

Baltimore County Public Schools



Student Handbook



2011 – 2012

Baltimore County Public Schools Board of Education

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Superintendent's Message to Parents, Students, and Staff

This *Student Handbook* provides an opportunity for parents and guardians to work closely with their children in contributing to a safe and orderly environment in each school. Based on the Board of Education's disciplinary policy and supported by administrative rules and procedures, this *Handbook* encourages all students to develop good character and values while they respect the rights of others.

Parents, I encourage you to take the time to review this important document with your children to help reinforce the purpose of school and why education is vital to their future. This *Handbook* mirrors our *Blueprint for Progress* as it describes student responsibilities that will help schools maintain safe and orderly learning environments.

As we continue to work together, we will build on this school system's legacy of excellence to ensure that all students graduate ready for success in college and their chosen careers.

Joe A. Hairston
Superintendent

Grateful acknowledgment is extended to the following people who worked to produce this publication to benefit the students, parents, and staff of Baltimore County Public Schools.

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Character Education

Baltimore County Public Schools—Character Development

Character development is an important element of Baltimore County Public Schools' continuous school improvement process. Character development is to be included in all instructional programs for all students. The modeling of good character is expected of all staff and students because it is a powerful means of developing and reinforcing positive character in schools. Students who exhibit good character contribute to safe and orderly schools, to student achievement, and to positive student and staff morale. Key strategies in the Baltimore County Public Schools' *Blueprint for Progress* designed to help develop good character in students include:

- Implement active character ethics education.
- Develop and implement instructional strategies that include multiculturalism and differentiation.

Character development includes the study and practical application of ethics and codes of conduct acceptable for society. It provides opportunities to develop skills necessary to determine right from wrong, to understand consequences, and to make appropriate choices. Developing good character should be an ongoing process.

The following are Baltimore County Public Schools' character objectives:

1. To develop the wisdom and good judgment to make reasoned decisions.
2. To develop a sense of justice that is informed by fairness, honesty, and civility.
3. To develop and demonstrate respect for self, respect for others, and respect for property.
4. To demonstrate tolerance and understanding of others regardless of race, gender, ethnicity, disability, national origin, religion, creed, socio-economic status, marital status, pregnancy, personal record, sexual orientation, or political belief.
5. To demonstrate compassion for others through the development of empathy, kindness, and service.
6. To demonstrate discipline and responsibility by exhibiting self control and the willingness to admit mistakes and correct them.
7. To develop a positive attitude that reflects hope, enthusiasm, flexibility, and appreciation.
8. To demonstrate pride in oneself and others by doing the best for self, family, school, and community and by respecting the achievement of others.
9. To exhibit personal and academic integrity through honesty, expressing beliefs in appropriate ways, and working to one's full potential.

Foreword

Baltimore County Public Schools offers many educational programs to help students become productive citizens. The academic, career, and social needs of students are best met when there is cooperation among the school, students, and parents/guardians. This *Student Handbook* helps students develop proper behaviors that will enhance their learning environment and make schools safe for everyone.

Baltimore County Public Schools will administer the discipline code fairly and impartially for all students.

Scope of Authority

Every student enrolled in a Baltimore County public school is responsible for appropriate behavior as outlined in this handbook when involved in:

1. All school-sponsored activities on property owned or leased by the Board or held off of school grounds, including but not limited to: field trips, extracurricular activities, social events;
2. Travel on school buses or other official means of transportation; and
3. On-site or off-site school-related problems which are the result or cause of disruptive behavior on school grounds.

A student may be subject to disciplinary sanctions when he or she commits an act or acts away and apart from school and school property that can be shown to pose a threat or danger to the safety of other students, staff, or school property and/or that the act or acts prevents the orderly delivery of the instructional program at school. (Board of Education Policy 5550)

Reportable Offenses

The school system is required to provide an appropriate educational program for every student who has been arrested by a law enforcement agency for a "reportable offense." School administrators will determine whether a student's presence in the home school creates a safety and/or security risk and recommend that the student's program be continued at the home school or in an alternative education program. Notice of the reportable offense charge alone may not be the basis for the suspension, reassignment, or the expulsion of the student. Appropriate educational programming and related services will be provided to an identified student with disabilities in accordance with the *Individuals with Disabilities Education Act* (IDEA) and state special education law and regulation. (Board of Education Policy and Superintendent's Rule 5561)

Students' Rights and Responsibilities

The following is a short outline of Students' Rights and Responsibilities detailed in Board of Education Policy and Superintendent's Rule 5600. For the complete explanation of Students' Rights, see Policy and Rule 5600.

All students are responsible for:

- Attending school or attending a school activity each day school is in session.
- Complying with Board of Education Policies, Superintendent's Rules, and school regulations and procedures.
- Exercising the right to an appeal in a manner that is timely and adheres to the prescribed process.
- Dress and Grooming.
- Respecting the rights of others.

All students have the right to:

- Due Process
- Privacy of Records
- Patriotic Exercises
- Voluntary prayer or Bible reading
- Student Governance
- Assembly
- Participation in Extracurricular Activities
- Participation in Interscholastic Athletics
- Use of School Facilities
- Personal Property
- Non-Discrimination
- Age of Majority
- Safe Learning Environment
- Free Speech and Expression
- Grievance

Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (20 U.S.C. §1232h) gives to parents/guardians, and students who are 18 or emancipated minors, certain rights regarding surveys, the collection and use of information for marketing purposes, and certain physical exams. These rights include the right to consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey"), if the survey is funded in whole or in part by a program of the United States Department of Education. These areas are:

1. Political affiliations or beliefs of the student or the student's parent/guardian

2. Mental and psychological problems of the student or the student's family
3. Sexual behavior or attitudes
4. Illegal, antisocial, self-incriminating, and demeaning behavior
5. Critical appraisals of other individuals with whom respondents have close family relationships
6. Legally recognized privilege such as with lawyers, physicians, and ministers
7. Religious practices, affiliations, or beliefs of the student or of the student's parents/guardians
8. Income, other than as required by law to determine program eligibility.

The right to *receive notice* and an *opportunity* for a student to *opt out of*:

1. Any other protected information survey, regardless of funding
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health or safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening required under State Law, and
3. Activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

The right to *inspect*, upon request, and before the administration or use:

1. Protected information surveys of students
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes, and
3. Instructional material used as part of the educational curriculum.

Baltimore County Public Schools will notify directly parents/guardians and eligible students of their rights under school system procedures at least annually. Parents/guardians or eligible students who believe that their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-5920

Annual Notification of Parents' Rights

Release of Directory Information and News Photography Release

State law and the Family Educational Rights and Privacy Act ("FERPA") affords parents/guardians and a student who is 18 years old or attending an institution of post-secondary education ("eligible student") certain rights with respect to the student's education record. In accordance with the law, the Baltimore County Public Schools (hereinafter, "BCPS") is providing parents/guardians and eligible students with this Annual Notification of Rights. These rights are:

Confidentiality

Parents/guardians or eligible students have the right to consent to disclosure of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. "School officials." Those individuals employed by, or a person or company contracted by the school system who has a legitimate educational interest in a student record in order to fulfill professional or job responsibilities, as determined by BCPS. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, BCPS will disclose without consent a student's education record to another school or to a school district in which the student seeks or intends to enroll.

