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A MESSAGE FROM OUR SUPERINTENDENT

Welcome to the 2018-2019 school year!

In Baltimore County Public Schools, we take the safety and security of our students and staff very seriously. Even if your family has been attending our schools for many years, I ask that parents and students take a moment and review the BCPS Student Handbook for important information about students’ responsibilities and rights, and our code of conduct.

One of our guiding priorities is creating a climate in every school where students feel welcome and valued, so that they can do their best. The BCPS Student Handbook provides information about our expectations for student behavior and steps we will take when issues arise. In addition, the handbook describes how BCPS fosters character development and promotes positive student behavior. A wide cross-section of Team BCPS came together to develop this handbook, and great care has been taken to ensure that the behavioral and discipline policies of Baltimore County Public Schools are consistent and in the best interest of student learning and well-being.

Our commitment to you is providing safe and orderly learning environments for each of our 114,000 students through proactive and comprehensive staffing, policy, equipment, technology, and training. We all have a role to play in keeping our students and schools safe. I look forward to working with you to support a positive and productive learning environment in every classroom around the county.

Sincerely,

Verletta White
Interim Superintendent
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**INTRODUCTION**

Baltimore County Public Schools offers many educational opportunities to prepare its students to be globally competitive and prepared for their chosen college and/or career path. The academic, career, social, and emotional needs of all students are best met when there is cooperation and support among the school staff, students, and parents. This **Student Handbook** is designed to help students understand their rights, responsibilities, and the behavioral expectations so that they can enjoy learning in a safe and orderly environment.

Each school develops its own routines, regulations, procedures, and expectations for student conduct based on the school system’s **Code of Student Conduct**. In maintaining positive behavior, each student is expected to adhere to the school’s code of conduct; follow all routines, regulations, and procedures included in the school’s progress plan; and behave appropriately (Board of Education [Policy 5500](#) and [Policy 5510](#) and Superintendent’s [Rule 5500](#) and [Rule 5510](#)).

**CHARACTER EDUCATION**

**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, student achievement, and positive student and staff morale (Board of Education [Policy 5510](#) and Superintendent’s [Rule 5510](#)).

The following are Baltimore County Public Schools’ character objectives:

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

**SCOPE OF AUTHORITY**

The Student Behavior Code applies to all students enrolled in Baltimore County Public Schools (BCPS). Board of Education [Policy 5550](#) applies in all situations in which students are involved, including:

1. While participating in any 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, or social events;
2. On-site or off-site school related offenses, which are the result or cause of disruptive behavior on school grounds; and
3. While being transported to or from school or school-sponsored activities and events on BCPS school buses or other means of transportation.

A student may also be subject to disciplinary responses 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 the act or acts prevent(s) the orderly delivery of the instructional program at
school (Board of Education Policy 5550).

Students’ Responsibilities and Rights

The following is a list of areas under which students have responsibilities and rights. For the complete
explanation of students’ responsibilities and rights, see Board of Education Policy 5600 and Rule 5600.

Responsibilities and Rights

- Attendance
- Disciplinary Action
- Due Process
- Appeal
- Privacy of Records
- Student Expression
- Student Activities, Student Governance, Student Use of Facilities
- Personal Property Searches
- Non-discrimination

Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (20 U.S.C.§1232h) affords parents certain rights regarding our
conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These
rights transfer from the parent to a student who is 18 years old or an emancipated minor under State law. These
include the right to:

1. 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:
   a) Political affiliations or beliefs of the student or the student’s parent.
   b) Mental or psychological problems of the student or the student’s family.
   c) Sexual behavior or attitudes.
   d) Illegal, anti-social, self-incriminating, or demeaning behavior.
   e) Critical appraisals of other individuals with whom respondents have close family relationships.
   f) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and
      ministers.
   g) Religious practices, affiliations, or beliefs of the student or of the student’s parents.
   h) Income other than as required by law to determine program eligibility.

2. Receive notice and an opportunity for a student to opt out of:
   a) Any other protected information survey, regardless of funding;
   b) Any nonemergency, 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 permitted
      or required under state law; and
   c) 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.

3. Inspect, upon request and before the administration or use:
   a) Protected information surveys of students;
   b) Instruments used to collect personal information from students for any of the above marketing, sales, or
      other distribution purposes; and
   c) Instructional material used as part of the educational curriculum for the student.
STUDENT RESPONSIBILITIES

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

A student absent from school shall present a note signed by the parent 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.

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

Responsibility of Free Speech and Expression
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 that may differ from their own.

Responsibility for Dress and Appearance-Student Dress Code
Public schools do not regulate the dress and/or appearance of students unless the dress and/or appearance interferes with the educational process. Standards for student dress during the school day and during other school-sponsored activities are detailed in Board of Education Policy 5520 and Superintendent’s Rule 5520, Student Dress Code.

