

**Administrative Procedures for Policy #1112 (Administration)
Regarding Student Discipline**

- I. To foster positive learning environments and maintain safe school environments, schools will respond in accordance to federal and state laws and regulations when students violate standards of conduct. Calvert County Public Schools' policies, procedures, the Code of Student Conduct and individual school expectations and guidelines outline the levels of appropriate response to discipline incidents.
- II. Calvert County Public Schools fuse a Progressive Discipline model. Progressive Discipline is defined as a range of graduated responses for violation of behavioral standards. The goal of Progressive Discipline is to help students correct misconduct and to prevent reoccurrence of behavior violations by helping students learn from their mistakes. This practice provides the foundation for Calvert County Public Schools disciplinary actions. Response to student discipline is applied at the lowest level commensurate with the action or behavior that precipitates an intervention. A balanced approach is used in determining the interventions and/or responses and the response is based on an assessment of the situation and a continuum of progressive disciplinary strategies.
- III. The Director of Student Services will publish a Code of Student Conduct that, at a minimum, list behavioral standards and a range of interventions and responses when students violate those standards. This Code of Student Conduct will provide the foundation for Calvert County Public Schools disciplinary standards.
- IV. Unacceptable behavior toward school personnel is not tolerated, whether on school property, off-site school sponsored events, or in the community. Examples of conduct that may occur off school premises which may result in disciplinary action by school officials may include, and not limited to, destruction of property, verbal and written threats, and physical assault/attacks.
- V. A student's presence in school, who has been charged for involvement in a violent incident or an incident in which a weapon was used out-of-school, may pose a serious threat to the safety and well-being of students and staff, and may pose a threat of disruption to the educational process in the school. When it is determined that a student who has been charged for involvement in an act of violence, or one in which a weapon was used, represents a serious threat to others or him/herself, or whose presence in school represents a likelihood that the educational process will be substantially disrupted, the student will be assigned to an alternative educational placement pending a final administrative decision on the student's educational status in the public school system.
- VI. Suspension and Expulsion
 - A. The Education Article of the Annotated Code of Maryland empowers the principal to suspend a student for misconduct in school. Only the principal or his/her designee may suspend a student.
 - B. In-School Intervention

1. In-School Intervention (ISI) differs from In-School Suspension (ISS). During ISI, the student receives direct instruction and special education services (when applicable) to enable the student to continue to participate in the general education curriculum.
2. The goals of In-School Intervention:
 - a. Special education services can be provided in the ISS/ISI room, or the student may be permitted to participate in the setting designated on his/her IEP.
 - b. Special education services can be provided by a special education teacher, general education teacher, or instruction assistant under the direction of a special education teacher.
 - c. The services may not necessarily be hour for hour as the student is receiving one on one instruction, so the direct instruction may not require the length of time indicated on the IEP.

C. In-School Suspension

1. In-School Suspension (ISS) is an alternative to Out-of-School Suspension for students who have violated school policies and procedures related to student behavior.
2. The goals of the In-School Suspension Program are:
 - a. To serve as a response for students who violate school expectations or Board of Education policies or procedures.
 - b. To serve as a deterrent to undesirable student behavior;
 - c. To provide an opportunity for students to remain current in class assignments; and,
 - d. To provide an opportunity for students to attend school.
3. The Director of Student Services, or designee, will establish the expectations for student behavior for the ISS program.
4. Expected behavior is reinforced and monitored for all students in the ISS program. Students who violate behavior expectations while assigned to the ISS program may receive additional days of placement in ISS or another level of disciplinary response beyond the original placement.
5. Principals and/or their designee may restrict students from participating in or attending extracurricular activities during their second or subsequent placements in ISS.
6. If a student is absent on the day ISS is assigned, the day will be served upon the student's return to school.

D. Out-of-School Suspensions for Not Longer than Ten (10) School Days

1. The student is given the opportunity to learn what he or she is accused of doing and given a chance to offer an explanation.

2. If a principal or his/her designee suspends a student for 10 days or less days, the principal or his/her designee will inform the student of the suspension and the reason for it. The student will be given the opportunity to offer an explanation.
3. The principal or his/her designee will complete a Notification of Student's Suspension Form. A copy of this notification will be given to the student, mailed to the parent or guardian, filed in the student's cumulative folder in the school, and forwarded to the Director of Student Services.
4. The principal or his/her designee will make reasonable effort to notify the parent or guardian by telephone and/or in person of the student's suspension and the reason for it. If these efforts are unsuccessful, the mailing of the notification (see VI.B.2) is considered sufficient.
5. If the parent cannot be reached by telephone or in person, the effective time of the suspension shall be at the end of the school day, and* the student may be placed in In-School-Suspension under staff supervision. If the principal or his/her designee considers the student's behavior harmful to him/herself or others, the principal or designee will follow the appropriate threat assessment protocols and may seek assistance from the appropriate persons to remove the student from the school building.
6. Before a student is readmitted to school from a suspension, the parent/guardian must confer with the principal or designee. The participants in the conference, the date of the conference, and outcomes of the conference must be noted on the school's copy of the suspension form.