Directory Information

FERPA requires that BCPS, with certain exceptions, obtains written consent prior to the disclosure of personally identifiable information from a student's education record. However, BCPS may disclose appropriately designated "directory information" without written consent, unless advised to the contrary as outlined below.

The following information has been designated by BCPS as "directory information" and can be released without parental consent: student's name, address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside

organizations without a parent's/guardian's or eligible student's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws¹ require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide to *military recruiters*, upon request, name, address, and telephone listing — *unless the parent/guardian or eligible student has advised the LEA that they do not want this information disclosed without their prior written consent.*

You may refuse disclosure by completing and returning the *Parental Privacy Preference Opt Out Form for Directory Information* or by putting your request in writing and sending it to the principal by October 1 of each school year or within 30 days of your child's enrollment in school. The opt out form was mailed to you in your child's back-to-school information packet. The form is also available to you at your child's school and may be obtained on the Baltimore County Public Schools' Web site at www.bcps.org under Students, Parents, and the Office of Student Support Services. If you do not return a completed opt out form or send your request in writing, you are giving BCPS permission to publicly release your child's directory information which includes: your child's name, address, date of birth, participation in officially recognized activities and sports, height and weight as a member of an athletic team, dates of attendance, degrees and awards received. Additionally, if you do not return a completed opt out form or send your request in writing, if requested by United States military recruiters or institutions of higher education, your child's name, address, and telephone number will be released.

¹*Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (20 U.S.C. 6301, et seq.), and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (10 U.S.C. 503), the legislation that provides funding for the Nation's armed forces*

Access to Records

All BCPS students' records shall be available to parents/guardians or eligible students for review and inspection in conferences with appropriate school personnel. If a student is 18 years of age or older, rights afforded to and required of the parent/guardian shall thereafter only be afforded to and required of the student. Maryland law provides that a student's education record may be released by BCPS to other

educational or specified governmental agencies, to a person involved in approved research projects, to comply with a judicial order or a lawfully issued subpoena, or in a health or safety emergency. School system procedures concerning the release of students' records can be found in Superintendent's Rule 5230: *Student Records*.

Request to Amend a Student's Record

If a parent or eligible student believes that a student record is inaccurate, misleading, or violates the privacy rights of the student, he/she may make a written request with the school principal to amend the records. The request must be made in writing to the school principal, clearly identify the part of the record to be changed, and specify why it is inaccurate, misleading, or violates the student's privacy. If the principal denies the request, the principal will notify the parent or eligible student of the procedures for appealing the decision.

BCPS Review of Student's Record

A parent or eligible student has the right to inspect and review the student's education record within 45 days of the day the principal receives a request for access. A parent or eligible student should submit to the school principal a written request that identifies the education record they wish to inspect. The school principal, or his/her designee, will make arrangements for access and notify the parent or eligible student of the time and place where the student's record may be inspected.

Videotaping on School Property Including School Buses

BCPS possesses the ability to videotape students on school property and to videotape students (including audiotape) while on its school buses. At the discretion of the superintendent, or his designee, videotapes may be used for disciplinary purposes.

News/Photography

Students may be photographed, videotaped, and/or audiotaped while participating in school-sponsored activities and/or learning experiences when such activities are of interest to the news media. School staff will monitor all media activities in schools. School administrative staff will deny access to news media if their presence is deemed disruptive to the school day or to students or if photographing, videotaping, and/or audiotaping students are not appropriate, given the nature of a particular news story. **You may refuse to permit media-related photographing, videotaping, and/or audiotaping of your child by completing and returning the**

***Parental Privacy Preference Opt Out Form for Telecommunications and Intellectual Property* or by putting your request in writing and sending it to the principal by October 1 of each school year or within 30 days of your child’s enrollment in school. The opt out form was mailed to you in your child’s back-to-school information packet. The form is also available to you at your child’s school and may be obtained on the Baltimore County Public Schools’ Web site at www.bcps.org under Students, Parents, and the Office of Student Support Services. If you do not make your requests known by returning a completed opt out form or by sending your request in writing, you are giving BCPS permission to include your child’s picture in media-related photographs and tapes.**

Parents/guardians or eligible students who believe that their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Drug Education, Counseling, and Detection

All school personnel must be aware of the distinction between students who are violating the law and those who are seeking help. The law regarding drug abuse clearly provides penalties for convicted violators. Members of the school community are subject to these laws on and off school grounds. School personnel have the same responsibility as every other citizen to uphold the law.

Medication: Prescription and Non-Prescription

Students who require medication during the school day must provide the school nurse with an order from a licensed health care provider and deliver the medication to the school nurse in a pharmacy-labeled container. All medication is administered by the school nurse or a trained staff person. Written permission from the school nurse, parent and health care provider is required before a student may carry an emergency medication such as an inhaler or EpiPen. School nurses may administer certain non-prescription medications for certain conditions (e.g., headache) with parent permission.

Voluntary Admission of Drug Use

If a student who is neither under the influence nor in possession of drugs voluntarily acknowledges drug use, it is possible that the student is asking for help. Therefore, punishing the student may not help that

student and could discourage other students from admitting that they have drug problems. Under current law, there is no need to report the matter to the police.

Presence of Material Evidence

If suspected illegal drugs are found by school personnel, the matter, as required by law, must be reported to the Vice/Intelligence/Narcotics Control Section of the Baltimore County Police Department.

Required Counseling and Education

Before being readmitted to the day school program of instruction, all students reassigned or disciplinarily removed for drug and/or alcohol offenses must fulfill the following requirements:

1. The reassigned or expelled student must participate in a drug and alcohol screening process conducted by the Baltimore County Bureau of Substance Abuse. The level of counseling will be determined by the outcome of the screening.
2. The student must attend and successfully complete both a mandated counseling and drug education program prior to readmission to the regular day school program.

Discipline Code

The offenses and penalties as shown in the Discipline Code are divided into three categories. Category I: Local school administrators should use their own discretion in determining the advisability of suspension as a positive means of correcting student behavior. The local school is encouraged to exercise the option of using appropriate alternatives. Offenses listed in Categories I, II, and III are also cited in Board of Education Policy 5550. Students who take part in disruptive behavior are subject to discipline that may include suspension, assignment to an alternative education program, or expulsion, according to the procedures outlined in Board of Education Policy and Superintendent Rule 5560.

Alcoholic Beverages and Drugs

As set forth in Policy 5540, the possession, use, distribution, or conspiracy to distribute alcoholic beverages or illegal drugs in any quantity is prohibited on school property owned by the Board of Education, on school buses, or at off-site, school-sponsored activities. The possession, use, or distribution of controlled paraphernalia as outlined in the *Criminal Law Article of the Annotated Code of Maryland* is prohibited on school property or at off-site, school-sponsored activities. Students who violate the

provisions of Board of Education Policy 5540, *Alcoholic Beverages and Drugs*, shall be expelled in accordance with the procedures outlined in Board of Education Policy 5560, *Suspension or Expulsion*.

