

**Administrative Procedures for Policy #3162 (Students)  
Regarding Student Conduct**

I. Guidelines

- A. At the direction of the Superintendent, the Director of Student Services or his/her designee will develop and maintain a code of student conduct.
  - 1. The code of student conduct will include information about pertinent federal and state laws and regulations, Maryland State Board of Education regulations, Calvert County Board of Education policies, and school system procedures and guidelines which pertain to student rights and responsibilities and govern student behavior.
  - 2. In addition, the code of student conduct will include information regarding student due process rights and the right of appeal.
- B. The Director of Student Services or designee will annually review the code and revise it as needed. The Director or designee will include appropriate school system staff in the annual review.
- C. The Superintendent or designee will annually submit the code of student conduct to the Board of Education for its approval prior to the publication and distribution of the document.
- D. The Director of Student Services or designee will ensure broad distribution of the code of student conduct by:
  - 1. Annually distributing the code to all students in grades K through 12;
    - a. A code of conduct activity book is disseminated to all K-2 students to assist with the understanding of the system procedures as outlined in the code of student conduct.
  - 2. Posting the code on the school system website;
  - 3. Distributing the code to all CCPS teachers; and
  - 4. Making the code available to parents and other community members by request.
- E. Staff will review with students all information outlined on the Statement of Understanding page in the code of student conduct.