separate sheet if necessary)

9. Did a physical injury result from this incident? Place an **X** next to one of the following:

- ☐ No      ☐ Yes, but it did not require medical attention      ☐ Yes, and it required medical attention

10. If there was a physical injury, do you think there will be permanent effects? ☐ Yes ☐ No

11. Was the student victim absent from school as a result of the incident? ☐ Yes ☐ No  
If yes, how many days was the student victim absent from school as a result of the incident? \_\_\_\_\_

12. Did a psychological injury result from this incident? Place an **X** next to one of the following:

- ☐ No      ☐ Yes, but psychological services have not been sought      ☐ Yes, and psychological services have been sought

13. Is there any additional information you would like to provide? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
(Attach a separate sheet if necessary)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The policies, regulations, and guidelines set forth in the  
Code of Conduct and the  
Student/Parent Handbook are subject to revision at any time.**

**Additional information about these policies/regulations  
may be obtained from your school administrator, or on the  
Carroll County Public School website: [www.carrollk12.org](http://www.carrollk12.org)**

***NOTICE OF NON-DISCRIMINATION***

*The Carroll County Public Schools (CCPS) is firmly committed to creating equal employment and educational opportunities for all persons with regard to its employment practices and in the provision of services, programs, and activities.*

*The CCPS does not discriminate on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, or sexual orientation. The CCPS provides non-discriminatory access to school facilities in accordance with its policies and regulations regarding the community use of schools (including, but not limited to, the Boy Scouts).*

*The following person has been designated to handle inquiries regarding the nondiscrimination policies:*

*Gregory J. Bricca  
Director of Research and Accountability  
125 North Court Street  
Westminster, Maryland 21157  
410.751.3068*

***ADA ACCESSIBILITY STATEMENT***

*The Carroll County Public Schools (CCPS) does not discriminate on the basis of disability in employment or the provision of services, programs or activities. Persons needing auxiliary aids and services for communication should contact the Office of Community and Media Relations at 410-751-3020 or [publicinfo@carrollk12.org](mailto:publicinfo@carrollk12.org), or write to Carroll County Public Schools, 125 North Court Street, Westminster, Maryland 21157. Persons who are deaf, hard of hearing, or have a speech disability, may use Relay or 7-1-1. Please contact the school system at least one (1) week in advance of the date the special accommodation is needed.*

*Information concerning the Americans with Disabilities Act is available from the Director of Facilities or the Supervisor of Community and Media Relations.*

<i>Raymond Prokop</i>	<i>Carey Gaddis</i>
<i>Director of Facilities</i>	<i>Supervisor of Community &amp; Media Relations</i>
<i>125 North Court Street</i>	<i>125 North Court Street</i>
<i>Westminster, Maryland 21157</i>	<i>Westminster, Maryland 21157</i>
<i>(410) 751-3177</i>	<i>(410) 751-3020</i>

## ELEMENTARY SCHOOLS

Carrolltowne  
Cranberry Station  
Ebb Valley  
Eldersburg  
Elmer A. Wolfe  
Freedom District  
Friendship Valley  
Hampstead  
Linton Springs  
Manchester  
Mechanicsville  
Mt. Airy  
Parr's Ridge  
Piney Ridge  
Robert Moton  
Runnymede  
Sandymount  
Spring Garden  
Taneytown  
Westminster  
William Winchester  
Winfield

## MIDDLE SCHOOLS

Mt. Airy  
North Carroll  
Northwest  
Oklahoma Road  
Shiloh  
Sykesville  
Westminster East  
Westminster West

## HIGH SCHOOLS

Century  
Francis Scott Key  
Liberty  
Manchester Valley  
South Carroll  
Westminster  
Winters Mill

## OTHER SCHOOLS

Carroll County Career  
and Technology Center  
Carroll County Outdoor  
School  
Carroll Springs School  
Crossroads Middle  
School  
Gateway School