Definitions for alcoholic beverages, other illegal substances, and paraphernalia are found in the *Board of Education of Baltimore County Policies and Rules Manual*. Policies and rules are available on the BCPS Web site at www.bcps.org.

Student Use and Possession of Tobacco

The school buildings and grounds of the Baltimore County Public Schools are tobacco-free. The sale, use, or possession of tobacco in any form is prohibited in all BCPS buildings, grounds, and at any school-sponsored activities. As described in Board of Education Policy and Superintendent's Rule 5530, administrators will process violations in a given school year on a four-step progression: **1st offense** – hold a conference with student and parent; **2nd offense** – hold a conference with student and parent and student may be suspended; **3rd offense** – student will be suspended; **4th and subsequent offenses** – hold a conference with student and parent, student will be suspended for up to 10 days and referred to the superintendent or his designee for an alternative education program assignment.

Unauthorized Persons

The Board of Education, Board president, superintendent, principal, or a person designated in writing by any of the above has the right to seek the immediate removal of unauthorized persons from the school property. An unauthorized person is one who is described as a person who “does not have lawful business to pursue at the school or who acts in a manner that disrupts or disturbs the normal educational function of the institution.” This includes students who are under suspension, reassignment, or expulsion. Reassigned or expelled students may receive counseling services at the schools from which they have been expelled after obtaining special permission from the principals of those schools.

The principal has the authority to tell an unauthorized person that he or she cannot come on school property at any time, thus barring him or her from school premises. This includes all school-sponsored activities, on or off campus. If a person has been barred by the principal, he or she is subject to immediate arrest if he or she fails to leave or returns after being told by the principal or his/her designee that he or she is barred. Staff members may ask for identification from any person and may ask him or her why he or she wishes to come onto school property. Further, they may ask an unauthorized person to

leave. If a person, previously barred by the principal, is asked to leave by a staff member, he or she must do so or be subject to arrest.

Disruptive Behavior

Students who violate the provisions of Board of Education Policy 5550, *Disruptive Behavior*, are subject to suspension, long-term suspension, assignment to an alternative education program, or expulsion in accordance with the procedures outlined in Board of Education Policy and Superintendent's Rule 5560, *Suspensions, Assignment to Alternative Programs, or Expulsions*.

Student Bullying, Harassment, or Intimidation

A person is bullied when he/she is exposed to intentional negative actions on the part of one or more students, and whose ability to participate in or benefit from the school's educational programs or activities is adversely affected. Bullying often occurs repeatedly and over time.

A person is harassed when he/she perceives or actually experiences discomfort with identity issues in regard to race, color, national origin, gender, disability, sexual orientation, religion, or other identifying characteristics, and whose ability to participate in or benefit from the school's educational programs or activities is adversely affected.

A person is intimidated when he/she is subjected to intentional action that seriously threatens and induces a sense of fear and/or inferiority, and whose ability to participate in or benefit from the school's educational programs or activities is adversely affected.

Bullying, harassment, or intimidation is strictly prohibited by federal law and will not be tolerated in Baltimore County Public Schools.

Students who engage in behaviors that constitute bullying, harassment, or intimidation will be disciplined according to the procedures set forth in this *Handbook* and the *Education That Is Multicultural Bylaw* which states that “throughout Maryland in every local school system, educational efforts in curriculum, instruction, and assessment must reflect multicultural education.”

Students may report bullying, harassment, or intimidation without fear of harmful consequences. Students, parents/guardians, close adult relatives, and/or staff may complete a **Bullying, Harassment, or Intimidation Reporting Form**. This form may be obtained from a school principal, the principal's designee, or on the Baltimore County Public Schools' Web site at www.bcps.org under Students, Parents, and the Office of Student Support Services. Completed forms should be given to the principal of the school or the principal's designee.

Gang Activity and Similar Destructive or Illegal Group Behavior

Baltimore County Public Schools prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, or at school-sponsored events.

Therefore, students shall not engage in any act furthering the interest of any gang or gang activity including, but not limited to, the following:

- Soliciting, with or without coercion, membership in, or affiliation with, any gang;
- Painting, writing otherwise inscribing gang related graffiti, messages, symbols or signs on school property;
- Engaging in violence, extortion or any other discipline policies in furtherance of gang activity;
- Soliciting any person to engage in physical violence against another person in furtherance of gang activity.

Students who violate Board of Education Policy and Superintendent's Rule 5551 shall be subject to the student discipline code, Board of Education Policy 5550, as well as any applicable criminal or civil penalties.

Telecommunications

As set forth in Board of Education Policy 6202, *Instruction: Telecommunications Access to Electronic Information, Services, and Networks*, students shall use telecommunications for educational purposes only.

Students shall be held responsible for appropriate behavior as specified in the terms and conditions in the *Telecommunications Acceptable Use Policy for Students* (see page 18). Signing of the *Telecommunications Acceptable Use Policy Form* (see page 20) verifies that students understand and will abide by the policy.

If you do not want your child to use BCPS telecommunications to access electronic networks at school, or you do not want your child photographed, videotaped, and/or audiotaped during school-sponsored activities and learning experiences, or you do not want your child's intellectual property created during school-sponsored activities and/or learning experiences published/produced/displayed, you must inform your child's principal by completing and returning the *Parental Privacy Preference Opt Out Form for Telecommunications and Intellectual Property* or by putting your request in writing and sending it to your child's principal by October 1 of each school year or within 30 days of your child's enrollment in

school. The opt out form was mailed to you in your child's back-to-school information packet. The form is also available to you at your child's school and may be obtained on the Baltimore County Public Schools' Web site at www.bcps.org under the Parents/Families tab and the Office of Student Support Services. If you do not express your preferences either in writing or by returning a completed opt out form, you are giving BCPS permission to include your child in the use of telecommunications and to publish/produce/display your child's intellectual property. The terms and conditions of the *Telecommunications Acceptable Use Policy* for students are incorporated into the Board of Education Policy 5550, *Disruptive Behavior*.

Student Dress Code

The student dress code outlines acceptable standards for student dress during the school day and during other school-sponsored activities.

Students will wear attire and groom themselves in a manner that supports a healthy and safe learning environment.

Students will not wear attire that is disruptive to the school environment, that promotes illegal or harmful activities, or that could endanger the health and safety of the student or other students, which includes, but is not limited to, that which:

1. Depicts messages that are lewd, vulgar, obscene, plainly offensive, violent, sexually explicit or that reference items that are illegal in general or illegal specifically for underage students;
2. Promotes use of tobacco, drugs, alcohol, or other illegal or harmful products;
3. Contains sexually suggestive messages;
4. Depicts gang affiliation;
5. Causes or is likely to cause a substantial or material disruption to school activities or the orderly and safe operation of the school or at school-sponsored activities;
6. Contains rude, disrespectful, or discourteous expressions inconsistent with civil discourse and behavior.

The following specific items are not permitted, except in individual cases as approved by the principal of the school:

1. Bare feet;
2. Headwear, except as worn for medical reasons or as a legitimate expression of a student's religious practice and faith.