The student dress code is intended to outline acceptable standards for student dress during the school day and during other school-sponsored activities and events in order to preserve a safe and orderly environment that is conducive to learning. Students will wear attire in a manner that supports a healthy and safe learning environment.

Students will not wear attire that is disruptive to the school environment, 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: bare feet; headwear, except when worn for medical reasons or as a legitimate expression of a student’s religious practice and faith.

Student Responsible Use of Technology, Including the Internet:
Students shall be held responsible for the appropriate use of BCPS technology and will be subject to disciplinary action for any violation of the Technology Acceptable Use Policy. Students are required to be safe, secure, and responsible digital citizens when using BCPS technology and/or networks.
I am responsible for:

1. My language. I will be polite and use appropriate language in my e-mail messages, online postings, and other digital communications.
2. How I treat others. I will not create or communicate abusive, harassing, bullying, libelous, obscene, offensive, profane, threatening, discriminatory, or illegal messages.
3. Respecting the intellectual property rights of others. I will obey copyright laws. I will not plagiarize or use another’s work without proper citation and permission.
4. My student-authorized computer account and all activity conducted through my account(s). I understand that my user name and passwords are private and they should not be shared with anyone. I understand that it is important to log off of the computer at the end of every session so another user cannot use my password.
5. My use of the BCPS network. I will use BCPS resources responsibly and will not search, retrieve, save, circulate, display, upload, post, e-mail, transmit, or otherwise make available any hate-based, offensive, or sexually explicit images, language or the files that generate such images or language.
6. Protecting the security of the BCPS network. I will not attempt to bypass security settings or Internet filters or interfere with the operation of the network by installing or downloading unauthorized software, games, programs, files, electronic media, or stand-alone applications from the Internet or from any other sources.
7. Protecting school property. I understand that vandalism is prohibited. This includes, but is not limited to, accessing, modifying, or destroying equipment, programs, files, or settings on any computer or technology resource. I understand that I need the authorization from a school administrator or teacher to use personal electronic devices or memory storage devices that I bring to school.
8. My conduct on all online sites. I understand that what I do on social networking Web sites should not negatively affect the school learning environment. I will not use Internet tools such as discussion boards, chat rooms, and instant messaging, for personal rather than educational purposes.
9. Following Board policy, Superintendent’s rules, and school procedures when using BCPS technology and networks and when publishing school work online. I understand that it is unsafe to post any personal information about myself and others, including but not limited to my address, phone number, or school. I will not post photos or videos of students with their first and last names on any online site without the permission of the parent/guardian of the student or the student if age 18 years or older.

All student users shall be subject to the student technology acceptable use policy and implementing rule and school procedures when using BCPS technology and networks. Violations may result in loss of access to BCPS technology and/or networks, disciplinary action, and/or legal action. Student violators will be disciplined in accordance with Board Policy 5550, Disruptive Behavior.

**STUDENT RIGHTS**

**Right to Privacy of Records**

One student record is maintained for each student from his or her entrance into school through Grade 12. The student and parents have the right under federal and state laws to inspect and review the student’s educational record, have that record maintained confidentially, and have any school record inaccuracies corrected. The school’s principal is responsible for maintaining an accurate and confidential school record for each student and working cooperatively in the reasonable collection of data. A parent or eligible student has the right to inspect and review the student’s record. The principal shall comply with requests for access to a student’s record within a reasonable period of time but, in all cases, no more than 45 days after the request is received. The record is to be inspected by a parent or eligible student in the presence of a school official. The record may include at least the following:

1. Student’s personal data;
2. Student’s school attendance data;
3. Annual performance, Grades Pre-K–8;
4. Annual secondary school performance, Grades 9–12;
5. State-mandated and local school system testing
6. Disciplinary record;
7. Health screening;
8. Record of health inventory;
9. Immunization data and blood lead certificate;
10. Maryland student withdrawal/transfer record;
11. Statewide educational interview form;
12. Information required for students with disabilities.

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.

Student record information may not be disclosed over the phone, except to the receiving school for students in “state-supervised care,” where BCPS is required to release grade and level of service under IDEA or Section 504.

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 or her school. Any student who wishes to be excused from participating in patriotic exercises shall be excused, but shall not interfere with the rights of other students to participate in such exercises.

**Religious** - Students have the right to voluntary prayer or religious texts to the extent that it does not interfere with school activities required of the students. No attempt shall be made to prevent a student from engaging in voluntary prayer or reading religious literature provided it does not interfere with school activities required of the student.

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 academically eligible students have the right to seek and hold office and vote in student elections. Such rights shall not be abridged for reasons of race, color, gender, ethnicity, pregnancy, English language learner status, disability, national origin, religion, socioeconomic status, marital status, sexual orientation, gender identity (including gender expression), or political belief. Students are eligible to seek or hold office if they have at least a 2.0 grade point average and no more than one failing, incomplete, or medical grade in the marking period prior to seeking or holding offices. First, second, third, and fourth quarter report cards determine continued eligibility.

