

**Administrative Procedures for Policy #1119.1 (Administration)
Regarding Gang and Similar Destructive or Illegal Group Behavior**

I. State Reporting Guidelines

- A. The Safe Schools Act of 2010 requires the Maryland State Department of Education to require a county board of education to report gang-related incidents on public school property and within 1000 feet of a public school.
- B. In compliance with this law, gang-related incidents will be reported to the Maryland State Department of Education as required.

II. Definitions

- A. Anti-social behavior - any conduct that may cause property damage or physical or psychological harm to others, including but not limited to, injury, harassment, theft, vandalism, and alcohol or illegal drug use, distribution, or intent to distribute controlled dangerous substances.
- B. Gang - Refers to a criminal gang which is a group or association of three or more persons whose members:
 - 1. Individually or collectively engage in a pattern of criminal activity.
 - 2. Have as one of their primary objectives or activities the commission of one or more underlying crimes, including acts by juveniles that would be underlying crimes if committed by adults; and
 - 3. Have in common an overt or covert organizational or command structure.
- C. Gang-like activities - any demonstration of gang behaviors, inciting anti-social behaviors, or behaviors similar to those of gangs.
- D. Gang activity - refers to a pattern of criminal gang activity which is the commission of attempted commission of conspiracy to commit, or solicitation of two or more underlying crimes or acts by a juvenile that would be an underlying crime if committed by an adult.
- E. School property - any Calvert County Public Schools building and/or grounds, and any CCPS leased or owned vehicles, including school buses when they are in use for official school business. This includes any location used for co- or extra-curricular activities, including any field trips.
- F. Solicit - urging, advising, inducing, encouraging, requesting, or commanding another.
- G. Underlying crime - a crime as defined under the Criminal Law Article, Annotated Code of Maryland

- H. School security officer – a school principal or designee, or other individual employed by the local school system that is designated by the Superintendent to help maintain the security and safety of a school.

III. General provisions

- A. At each Calvert County Public Schools (CCPS) school that enrolls students in grades 6 – 12, the principal or designee will serve as the school security officer. The school security officer cannot be a teacher.
- B. At least annually, each middle and high school will hold a school security meeting to ensure coordination of gang prevention, intervention, and suppression efforts. The following individuals will be invited to participate in the school security meetings:
 - 1. The school principal.
 - 2. The Safety Advocate
 - 3. Guidance counselors.
 - 4. Local law enforcement officers.
 - 5. Representatives from the State’s Attorney’s Office.
 - 6. Representatives from the Office of the Public Defender.
 - 7. Representatives from the Department of Juvenile Services; and
 - 8. Gang prevention and intervention program representatives.
- C. The Superintendent will enter into a memorandum of understanding with the Calvert County State’s Attorney’s Office to foster coordination of gang prevention, intervention, and suppression efforts.

IV. Prohibited behaviors.

- A. Students may not knowingly participate in gang activities, gang-like activities, or similar destructive or illegal group behaviors on school property or at school-sponsored functions. This includes, but is not limited to:
 - 1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items with the intent to convey or promote membership or affiliation in any gang.
 - 2. Communicating either verbally or non-verbally (including but not limited to gestures, handshakes, slogans, drawings) with the intent to convey or promote membership or affiliation in any gang.
 - 3. Tagging or otherwise defacing school property with symbols or slogans intended to convey or promote membership or affiliation in any gang.
 - 4. Requiring payment of protection, money, or insurance, or otherwise intimidating or threatening any person in connection with gang-related activity.

5. Inciting other students to intimidate or to act with physical violence upon any other person in connection with gang-related activity.
6. Soliciting others for gang membership.
7. Committing or conspiring to commit illegal acts or violate school system policies and rules in connection with gang-related activities.
8. Using electronic equipment to communicate gang or gang-like activities while on school property.

V. Reporting Gang Activity, Gang-like Activity, and Similar Destructive or Illegal Group Behavior

- A. All school employees are required to report any incidence of suspected gang activity, gang-like activity, or similar destructive or illegal behavior on school property or at school functions promptly to the principal and to the school security officer, if there is one. Employees should also report suspected activities within 1000 feet of real property owned or leased to an elementary school, secondary school, or Calvert County Public Schools for use as an elementary or secondary school. The report must be made on incidents that they observe or incidents that are reported to them (orally or in writing) by a student, parent, guardian, or other person.
- B. A report must be made in writing, on the Gang-Related Incident Reporting Form (Reporting Form), available in school offices and on the school system website. If the person making the report is unable or unwilling to make the report in writing and on the Reporting Form, the principal or security officer will complete the Reporting Form.
- C. The principal will keep one copy of the Reporting Form in a secure area and will provide a copy of the Reporting Form to the Department of Student Services.