Preventive Intervention Student Worksheet

Preventing problems with others is a goal for students of all ages. Often, the best way to solve a problem is to prevent it. Students know when they or their friends are having problems getting along. This is the time for them to seek help. There are school programs and resources designed to help students solve their problems. The following worksheet provides ideas and resources to help students solve problems and set positive behavior goals for themselves.

A. How can I solve my problem without violating school rules and regulations?

- Stop and think

Identify the problem. _____

How could this cause trouble for me? _____

Do I need assistance? _____

Who can help me? _____

- Choices that may work for me

Take my own time-out.

Walk away.

Ignore the problem.

Talk it over.

Arrange for a private conference with _____.

Talk to my parents/guardians.

Consider the source.

Consider the consequences.

Other _____

B. Who can help me?

Name	Position	How to Contact
_____	Teacher	_____
_____	School Counselor	_____
_____	Administrator	_____
_____	Other	_____

Offenses

The following examples are given for some of the offenses which are divided into three categories.

Category I - Examples of offenses that may result in suspension:

Arson/Fire/Explosives

- a. Possession and/or igniting of matches or lighters (when not a part of the instructional program)

Attacks/Threats/Fighting

- b. Fighting

Attendance (In-school suspension only)

- c. Leaving school grounds without permission
- d. Unexcused lateness (class/classes)
- e. Unexcused lateness (school day)
- f. Unexcused absence or truancy (class/classes)
- g. Unexcused absence or truancy (school day)

Dangerous Substances

- h. Nonprescription violation (possession of nonprescription medications)
- i. Use and/or possession of tobacco or cigarette rolling paper

Disrespect/Insubordination

- j. Failure to follow a direction such as, but not limited to, failure to report to office when directed by school staff to do so
- k. Harassment (nuisance phone calls to students or staff members; continued comments or passing of unofficial notes to another individual that he/she does not wish to hear or receive)
- l. Refusing to cooperate with school rules and regulations
- m. Refusing to cooperate with school transportation regulations
- n. Refusing to do assigned work
- o. Refusing to serve detention
- p. Using obscene or abusive language

Personal Health

- q. Personal health, when a student knowingly uses his or her state of health to threaten the health of others

Other

- r. Academic dishonesty (cheating on tests, copying term papers, forging signature of teacher and/or parent/guardian)
- s. Gambling
- t. Unauthorized sale or distribution in school of items, goods, or services not related in any way to the school operation (e.g., sale of football pools)
- u. Use of electronic communication devices, such as cell phones, or any wireless communication devices (which is not part of the educational program) during regular instructional school hours. Regular instructional hours are defined as beginning at the opening bell for the school day and concluding at the dismissal bell for the school day. Students involved in before-school, after-school, and weekend instructional activities shall not use electronic communication devices within the assigned area of the activity from the beginning of the scheduled activity until its conclusion. The **device must be turned off and stored** in the locker, book bag, automobile, cell phone case, or purse during school hours and while being transported on the bus. The ban on the use of electronic devices applies to buses used for all school-related activities.

Category II - Examples of offenses for which the student may be suspended, assigned to an alternative program, and which may result in expulsion:

Arson/Fire/Explosives

- a. Fire alarm/false fire report
- b. Possession and/or detonation of an incendiary or explosive material or device, including live ammunition (firecracker or greater)

Attacks/Threats/Fighting

- c. Extortion or taking money or possessions from another student(s) by threat or causing fear and intimidation
- d. Physical attack(s) on a student
- e. Threat(s) on individual(s)

Dangerous Substances

- f. Distribution, attempt to distribute, or possession with the intent to distribute a non-controlled substance that is represented as a controlled dangerous substance
- g. Non-prescription violation (misuse of non-prescription medications) including failure to have

medications administered by school nurse or delegated personnel

- h. Possession, use, or distribution of controlled and/or drug paraphernalia
- i. Prescription violation (possession of prescribed medication)
- j. Purchase of a non-controlled substance that has been represented to be a controlled dangerous substance
- k. Use and/or possession of tobacco or cigarette rolling paper, repeated offense

Disrespect/Insubordination

- l. Conspiracy or planning between two or more persons to commit a Category III offense
- m. Disruptive behavior that results in the interference with the normal school program, including repeated Category I or II offenses
- n. Bullying, harassment, or intimidation for any reason
- o. Interfering with another student's right to attend school or classes
- p. Participating in and/or inciting a school disruption

Sex Offenses

- q. Inappropriate behavior of a sexual nature
- r. Indecent exposure

Weapons

- s. Possession of a look-alike weapon of any kind
- t. Possession of a pocket knife

Other

- u. Destruction and/or vandalism of school property, personal property of students and/or faculty. This includes receipt, sale, possession, or distribution of property stolen from Baltimore County Public Schools. Restitution is required, either monetary or school work project.
- v. Exchange of money for an illegal purpose
- w. Reckless endangerment resulting in injury to a person
- x. Theft and/or knowingly possessing stolen property
- y. Trespassing
- z. Violation of the *Telecommunications Acceptable Use Policy*
- aa. Violation of the gang policy by confirmed involvement in gang activities.

Category III - Examples of offenses that shall result in assignment to an alternative program or expulsion:

Arson/Fire/Explosives

- a. Arson (expulsion only)
- b. Bomb threat

Attacks/Threats/Fighting

- c. Striking a staff member who is intervening in a fight or other disruptive activity (intentional or unintentional)
- d. Physical attack(s) on a staff member (expulsion only)
- e. Violent behavior which creates a substantial danger to persons or property

Dangerous Substances

- f. Distribution and/or sale of alcohol
- g. Distribution and/or sale of controlled dangerous substances (illegal drugs) (expulsion only)
- h. Possession of alcohol
- i. Possession of controlled dangerous substances (illegal drugs)
- j. Prescription violation (misuse of prescribed medications) including failure to have medications administered by school nurse or delegated personnel
- k. Use of a controlled dangerous substance (illegal drugs), under the influence of a controlled substance, or showing evidence of having used a controlled substance
- l. Use of alcohol, under the influence of alcohol, or showing evidence of having consumed alcohol
- m. Use of any intoxicants which cause a loss of self-control or inebriation and which shall include glue and solvents

Sex Offenses

- n. Sexual assault (expulsion only)

Weapons

- o. Possession and/or use of a firearm on school property (one-year expulsion)
- p. Possession or use of any other gun or rifle (loaded or unloaded, operable or inoperable) which shall include, but not be limited to: pellet gun, paintball gun, stun gun, BB gun, flare gun, nail gun* (expulsion for use)

- q. Possession or use of a real weapon of any kind which shall include, but not be limited to: switchblade knife, hunting knife, star knife, razors (including straight or retractable razor), nunchaku, spiked glove, spiked wristband, any mace derivative, tear gas device, or pepper spray product (expulsion for use)
- r. Use of a look-alike gun or rifle (loaded or unloaded, operable or inoperable)*
- s. Use of a look-alike weapon of any kind which shall include, but not be limited to: switchblade knife, hunting knife, star knife, pocket knife, razors (including straight or retractable razor), nunchaku, spiked glove, or spiked wristband
- t. Use of a pocketknife or any object as a weapon

Other

- u. Robbery

* **Exemption:** The use of permanently inoperable rifles by JROTC students shall not be a violation of this policy during instructional time and at any other times when under the direct supervision of JROTC instructors.