Subject to the required procedures and approval by school officials, school-sponsored student organizations and clubs may conduct activities on school property. Each organization’s activities must be open to all students.

Students are responsible for using school facilities safely, responsibly, and in accordance with school system procedures.

Right to Participate in Extracurricular Activities

Students have the right to participate in school-sponsored extracurricular activities and shall not be excluded on the basis of race, color, gender, ethnicity, pregnancy, English language learner status, disability, national origin, religion, socioeconomic status, marital status, sexual orientation, gender identity (including gender expression), 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.

Student organizations and clubs must be approved, conducted, planned and supervised by 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.
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.

Students are ineligible to participate if they have less than a 2.0 grade point average with no more than one failing, incomplete, or medical grade in the marking period prior to the start of the season of participation. First, second, third, and fourth quarter report cards determine (continued) eligibility.

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 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’ Policy 5460.

The principal or the assistant principal of a public school may conduct a reasonable search of a student on the school premises and in school-sponsored activities if he or she has a reasonable belief that the student has 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 at school-sponsored activities if he or she has reason to believe that the student has 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).

Notice of Right to Search
Desks, lockers, and storage spaces, which are provided to the student, are the property of BCPS. An administrator may make a search of the physical plant of the school and its appurtenances, including student desks, lockers, and storage spaces at any time.

Right to Nondiscrimination
Students have the right to be free from discrimination, bullying, harassment, or intimidation. Students are responsible for respecting the rights of others.

Right Concerning Age of Majority Students
The Board of Education of Baltimore County, any of its agencies, or anyone acting on 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 or her school absences, in writing, on the day of his or her return. This in no way diminishes the right of the principal or his or her designee to communicate with parents regarding any problem or question pertaining to the education of the student.

Right of Free Speech and Expression
Students have the right to freedom of speech, religion, and peaceful assembly, but speech and behavior that is disruptive can be prohibited.

It is the right of a student journalist to determine the news, opinion, feature and advertising content of school sponsored media, under the supervisors of a media advisor. (Policy 5610 and Rule 5610).
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.

**Right to Grievance**
Students have the right to a timely response to a proper grievance.

**Right to a Safe Learning Environment**
The Board of Education of Baltimore County is committed to and continues to support safe learning environments 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, supports, and consequences of such behaviors.
The Board expects all students in Baltimore County Public Schools (BCPS) to recognize their individual responsibilities to adhere to the Code of Student Conduct while on school property and when participating in school-sponsored activities.

**CODE OF STUDENT CONDUCT – ALL BCPS STUDENTS WILL:**
- A. Attend school daily unless there is a lawful purpose for being absent.
- B. Engage in the learning process.
- C. Bring to school only those approved items and materials that are appropriate for their educational programs.
- D. Demonstrate positive behavior and language and respect the personal, civil, and property rights of others.
- E. Accept responsibility for their actions and education while abiding by established Board policies, superintendent’s rules, and procedures.

**STANDARDS**
- A. The Code of Student Conduct shall be in effect at all times when students are on school property or participating in school-sponsored activities and while being transported to and from school or school-sponsored activities and events.
- B. A student who violates the Code of Student Conduct may be subject to disciplinary action in accordance with Board Policy 5550, Disruptive Behavior.
- C. Each school shall develop and implement an integrated program of character education, social-skill development, behavior management, and relationship building to respond effectively to behaviors that inhibit a student from learning or unduly hinder others from learning. In each incidence in which employees act to help a student conduct his or herself appropriately, emphasis shall be placed upon helping the student learn self-discipline and rules.

**CATEGORIES OF INTERVENTIONS, SUPPORTS, & RESPONSES FOR VIOLATIONS OF THE CODE OF CONDUCT**

As with any incident of student behavior, school administrators must exercise informed judgment about whether a student’s actions constitute a violation of the Board policy and/or Code of Student Conduct. The categories shown on the following pages are designed to guide administrators to use progressive interventions and responses to teach or motivate students to change their behaviors. Moreover, if a behavior is deemed a criminal offense by local authorities and such offense is not identified in the Code of Student Conduct, the consequence may be reassignment or expulsion and transfer to an alternative program. Restitution for loss or damage will be required in addition to any other prescribed consequences.
**Category I Offenses**

Disruptive acts of misconduct as determined by school staff that interfere with the orderly conduct of the activities, administration, or classes of a school, school-sponsored activity, or students while being transported to and from school or school-sponsored activities.

Category I offenses (Board of Education Policy 5550 and Superintendent’s Rule 5550, Disruptive Behavior) are listed below and are followed by a suggested list, not all inclusive, of interventions, supports, and disciplinary responses that may be used when students commit Category I offenses.