E. Out-of-Schools Suspensions for More than Ten (10) School Days—Expulsion

1. If a principal or his/her designee suspends a student for 10 days or more, the principal or designee will inform the student of the suspension and the reason for it and will immediately report the request for an extended suspension or expulsion to the Superintendent or his/her designee.
2. The Superintendent or his/her designee will verify the appropriateness of an extended suspension or expulsion.
3. The principal or his/her designee will prepare a Request for Extension of Suspension or Expulsion form. A copy will be given to the student, mailed to the parent or guardian, filed in the student's cumulative folder in the school, and forwarded to the Director of Student Services.
4. The principal or his/her designee will immediately notify the parent or guardian by telephone or in person of the suspension and the reason for it. If the principal's efforts to contact the parent or guardian are unsuccessful, the mailing of the notification (VI.C.3) is sufficient.
5. If the principal or designee cannot reach the parent/guardian by telephone or in person, the effective time of the suspension shall be at the end of the school day. In the meantime, the student may be placed in In-School-Suspension but must remain at school under the supervision of the principal or his/her designee. If the principal or his/her designee considers the

student's behavior harmful to him/herself or others, the principal or designee will follow the appropriate threat assessment protocols and may seek assistance from the appropriate persons to remove the student from the school building.

6. If the Superintendent's designee determines that a suspension longer than ten (10) school days is warranted, the designated representative shall promptly arrange a conference with the principal or his/her designee, the student, and the student's parent or guardian. If the student has an active Individualized Educational Plan (IEP) and is receiving special education services; an IEP committee meeting must be convened to review the student's IEP and determine if the offense is or is not a manifestation of the student's disability. If the IEP committee determines that the offense is not a manifestation of the student's disability, the Superintendent or his/her designee shall promptly arrange a conference with the principal, the parent(s)/guardian(s), and the student.
7. If, as a result of this conference, the Superintendent or his/her designee determines that suspension of more than ten (10) school days or expulsion is warranted, the principal or his/her designee, the parents or guardian, shall be so notified by the Superintendent or his designated representative.

VII. Appeals of Suspensions

A. Out-of-School Suspensions of Not More than Ten (10) Days

1. Appeals of In-School- and Out-of-School suspensions, of ten (10) days or less, must be made first to the school principal. The appeal must be submitted in writing within five (5) days of the alleged violation/misapplication of the Code of Student Conduct or other applicable policy.
2. If the principal denies the appeal, the parent or guardian may request a review by the Superintendent or his/her designee in writing within 10 days of written notice of the principal's decision.
3. If the Superintendent or his/her designee denies the appeal, the parent/guardian may request in writing, within thirty (30) days of written notice of the Superintendent's or his/her designee's decision, a review by the Calvert County Board of Education.
4. If the Board of Education denies the appeal, the parent/guardian may file a written appeal to the Maryland State Board of Education, within thirty (30) days of written notice of the Calvert County Board of Education's decision.

B. Out-of-School Suspension for More than Ten (10) Days

1. Out-of-School Suspensions for more than 10 days or expulsions may be appealed to the Calvert County Board of Education in writing within ten (10) days after written notice of the determination by the Superintendent or his/her designee.
2. The appeal to the Calvert County Board of Education does not stay the decision of the Superintendent.

VIII. Due Process

- A. Each student in Calvert County must be afforded his/her due process rights. This means that a student must be given an opportunity to learn what he/she is accused of doing and must be given the chance to offer an explanation before the principal or his/her designee makes a final decision regarding responses for specific behaviors.
- B. Any student or parent alleging a violation of due process rights is encouraged to discuss these concerns with the principal. Absent resolution at that meeting, the student/parent may appeal a decision of the school principal or his/her designee to the Superintendent or his/her designee within ten (10) school days of written notice of the final decision of the school principal. The Superintendent or his/her designee's decision may be appealed to the Board of Education within thirty (30) days of written notice of the decision. The Board of Education's decision may be appealed to the State Board of Education within thirty (30) days after written notice of the final decision made by the local Board of Education.

Related Policy
1600 Regarding Appeals