Due Process During Student Disciplinary Actions

Short-term Suspension

The principal of each school, in accordance with Board of Education policies and rules, shall have the right to suspend temporarily, for cause, for a period of not more than ten (10) school days, any student in the school under his/her direction.

Due process requires that prior to any suspension, a student shall receive verbal or written notification of the charges against him/her, the conduct which forms the basis of the charges, and the policy, rule, or regulation violated. If the student denies the charges, he/she shall have the right to an explanation of the evidence supporting the charge 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 immediately removed from school provided that, as soon as practical thereafter, the student shall be informed of the nature of the charges against him/her and the evidence supporting the charges, and be given the opportunity to present his/her side.

While suspended, the student shall not be permitted to participate in any school activity on property owned

by the Board of Education or any offsite, school-sponsored activities.

Long-term Suspension, Assignment to an Alternative Education Program, or Expulsion

Long-term suspension is for greater than ten (10) school days and less than forty-five (45) school days. Assignment to an alternative education program and expulsion require the withdrawal of a student from the day school. Suspension for greater than ten (10) school days, assignment to an alternative education program, or expulsion may be made by the Superintendent of Schools or his designee at the recommendation of the principal. The school should use appropriate resources prior to making such a recommendation, except in cases of acts of behavior that warrant immediate suspension with a recommendation for a long-term suspension, assignment to an alternative program, or expulsion. Pending action by the superintendent, the principal may temporarily suspend a student in accordance with the procedures previously stated for short-term suspensions.

Following receipt of the suspension notice and other appropriate data, the superintendent, or his designee, shall determine whether a suspension longer than ten (10) school days is warranted. A letter to the principal must communicate the decision to have a hearing promptly. If it is determined that a suspension beyond ten (10) school days is not advisable, the principal shall process the suspension as he/she would regularly process a short-term suspension.

A thorough school report (in the suspension packet) must be promptly submitted to the superintendent's designee. The superintendent's designee shall conduct a hearing with the student and his/her parent/guardian within ten (10) school days of the date of the temporary suspension by the principal. The student and the parent/guardian shall be notified in writing of the time and place of the hearing, the nature of the charges, the evidence and witnesses upon which the charges are based, the policy, rule, or regulation violated, and the fact that the hearing may result in the student's suspension for longer than ten (10) school days, assignment to an alternative education program or expulsion. The notice shall also inform the student and the parent/guardian that the student may have witnesses and a representative or attorney appear on his/her behalf. At the hearing, the student shall have the right to review all documentary evidence. If the evidence is in testimonial form, the student may examine any witness statements. Written witness statements and other hearsay evidence are acceptable, but not given the same weight as live testimony. The student may question witnesses and have witnesses testify or give written statements on his/her behalf.

If, upon consideration of all of the evidence presented at the hearing, the superintendent's designee concludes that a long-term suspension, assignment to an alternative education program, or expulsion is warranted, he may impose assignment to an alternative program, an expulsion, or continue the suspension as long as necessary. The student's placement shall be reviewed every two quarters for high school students or every quarter for middle and elementary school students. The superintendent's designee shall notify the student and parent/guardian verbally and in writing of his/her findings and decision. This conversation and letter shall also advise the parent/guardian and student of their right to appeal this decision to the Board of Education by sending such a request in writing to the superintendent within ten (10) school days of the decision of the superintendent's designee.

While assigned to an alternative education program or expelled, the student shall not be permitted to participate in any school activity on property owned by the Board of Education or any offsite, school-sponsored activities except those associated with approved counseling and alternative education programs. Seniors who are under reassignment or expulsion shall not be permitted to participate in any graduation-related activity, including the home school commencement program.

Alternative Education Programs

Students on assignment, expulsion, or long-term suspension from day school will be offered an alternative education program administered by the Office of Alternative Education, Dropout Prevention, and Summer School. A student's day school academic program cannot be replicated in the alternative program because course availability is restricted by enrollment. Alternative middle and high schools have a set capacity which will result in limited availability. Transportation is provided to alternative day schools. An alternative program, such as evening high school, has all standard courses. A maximum of five credits can be attained. Students who wish to take more than two courses must attend a second evening center or Saturday school. Students must provide their own transportation to evening and Saturday schools. Seniors may participate in the alternative education program's graduation.

Individual Education and 504 Plans

Students with IEPs or with 504 plans may be disciplined by the school principal for violations of the Code of Conduct. When the disciplinary removal is for more than 10 days, the student is entitled to a manifestation determination and must be provided with appropriate educational services while removed from

school, in accordance with IDEA, Section 504, and state and federal regulations.

Student Discipline Appeals and Mitigation

Appeal Process

Upon appeal, the Board of Education or a designated committee thereof shall hear the matter promptly, but in no event later than fifteen (15) school days from the receipt of notice of appeal in the superintendent's office. Each party has the opportunity to present witnesses and be represented by counsel. Unless the student, parent/guardian requests a public hearing, the hearing shall be conducted out of the presence of all persons, except those whose presence is deemed necessary or desirable by the Board. The appeal to the Board of Education shall not operate as a stay of the decision of the superintendent, and the decision of the Board is final.

The function of the Board is to hold a hearing to determine whether the testimony and exhibits presented support the charge upon which the alternative education program assignment or expulsion was based. The Board delegates to the Superintendent of Schools the responsibility for determining the duration of an assignment or expulsion and considering readmission. The superintendent shall consider mitigating circumstances in making such decisions.

Consideration of Readmission/Mitigation Process

Immediately following the final determination of an alternative education program assignment or expulsion and all appeals are waived or exhausted, the Executive Director of Student Support Services may consider, in consultation with the appropriate parties, mitigating circumstances to determine the duration of an alternative program assignment or expulsion and consider readmission to the appropriate day school program. A written request must be sent to the Executive Director of Student Support Services.

The Executive Director of Student Support Services may consider the following circumstances in the consideration of early readmission: the student's disciplinary history; present effort in the academic program, including attendance and citizenship; whether the offense for which the student was reassigned or expelled caused disruption; whether the readmission would cause a disruption to the school program; health and safety issues; implications for the school; and/or recommendations of the school staff.

The process of mitigation may take two to four weeks from the date of receipt of the letter by the

Executive Director of Student Support Services requesting the mitigation. During this time, the student should attend an alternative education program and be in the process of completing any requirements for reinstatement, such as the substance abuse program, if required.

Telecommunications Acceptable Use Policy for Students

Purpose of Telecommunications

Telecommunications extend the classroom beyond the school building by providing access to information resources on local, state, national, and international electronic networks, such as the Internet. For students, telecommunications use in Baltimore County Public Schools is for educational purposes, such as accessing curriculum-related information, sharing resources, and promoting innovation in learning. No personal use of any kind is permitted.