### 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. Non-prescription violation (possession of non-prescription medications)
- i. Use and/or possession of tobacco, cigarette rolling paper, electronic cigarettes, or other tobacco products

### Disrespect/Insubordination
- j. Failure to follow a direction, such as, but not limited to, failure to report to the office when directed by school staff to do so
- k. Harassment (includes nuisance electronic communications to students or staff members; continued comments or passing of unofficial notes to another individual that he or she does not wish to hear or receive)
- l. Refusing to cooperate with school rules and/or 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 or gestures

### Personal Health
- q. 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, or 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 devices for non-educational purposes during regular instructional hours. The ban on the use of electronic devices for non-educational purposes also applies to buses while being transported to and from school and while participating in school-sponsored activities or events.
**SUGGESTED INTERVENTIONS AND SUPPORTS FOR CATEGORY I OFFENSES:**

- a. Use proximity control to keep students on task.
- b. Pre-correct individual student’s behavior.
- c. Use nonverbal cues/signaling.
- d. Conduct in-class conference with student.
- e. Determine root causes and functions of student misbehavior and respond appropriately.
- f. Teach, practice, and reinforce positive replacement behaviors.
- g. Provide special work assignment.
- h. Provide movement breaks between low-energy activities for individual students as deemed appropriate.
- i. Use think chair, time-out chair, or reflection area in the classroom.
- j. Require the student to complete a written reflection/apology for misbehavior.
- k. Provide choices for learning activities and behavior.
- l. Use student behavior strategies, progress reports, behavior contracts, and/or behavior point sheets.
- m. Use goal setting paired with acknowledgment of improved behavior for individual student.
- n. Assign a student buddy supporter.
- o. Recommend peer mediation support.
- p. Recommend conflict resolution support.
- q. Contact student’s parent.
- r. Hold a parent and student conference.
- s. Assign detention (parent contact mandatory).
- t. Provide small group character-building and social skills training.
- u. Refer student to Student Support Services staff for support.
- v. Give student a timeout with adult supervision.
- w. Refer student to Student Support Team (SST).
- x. Develop and implement or review and revise student support plan for eligible student that includes interventions, supports, or strategies designed to help the student to behave appropriately.
- y. Develop and implement or review and revise a 504 Plan for eligible student, including behavioral accommodations as deemed necessary.
- z. Conduct Functional Behavioral Assessment (FBA) and, if student is eligible, develop a Behavior Intervention Plan (BIP).
- aa. Review and revise a student’s existing BIP.
- bb. Refer eligible student to Individual Education Program (IEP) team.
- cc. Develop and implement IEP for eligible student.
- dd. Include behavior interventions, supports, or strategies as supplementary aides and services in the student’s IEP if deemed necessary.
- ee. Participation in Restorative Conference
- ff. Use of Restorative Circle to create inclusive expectations for the learning environment.
RANGE OF POSSIBLE DISCIPLINARY RESPONSES FOR CATEGORY I:

a. Suspend student temporarily from bus transportation for bus-related offenses.
b. Exclude the student from participating in extracurricular/co-curricular programs or activities (temporarily or permanently).
c. Assign student to a school-based detention after school or on Saturday.
d. Assign student an in-school suspension.
e. Suspend student from school when appropriate interventions or supports did not result in positive behavior changes by the student.
f. Warn student and parent of CATEGORY II disciplinary action.
Category II Offenses

Examples of offenses that may result in suspension, assignment to an alternative program or expulsion (Board of Education Policy 5550, Disruptive Behavior):

More serious acts of misconduct as determined by school administrators that interfere with the orderly conduct of activities, administration, or classes of a school, school-sponsored activity, or students while being transported to and from school or school-sponsored activities.

Category II offenses (Board of Education Policy 5550 and Superintendent’s Rule 5550, Disruptive Behavior) are listed below and are followed by a suggested list, not all inclusive, of interventions, supports, and disciplinary responses that may be used when students commit Category II offenses.

**ARSON/FIRE/EXPLOSIVES**

- a. Fire alarm/false fire report
- b. Possession 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 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 or any synthetic drugs and substances
- 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 drug paraphernalia or synthetic drugs and substances
- 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 products, tobacco related devices, imitation tobacco products, cigarette rolling paper or electronic cigarettes (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, cyberbullying, 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. Monetary restitution or a school work project is required.
- 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 Technology Acceptable Use Policy (TAUP) for Students
- aa. Violation of the Board’s gang policy
**SUGGESTED INTERVENTIONS AND SUPPORTS FOR CATEGORY II OFFENSES:**

a. Use appropriate interventions and supports from **CATEGORY I**.
b. Contact parent (mandatory).
c. Hold a parent and student conference.
d. Require student to return property, pay for property, pay restitution for property damages, or assign student to an approved supervised service to school.
e. Review and revise the 504 Plan for eligible student, including behavioral accommodations as deemed necessary to help improve student’s behavior.
f. Review and revise the Behavior Intervention Plan for student as deemed necessary to help improve student’s behavior.
g. Review and revise the student’s IEP as deemed necessary to help improve student’s behavior.
h. Offer student supervised campus clean-up as an alternative to suspension.
i. Use community partners and interagency partners to provide support and resources to student to help improve behaviors.
j. Refer two or more students to a community partner for a community conference to resolve a conflict.
k. Refer student to the school social worker, behavior interventionist, and/or pupil personnel worker for support in changing behavior.
l. Refer student to superintendent’s designee for a program review.
m. Warn student of **CATEGORY III** disciplinary action.