Information Available

- Government publications and databases
- Museums and multimedia collections
- Maps and other geographic resources
- Encyclopedias and dictionaries
- Magazines and newspapers
- Library catalogs and community directories
- Homework and other assignments
- Virtual reference services

Telecommunications Safety

Precautions will be taken to attempt to ensure that the Internet is a safe learning environment. Students will be supervised while using the Internet and will be instructed in the appropriate and safe use, selection, and evaluation of information. Also, software which attempts to block access to objectionable material will be accessible on computer networks used by students as required by the Children's Internet Protection Act.

Disclaimer

The accuracy and quality of the information cannot be guaranteed. No warranties for telecommunications access are expressed or implied; BCPS will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

Terms and Conditions

Students shall:

- √ Use telecommunications for educational purposes only.

- √ Communicate with others in a courteous and respectful manner.
- √ Maintain the privacy of an individual's personal information such as address, phone number, password(s), and respect the same privacy of others.
- √ Use only telecommunication accounts and passwords provided by BCPS.
- √ Report any incident of harassment to the supervising employee.
- √ Comply with copyright laws and intellectual property rights of others.
- √ Agree to the review of communications, data, and files by Baltimore County Public Schools.
- √ Report violations of this *Telecommunications Acceptable Use Policy* to the supervising employee.

Students shall not:

- X Knowingly enter unauthorized computer networks or software to tamper with or destroy data.
- X Bypass the school system's filtering server.
- X Access or distribute abusive, harassing, bullying, libelous, obscene, offensive, profane, pornographic, threatening, sexually explicit, or illegal material.
- X Install unauthorized software on computers.
- X Use telecommunications for commercial, purchasing, or illegal purposes.
- X Connect personal telecommunications hardware, such as laptops or PDAs, to the BCPS network.
- X Use telecommunications in any other manner that would violate the school board's disciplinary policies.

Penalties

Violations of the *Telecommunications Acceptable Use Policy* may be a violation of law, civil regulations, or Board of Education Policies 5550, 5570, or 6202 and Superintendent's Rules 5570 or 6202. Suspension of telecommunications privileges, school disciplinary action, and/or legal action may result from infringement of this policy.

TELECOMMUNICATIONS PARENT NOTIFICATIONS

BCPS Use of Electronic Images During School-Sponsored Activities and/or Learning Experiences

BCPS shall permit photographs, videos, and/or sound recordings of students taken during school-sponsored activities and/or learning experiences to appear in, but not limited to, a school or system level Web site, pod cast, video production, the Education Channel production or broadcast, and commercial news broadcast media.

BCPS Publication of Student's Intellectual Property During School-Sponsored Activities and/or Learning Experiences

BCPS shall publish/produce student's intellectual property created during school-sponsored activities and/or learning experiences to appear in, but not limited to, a school or system level Web site, pod cast, video production, the Education Channel production or broadcast, and commercial news broadcast media.

If you do not want your child to use BCPS telecommunications to access electronic networks at school, or you do not want your child photographed, videotaped, or audiotaped, or you do not want your child's intellectual property created during school-sponsored activities and/or learning experiences published/produced/displayed, you must inform your child's principal by completing and returning the *Parental Privacy Preference Opt Out Form for Telecommunications and Intellectual Property* or by putting your request in writing and sending it to the principal by October 1 of each school year or within 30 days of your child's enrollment in school. The opt out form was mailed to you in your child's back-to-school information packet. The form is also available to you at your child's school and may be obtained on the Baltimore County Public Schools' Web site at www.bcps.org under the Parents/Families tab, and the Office of Student Support Services. If you do not express your preferences either in writing or by returning a completed opt out form, you are giving BCPS permission to include your child in the use of telecommunications and to publish/produce/display your child's intellectual property.

Appendix

Abridged Statement of Students' Rights and Responsibilities

The complete text of the statement of Students' Rights and Responsibilities is available in the Board of Education of Baltimore County (Board) *Manual of Policies and Regulations*. This manual may be found in each school library or online at <http://www.bcps.org/system/policies rules/>.

Student Responsibilities: Responsibility for Attendance

Students have the responsibility to comply with the attendance procedures detailed in Board of Education Policy and Superintendent's Rule 5120, *Student Attendance and Excuses*.

A student absent from school shall present a note signed by the parent/guardian immediately upon return to school. If a student is absent for one of the lawful reasons, teachers will assist the student in making up missed work whenever possible. The student is expected to assume the responsibility for maintaining the continuity of learning regardless of the reason for absence. If a student is absent for an extended period of time because of illness, a written statement of explanation may be required from a physician on the day of the student's return to school.

Students missing 20 percent or more of the class days within each grading period are subject to a failing classwork grade. Unexcused absences, 10 percent or more, will result in failure for the marking period.

Responsibility for Dress and Appearance

The BCPS is committed to providing a safe and secure learning environment that is conducive to student learning. While student dress and appearance are the responsibility of students and their parents, the Board believes that dress and appearance should not interfere with any aspect of the educational process. Standards for student dress during the school day and during other school-sponsored activities are outlined in Board of Education Policy and Superintendent's Rule 5520, *Student Dress Code*.

Student Rights:

1. The Right of Due Process

A student has a right to an education, and any disciplinary measure which deprives him/her of this right must be applied with great discretion. Students have the right to due process when discipline is imposed. Additional procedures may apply to students

with Individualized Education Plans (IEPs) and Section 504 Plans.

Due process includes: notice to the student and parents/guardians of the allegations; an explanation of the evidence; an opportunity for the student to respond; and timely written notice to the parents/guardians of the detention, exclusion, suspension, reassignment, or expulsion.

Students are responsible for exercising their due process rights concerning proceedings and/or appeals in a manner that is timely and adheres to the prescribed process.

2. The Right to Privacy of Records

One student record is maintained for each student from his/her entrance into school through the twelfth grade.

The student and parents/guardians have the right under federal and state laws to inspect and review the student's educational record, to have that record maintained confidentially, and to have any school record inaccuracies corrected.

The school's principal is responsible for maintaining an accurate and confidential school record for each student and for working cooperatively in the reasonable collection of data.

Inspection of the student's record shall be available to the student's parents/guardians or to the eligible student within 45 calendar days of a written request to see the record, including at least the following:

- A. Personal data
- B. Student's school attendance data
- C. Annual performance
- D. Data summary prekindergarten
- E. Annual secondary school performance
- F. Data summary 9-12
- G. State mandated and local school system testing
- H. Disciplinary record
- I. Health screening
- J. Record of physical examination
- K. Maryland student withdrawal/transfer record

Unless there is a court order to the contrary, custodial and noncustodial parents have equal access to school-related information, including the student's educational record.

In most instances, except for the transfer of the student's record to a public school in Maryland, information in the student's record will not be disclosed to any person or agency outside the school without the written permission of the student's parents/guardians or the eligible student.

3. The Right to Patriotic and Religious Exercises

Patriotic

The Board shall provide for the display of the flag of the United States of America on the site of each school and for the display of the flag in each classroom. It shall be the responsibility of the principal of each school to provide for appropriate patriotic exercises in his/her school. Students have the right not to participate in patriotic exercises, but shall not interfere with the rights of other students to participate in such exercises.

Religious

Students have the right to voluntary prayer or Bible reading to the extent that it does not interfere with school activities required of the students.

4. The Right to Student Governance

Students have the right to organize and promote a form of student government that is acceptable to the majority of students in the school. All students academically eligible have the right to seek and hold office and to vote in student elections. Such rights shall not be abridged for reasons of race, gender, ethnicity, disability, national origin, religion, creed, socio-economic status, marital status, pregnancy, personal record, sexual orientation, or political belief. Students are ineligible to seek or hold office if they have more than one "E" for the preceding marking period. This ineligibility will continue until the marking period in which no more than one "E" is earned.

Representative student groups, such as student governments, have the right to meet during the regularly-scheduled school day at reasonable intervals.

No position taken by a student on an issue while acting in the capacity of the office he or she is elected or appointed, may affect in any way grades or academic standing.

Student governance organizations, operation, scope, and amendment procedures shall be specified in a written constitution formulated with effective student participation. Where any of the stated rights of student governance are in conflict with an existing student government constitution, there must be a revision of the local school constitution. A local school constitution may not be in conflict with this Student Bill of Rights.

In each secondary school, a mechanism shall be established for the purpose of receiving recommendations and discussing concerns. The president of the student council shall be a part of this process.

5. The Right of Assembly

Students have the right to organize and assemble for discussion of issues and to demonstrate peacefully at such times and in such places within the school building or on the school grounds as the principal of the school may designate after consultation with the students. Students wishing to assemble must share the responsibility of preventing truancy and infringing on the rights of fellow students who do not wish to participate. Students should be informed that it is the responsibility of the principal to protect students against the dangers inherent in a large and uncontrolled assemblage. Students are responsible for using school facilities safely, responsibly, and in accordance with school system procedures.

6. The Right to Participate in Extracurricular Activities

Students have the right to participate in extracurricular activities sponsored by their school and shall not be excluded on the basis of race, gender, ethnicity, disability, national origin, religion, creed, socio-economic status, marital status, pregnancy, personal record, sexual orientation, or political belief. A school organization has the right to establish criteria, including conduct and achievement for membership provided such criteria are relevant to the purpose and activities of that group.

Organizations must be sponsored by qualified members of the school staff, and students may not engage in illegal or discriminatory practices. Membership on teams, performing groups, publication staffs, and other school-sponsored clubs shall be available without membership charge to students.

Organizations sponsoring social activities, such as dances and parties, may charge admission. School organizations are not required to subsidize the cost of student participation in social functions.

7. The Right to Participate in Interscholastic Athletics

Students have the right to participate in interscholastic athletics at the high school level.

School authorities have the right to establish and maintain minimal standards of achievement and conduct for participation in interscholastic athletics in compliance with the Board of Education and Maryland State Regulations.

8. The Right to Use of School Facilities

In the management of the use of school facilities, first priority will be given to the requirements of regular school sessions and other activities which are school related. Otherwise, the facilities shall be made available for any community, civic, educational, social,

recreational, or religious purpose consistent with the Public School Laws of Maryland. The principal may refuse the use of any school facility if it is considered that the proposed usage will create or aggravate a danger to the peace and welfare of the community or the county. Administrative procedures have been established to implement this policy to ensure that scheduling is orderly, that adequate security and logistical preparation is made, that all sponsoring organizations understand their privileges and their obligations, and that Board of Education personnel consistently apply this policy and related procedural requirements.

9. The Right to Personal Property

Students have the right to maintain personal property at schools subject to reasonable searches of students and their possessions on school premises or on school-sponsored trips.

Students shall not possess any items prohibited under federal or state laws and regulations and/or BCPS' policies and rules.

Students have the responsibility to cooperate with school officials who conduct reasonable searches and seizures under federal and state laws and regulations and BCPS' policies and rules.

The principal or the assistant principal of a public school may conduct a reasonable search of a student on the school premises and on school sponsored activities if he/she has a reasonable belief that the student has in his/her possession an item, the possession of which constitutes a criminal offense under the laws of this state. The search must be made in the presence of a third party (staff member).

A teacher may be designated by the principal to conduct a reasonable search of a student on school-sponsored activities if he/she has reason to believe that the student has in his/her possession an item, the possession of which constitutes a criminal offense under the laws of this state. The teacher must receive training prior to the search. The search must be made in the presence of a third party (staff member).

The principal of a public school may conduct a search of the physical plant of the school and every appurtenance thereof, including students' lockers. The right of the school official to search lockers must be published within the school.

10. The Right to Nondiscrimination

Students have the right to be free from discrimination, bullying, harassment, or intimidation.

Students are responsible for respecting the personal, civil, and property rights of others.

11. The Right Concerning Age of Majority Students

The Board of Education of Baltimore County, any of its agencies, or anyone acting in their behalf shall not abridge the rights of adult citizenship granted to students eighteen (18) years of age or older as specified in the *Annotated Code of Maryland*. Specifically, a student who has reached the age of majority is given the option of assuming the responsibility of accounting for his/her school absences, in writing, on the day of his/her return. This in no way diminishes the right of the principal or his/her designee to communicate with parents/guardians regarding any problem or question pertaining to the education of the student.

12. The Right of Free Speech and Expression

Students have the right to freedom of speech, religion, and the right to assemble peaceably, but speech and behavior that is disruptive can be prohibited.

Students' right to prepare written communication for school-sponsored publications is subject to the reasonable restrictions of school authorities that are based on legitimate educational concerns.

Students' right to distribute literature is subject to school authorities having the right to restrict the time, place, and manner of such activities to maintain the orderly operation of schools.

Students' right to assemble is subject to school authorities setting reasonable limits regarding the time, place, and manner in which students may assemble.

Students have the right to symbolic forms of expression to the extent that the symbolic expressions do not substantially disrupt school activities.

Students are responsible for controlling their conduct while exercising their rights to expression. Students' expressions can neither infringe upon the rights of others nor disrupt the classroom or school procedures.

Students are responsible for recognizing the rights of others to have opinions which may differ from their own.

13. The Right to Grievance

Every effort should be made to settle disagreements at the local school level. The informal discussion of problems and the interchange of views between students and the professional staff of a school are encouraged in order to resolve as many disputes as possible informally.

Procedures for channeling student complaints at the local school level shall be developed by the principal in cooperation with the student government representatives. Students shall be informed of the local

procedures. If a student complaint involving the alleged violation of his/her student's rights and responsibilities or a Board of Education policy or rule cannot be resolved at the school level between the student and the principal within a five (5) school-day period, the student may appeal, in writing, to the appropriate assistant superintendent who shall render a decision in writing within five (5) school days of such appeal. Appeal from a decision of an assistant superintendent is to the Superintendent of Schools or his designee, who shall render a decision within ten (10) school days of such appeal. An appeal may be made to the Board of Education within ten (10) school days after the Superintendent's decision.

Further appeal may be made to the State Board of Education if made in writing within thirty (30) days following the decision of the local board.

Students have the right to a timely response to a proper grievance.