**RANGE OF POSSIBLE DISCIPLINARY RESPONSES FOR CATEGORY II OFFENSES:**

a. Exclude the student from participating in extracurricular/co-curricular programs or activities (temporarily or permanently).
b. Assign student to an in-school suspension.
c. Suspend student temporarily from bus transportation for bus-related offenses.
d. Suspend student to pupil personnel worker (PPW).
e. Suspend student from school.
f. Suspend student to the superintendent’s designee with the recommendation for reassignment to an alternative program when deemed appropriate by the school administrator.
Category III Offenses

Examples of offenses that may result in suspension, assignment to an alternative program or expulsion (Board of Education Policy 5550, Disruptive Behavior):

The most serious acts of misconduct as determined by a school administrator. Students who commit these offenses may be suspended from school and/or to the superintendent’s designee with the recommendation for reassignment to an alternative program or expulsion and transfer to an alternative program. Major acts of misconduct must be reported to the school administrator immediately after the incident and may result in the immediate removal of a student from the school following suspension due process procedures.

Category III offenses (Board of Education Policy 5550 and Superintendent’s Rule 5550, Disruptive Behavior) are listed below and are followed by a suggested list, not all inclusive, of interventions, supports, and disciplinary responses that the school administrator may use when students commit Category III offenses.

ARSON/FIRE/EXPLOSIVES
a. Arson
b. Bomb threat
c. Detonation of an incendiary or explosive material or device, including live ammunition (firecracker or greater)

ATTACKS/THREATS/FIGHTING
d. Striking a staff member who is intervening in a fight or other disruptive activity (intentional or unintentional)
e. Physical attack(s) on a staff member
f. Violent behavior that creates a substantial danger to persons or property or causes serious bodily injury

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

SEX OFFENSES
o. Sexual assault

WEAPONS
p. Possession and/or use of a firearm on school property (one-year expulsion)
q. 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, or nail gun*
r. 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, tasers, nunchaku, spiked glove, spiked wristband, any mace derivative, tear gas device, or pepper spray product
s. Use of a look-alike gun or rifle (loaded or unloaded, operable or inoperable)*
t. 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
u. Use of a pocketknife or any object as a weapon

OTHER
v. Robbery

*Exemption: The use of permanently inoperable or wooden look-alike rifles by JROTC or color guard/marching band students shall not be a violation of this policy during instructional time and at any other times when under the direct supervision of JROTC or color guard/marching band instructors.
**SUGGESTED INTERVENTIONS AND SUPPORTS FOR CATEGORY III OFFENSES:**

a. Use appropriate interventions from **CATEGORIES I AND II.**
b. Contact parent (mandatory).
c. Hold required parent and student conference.
d. Contact police if a clear violation of the law is committed that is not ordinarily handled by the school administrator.
e. When student returns to home school from an alternative program assignment, in cooperation with the alternative program staff, administrators must develop and implement the student’s transition plan.

**RANGE OF POSSIBLE DISCIPLINARY RESPONSES FOR CATEGORY III OFFENSES:**

a. Exclude student from participating in extracurricular/co-curricular programs or activities (temporarily or permanently).
b. Suspend student from school.
c. Suspend student to the superintendent’s designee with the recommendation for reassignment to an alternative program or expulsion and transfer to an alternative program.
d. Refer student to an appropriate Baltimore County agency (mandatory for arson and criminal activities).
e. Require student to complete mandatory substance abuse program for drug, alcohol, and/or tobacco violations.

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**STUDENT DISCIPLINARY PROCESS**

Board of Education [Policy 5550, Disruptive Behavior](#), establishes standards for student behavior and disciplinary consequences for violations of those standards. Administrators have the authority to review and assess each individual situation to determine the type and number of interventions and supports to use, if any, prior to any disciplinary consequence taken. The use of extended suspension or expulsion as a disciplinary consequence shall be used only as a last resort.

Due process requires that, prior to any suspension, a student shall receive oral or written notification of the charge(s) against him or her, the conduct that forms the basis of the charge(s), and the student behavior code offense(s). If the student denies the charge(s), he or she shall be provided with an explanation of the evidence supporting the charge(s) and an opportunity to present his or her side of the story. A student whose presence in school poses a continuing danger to persons or property or threatens to disrupt the academic process may be immediately removed from the school using the disciplinary process or reportable offense process.