Students are responsible for exercising the right to appeal in a manner that is timely and adheres to the prescribed process.

14. The Right to a Safe Learning Environment

The Board of Education of Baltimore County is committed to and continues to support a safe learning environment through its policies.

The relationships between students and employees of the Baltimore County Public Schools must be of a professional nature. Employees may not date students or exploit teacher/student relationships.

Students have the right to participate in all school and classroom activities in environments free from bullying, harassment, or intimidation. Students have the responsibility not to engage in behaviors of a sexual nature. School staff members are responsible for educating students about bullying, harassment, and intimidation, for investigating incidents of bullying, harassment, and intimidation, and for establishing interventions and consequences of such behaviors.

**Safe Schools Tip Hotline
1-877-636-6332**

**Maryland Suicide & Crisis Hotline
1-800-422-0009**

STUDENT HANDBOOK 2011-2012 ACKNOWLEDGEMENT FORM

Our school system is one of the best in the country. This is because we work as a team with you, staff, parents/guardians, and community members. You, the student, make up a large part of this team. Your cooperation shows in many ways.

- **You take responsibility for your behavior.**
- **You help create a good learning environment and school climate.**
- **You take pride in your school.**
- **You contribute to the effectiveness of your school.**

We know this and are proud of you. With your help, the Baltimore County Public Schools will continue to excel.

This form must be signed and dated by you and your parent/guardian after reviewing the *2011-2012 Student Handbook*. **You must return the signed form to your school within five school days.**

School: _____

Student: _____

Last name

First name

Middle initial

(Please print)

I have received a copy of the Baltimore County Public Schools *2011-2012 Student Handbook*. The handbook was explained and I was given an opportunity to ask questions. I read and understand the disciplinary code listed in the handbook and the consequences for all offenses. Additionally, I understand the *Telecommunications Acceptable Use Policy for Students*. I was informed that I may meet individually with my assistant principal to discuss the handbook in more detail.

Student's Signature

Date

I have discussed the *Student Handbook* with my child. I have also reviewed the *Telecommunications Acceptable Use Policy for Students* and the *Annual Notification of Parents Rights*.

I understand that I must complete the *Parental Privacy Preference Opt Out Form for Directory Information, and/or the Parental Privacy Opt Out Form for Telecommunications and Intellectual Property*, or I must provide written notice to my child's principal:

IF I DO NOT WANT

- **My child to participate in the use of telecommunications;**
- **My child's intellectual property published/produced/displayed;**
- **My child photographed, videotaped, and/or audiotaped during school-sponsored activities and/or learning experiences;**
- **My child's "Directory Information" released publicly; and/or**
- **My child's name, address, and telephone number released to United States military recruiters or institutions of higher education.**

The opt out forms were mailed in the back-to-school information packet. They are also available at each school, or may be obtained on the Baltimore County Public Schools' Web site at www.bcps.org under the Parents/Families tab, or the Office of Student Support Services. I further understand that my request must be submitted to the principal by October 1 each school year or within 30 days of my child's enrollment in school. If I do not opt out, I have given BCPS permission for my child to participate in the use of telecommunications, the principal has permission to release my child's directory information, and my child may be photographed, videotaped, and/or audiotaped during school-sponsored activities and/or learning experiences.

Parent's/Guardian's/Eligible Student's Signature

Date

Legal and Policy References

Annotated Code of Maryland

Educ. Art. §§7-301 to -308: Attendance and Discipline of Students
Educ. Art. §7-111: Military Recruiter Access to Public Schools
Educ. Art. §§26-101 to -104: School Security
Crim. Law Art. §4-102: Deadly Weapons on School Property
Crim. Law Art. §§4-201 to -209: Handguns
Crim. Law Art. §6-301: Malicious Destruction
Crim. Law Art. §§4-501 to -503: Destructive Devices
Crim. Law Art. §3-607: Hazing
Crim. Law Art. §5-101 et seq.: Controlled Dangerous Substances, Prescriptions, and Other Substances
Crim. Law Art. §7-101 et seq.: Theft and Related Crimes
Crim. Law Art. §§10-113 to -120: Alcoholic Beverages Violations
Crim. Law Art. §10-108: Possession of Tobacco Product by Minor; Use of False Identification
Crim. Law Art. §§10-201, -203: Disturbing the Peace, Disorderly Conduct, and Related Crimes
Crim. Law Art. §6-409: Refusal or Failure to Leave Public Building or Grounds
Crim. Proc. Art. §§11-601 to -618: Restitution and Other Payments

Code of Maryland Regulations Title 13A, State Board of Education

13A.02.04-Tobacco-Free School Environment
13A.05.01-Provision of a Free Appropriate Public Education
13A.06.03-Interscholastic Athletics in the State
13A.08.01-.02-Students

Board of Education Policies and Superintendent Rules

([http://www.bcps.org/system/policies rules/](http://www.bcps.org/system/policies_rules/))

5100 Sub Series: Students
5200 Sub Series: Enrollment and Attendance
5300 Sub Series: Promotion and Retention
5400 Sub Series: Activities
5500 Sub Series: Services to Students
5600 Sub Series: Conduct
5700 Sub Series: Students' Rights and Responsibilities
Policy and Rule 4115: *Employee Conduct and Responsibilities*

Policy and Rule 6202: *Telecommunications Access to Electronic Information, Services, and Networks*

United States Code

Controlled Substances Act, 21 U.S.C. §§801, et seq.
Gun-Free School Zones Act of 1990, 18 U.S.C. §§921, et seq.
Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§7101, et seq.
The Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. §1232g
The Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. §1232h
Elementary and Secondary Education Act of 1965 (ESEA) 20 U.S.C. §§7801
No Child Left Behind Act of 2001, 20 U.S.C. §§6301, et seq.
Section 544 of the National Defense Authorization Act for Fiscal Year 2002, 10 U.S.C. §503
Section 507 of the USA Patriot Act of 2001, P.L. 107-56; 115 Stat. 272

Miscellaneous

How to Establish a Character Education Program in Your School, 2007
Blueprint for Progress: Realizing the Vision
Manual for Disciplinary Procedures Including: Program Reviews, Suspensions, Expulsions, 2006
Pupil Services Manual, 2010

Notice of Nondiscrimination

The Baltimore County Public Schools does not discriminate on the basis of race, ethnicity, gender, age, national origin, religion, creed, disability, socio-economic status, marital status, pregnancy, political belief, or sexual orientation, and does comply with Title VI, Title VII, Title IX, and Section 504 of the Rehabilitation Act of 1973 in all of its educational programs. All courses are open to both male and female students. For further information, contact the Office of Equal Employment Opportunity, (410) 887-4159, or the Office of Special Education for Compliance and Placement, (410) 887-3660, Baltimore County Public Schools, 6901 Charles Street, Towson, Maryland 21204. There is a Compliance Officer responsible for identifying, preventing, and remedying prohibited harassment concerning students. Complaints of harassment should be directed to: Executive Director of Student Support Services, 9610 Pulaski Park Drive, Suite 219, Baltimore, Maryland 21220, (410) 887-4360.



6901 Charles Street, Towson, Maryland 21204