**In-School Suspension**

An in-school suspension is the removal within the school building of a student from the student’s current education program for up to but not more than ten (10) school days in a school year for disciplinary reasons by the principal. Due process as outlined below must be provided to the student.

**Short-term and Long-term Suspension**

- A short-term suspension is the removal of a student from school for up to, but not more than, three (3) school days for disciplinary reasons by the principal.
- A long-term suspension is the removal of a student from school for a time period of four (4) to ten (10) school days for disciplinary reasons by the principal.
The *Resource List for Baltimore County Children and Families* is to be attached to the suspension notice and given to the student and parent.

While suspended, the student shall not be permitted to participate in any school activity on property owned by the Board of Education or any off-site, school-sponsored activities.

**Extended Suspension or Expulsion, Assignment to an Alternative Education School or Educational Options Program**

At the request of a principal, the superintendent may suspend a student for cause for more than ten (10) school days (extended suspension) or expel a student for 45 school days or more. Extended suspension and expulsion are used as last resorts except when the student’s behavior poses an imminent threat of serious harm to other students and staff or the student has engaged in chronic and extreme disruption of the educational process that has created a substantial barrier to learning for other students. Pending action by the superintendent, the principal may temporarily suspend a student in accordance with the procedures for short-term and long-term suspensions.

An extended suspension is the exclusion of a student from a student's regular program for a time period between 11 and 45 days as determined by the superintendent or his or her designee.

An expulsion is the exclusion of a student from his or her regular school program for 45 school days or longer as determined by the superintendent or his or her designee.

Following receipt of the suspension notice and other appropriate data, the superintendent or the superintendent’s 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.

A thorough school report (included 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 or her parent within ten (10) school days of the date of the temporary suspension by the principal.

The student and the parent shall be notified in writing of:

- The time and place of the hearing;
- The nature of the charges;
- The policy, rule, or regulation violated;
- 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;
- That the student may have witnesses and a representative or attorney appear on his or her behalf;
- That the parent/attorney and student may request a copy of the suspension packet from the school 24 hours prior to the hearing.

At the hearing, the student shall have the right to review all documentary evidence. If, upon consideration of all of the evidence presented at the hearing, the superintendent’s designee concludes that an extended suspension, assignment to an alternative education program, or expulsion is warranted, he or she may impose assignment to an alternative program, an extended suspension, or an expulsion. The superintendent’s designee shall notify the student and parent verbally and in writing of his or her findings and decision.

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 off-site, school-sponsored activities except those associated with approved counseling and alternative education programs. Seniors who are reassigned or expelled will be considered for participation in their graduation commencement ceremony only depending on the seriousness of the offense.
**Minimum Educational Services**

Each student placed on long-term, extended suspension or expulsion who is not placed in an alternative education program shall receive daily classwork and assignments from each teacher, which shall be reviewed and corrected by teachers on a weekly basis and returned to the student. Each principal shall assign a school staff person to be the liaison between the teachers and students on out-of-school suspension or expulsion and to communicate weekly about classwork assignments and school-related issues by phone or e-mail.

During short-term suspensions, all students will be provided the opportunity to complete the academic work they miss during the suspension period without penalty.

**Alternative Education Schools and Educational Options Programs**

Students on extended suspension, administrative assignment, or expulsion from the schools or programs they were attending at the time of the infraction will be offered access to education via one or more of the following schools and programs:

- **Alternative schools**
  BCPS alternative schools are administered by BCPS community superintendents and serve both middle and high school students who have been assigned to them by the superintendent (or a designee of the superintendent); these programs do not offer voluntary enrollment and have a limited number of seats, often resulting in limited availability. These full-time programs operate during traditional school hours. Transportation is provided.

- **Home Instruction**
  BCPS elementary school students may be provided instruction at home as administered by the Office of Home and Hospital. BCPS middle and high school students may be provided instruction at home using the services of the BCPS digital school, eLearning, which is administered by the Office of Educational Options. Both Home and Hospital and eLearning have programs available for a variety of reasons, including, but not limited to those who have been administratively reassigned.

- **Extended Day Learning Program (EDLP)**
  BCPS high school students may be provided instruction at one of five EDLP sites in the evenings and/or on Saturday morning and is administered by the Office of Educational Options. This part-time program uses a self-paced blended learning model. Students who are assigned administratively most often will be provided content specific to the quarter(s) of instruction that they are scheduled to attend; in some cases, students may best be scheduled for credit recovery options. This program serves voluntarily enrolled students as well as those assigned to the program. BCPS does not provide transportation to students assigned to the EDLP unless the student has an IEP and needs transportation for access to a free and appropriate public education (FAPE).

Parents and students can get more information about the above programs by visiting [Educational Options](#) or by calling the office at 443-809-2270.

**504 Plans and Individual Education Programs (IEPs)**

Students with 504 plans or IEPs may be disciplined by the school principal for violations of [Board Policy 5550 Disruptive Behavior](#). When the disciplinary removal results in removal for more than ten (10) days total in the school year, students are entitled to a manifestation determination meeting to determine if the behavior that caused the suspension is the result of the disability, if the IEP was being implemented, and if the IEP is appropriate. Parents should refer to the [Parental Rights Notice](#) provided each year for more information about Maryland procedural safeguards for students with IEPs. In accordance with IDEA, Section 504, and state and
federal regulations, students must be provided access to a free and appropriate education (FAPE) while removed from school.

**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 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 5561 and Superintendent’s Rule 5561).

If parents believe that the facts presented do not support the decision of the superintendent’s designee to reassign a student or that their child’s due process was abridged, they may request a review of this decision to the Executive Director of Academic Services by sending a letter within ten (10) school days of the designee’s decision stating the reason for requesting a review. All review request letters must be sent by U.S. mail. Electronic e-mail submissions will not be accepted.

**STUDENT DISCIPLINE APPEALS AND MITIGATION**

**Appeal Process**

Upon appeal, the Board of Education or a designated committee thereof shall hear the matter promptly and, in all cases, no later than forty-five (45) 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 or parent 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 (Board of Education Policy 5560 and Superintendent’s Rule 5560).

The function of the Board is to hold a hearing to determine whether the testimony and evidence presented support the charge upon which the alternative education program assignment or expulsion was based. The Board delegates to the superintendent 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 extended suspension, assignment to an alternative education program, or expulsion and after all appeals are waived or exhausted, the Executive Director of Academic 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 Academic Services within ten (10) calendar days of the superintendent’s determination and all appeals have been exhausted.

The Executive Director of Academic Services may consider the following circumstances in the consideration of early readmission:

- The student’s disciplinary history;
- Present effort in the academic program;
- Attendance and citizenship;
- The nature of the offense and the disruption caused;
- Possible consequences resulting from readmission;
- Health and safety issues;
• Implications for the school;
• Recommendations of the school staff.

The process of mitigation may take two to four weeks from the date of receipt of the letter requesting the mitigation by the Executive Director of Academic Services. 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.

ANNUAL NOTIFICATIONS

The Family Educational Rights and Privacy Act (FERPA) and State law afford parents and students who are 18 years of age or older (“eligible student”) certain rights with respect to the student’s education record. In accordance with the law, Baltimore County Public Schools (hereinafter, “BCPS”) is providing parents and eligible students with this Annual Notification of Rights.

Confidentiality

Parents 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.

Prior consent for disclosure of a student record is not required, if the disclosure is to:

1. School officials with legitimate educational interests. A “school official” is defined as an individual 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.
2. Upon request, BCPS will disclose, without consent, a student’s education record to another school or school system in which the student seeks or intends to enroll.
3. To comply with a judicial court order or lawfully issued subpoena if BCPS makes a reasonable attempt to notify the parent or eligible student in advance of compliance.
4. To the court when BCPS initiates legal action against the parent or student and a reasonable effort to notify the parent or eligible student has been provided.
5. To appropriate parties in a health or safety emergency.
6. As otherwise permitted by federal or state law or regulation.

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. 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 of eligible student’s prior written consent. Outside organizations to which directory information may be released include, but are not limited to, companies that manufacture class rings or publish yearbooks.

The following information has been designated by BCPS as “directory information” and can be released without parental consent: student’s first and last name, major field of study, dates of school attendance, participation in official activities and sports, grade level, weight and height of athletic team participants, school enrollment status, degrees and awards received, most recent school attended, and photographic, video, or electronic images.
Parents may choose to limit disclosure of directory information in the following ways: school publications, BCPS/systemwide publications, BCPS/systemwide and school communications, outside news media organizations, and/or third parties other than news media organizations.

In order to refuse/decline the release of directory information, the parent or eligible student must log into BCPSOne, click on the student information tile/button, select the student’s name from the dropdown menu and then click on the privacy preferences tile/button. The parent may request that BCPS not release their child’s directory information by checking the appropriate boxes. If a parent or eligible student does not have access to the Internet: the parent/eligible student may contact his/her child’s school principal to use a computer terminal to access BCPSOne; or complete the Student Privacy Options and submit the form to the child’s school principal. The student privacy option required under this paragraph must be completed by October 1 each school year or within 30 days of the student’s enrollment in school. If the parent wishes to change his/her child’s privacy option after the deadline, he/she must complete the Student Privacy Options and submit the form to the child’s school principal.

Privacy Options Other Than Directory Information
Military Recruiters/Institutions of Higher Education
Federal Law requires BCPS to provide, on a request made by a military recruiter or institution of higher education, access to the name, address, and telephone listing of each secondary school student, unless the parent has notified the school principal in writing that this information is not to be disclosed. State law also requires BCPS to provide the same information to official recruiting representatives of the military forces of this state and the United States in order to inform students of educational and career opportunities available in the military. Parents may request that their child’s name, address, and telephone listing not be disclosed to military recruiters and institutions of higher education by completing the privacy preferences in BPCS One or submitting the Student Privacy Options to your child’s school.

Photography/Filming by Outside News Media Organizations
There are times when a school may be featured in various media. News reporters, photographers and/or film crews from TV, radio stations, newspapers, or magazines may wish to photograph or film your child during the school day in relation to a story about our schools or students. Parents may request that the media not photograph their child by completing the privacy preferences in BCPS One or submitting Student Privacy Options to their child’s school.

Student Intellectual Property
BCPS may make public and/or display a student’s intellectual property and/or a student’s publications/productions created during school-sponsored activities and/or learning experiences. Student-created works may be display in schools, at school-sponsored events, or used in BCPS publications or communications through digital and print media including: school newsletters, yearbooks/memory books, BCPS/school web sites, social media, the school system’s cable television channel, brochures, or by other means. Parents may request that their child’s intellectual property and publications/productions not be published or display by any means by completing the privacy preferences in BCPS One or submitting the Student Privacy Options attachment to their child’s school.

BCPS will assume that you have not opted out of the disclosure of your child’s information, unless you have completed the privacy preferences in BCPS One or submitted the Student Privacy Options to your child’s school.

Right to Inspect and Review
A parent or eligible student has the right to inspect and review the student’s education records within 45 days after the school receives a request for access. A parent or eligible student should submit to the principal a written request that identifies the education record he or she wishes to inspect. The principal or his or 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.
Request to Amend a Student’s Record
The parent or eligible student, who believes that information contained in the student record is inaccurate, misleading, or violates the privacy rights of the student may make a written request to the school principal to amend the records. The principal will notify the parent of his/her decision, in writing. If the principal denies the request, the principal will notify the parent or eligible student of the procedures for appealing the decision. (Superintendent’s Rule 5230, Student Records).

Right to File a Complaint
The parent or eligible student who believes BCPS has failed to comply with the requirements of FERPA may file a complaint with:

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

Videotaping on School Property, Including School Buses
BCPS possesses the ability to videotape students on school property and to videotape (including audiotape) while on its school buses. At the discretion of the Superintendent or his/her designee, videotapes may be used for disciplinary purposes.

Visitor Identification System
Visitors to BCPS schools and offices must register at the visitor sign-in location and present a driver’s license or government-issued photo identification prior to being cleared to visit the school, classroom or office. School or office staff will enter the visitor’s information into the system; and, if the visitor is cleared for entry, a visitor’s pass will be printed. (Once the visitor’s information is entered into the system, the visitor will only be required to show photo identification on future visits.) A visitor is required to wear the visitor identification pass on the front of his or her person at all times during the visit. Upon completion of the visit, the visitor must return the pass to the office and sign out before leaving the building.

One-card Identification System
Students and staff are required to have the One-card identification badge visible on their person during school hours, activities, or work assignments as long as wearing it does not interfere with the scheduled activity. (Rule 3710) One-card badges are the property of BCPS. However, students and staff are responsible for them during enrollment or employment. If the One-card is lost or damaged, a fee of $5 will be assessed for replacement.

Meal Charging/Alternate Meals/Collection Procedures
The Office of Food and Nutrition Services (OFNS) operates the Child Nutrition Program ensuring all students have access to healthy meals. Meals are available for purchase at published prices. Subsidized meals are available for those who qualify. Payment for meals is due upon service. Cash, personal checks, or the online credit card prepayment system may be used. Elementary and middle school students who do not have funds to cover the meal cost may be extended credit for the meal, in turn creating a negative balance account. A limit of negative $6 has been set; when reached, students will be offered an alternate meal. Notification shall be sent to parents for collection on the balance owed for unpaid meal charges. High school students will only be offered an alternate meal. Additional information regarding the meal charging, alternate meals, and collection procedures is available on the OFNS Website.

School Health Services
A registered nurse is assigned full time to each school and provides a comprehensive health services program. Each school also has a staff member, in addition to the school nurse, with current training in CPR and first aid. Vision and hearing screening programs are conducted by the Baltimore County Department of Health.
in prekindergarten (age 4) or kindergarten, and grades 1, 4, and 8. If you do not want your children to participate in these screenings, please notify the school nurse in writing. If there is a medical concern that requires your child to carry emergency medications, such as inhalers for asthma or an Epi-Pen®, please talk with your school nurse. Allergen-free lunch tables are available for students with food allergies, upon request. Please alert the school nurse if your child requires any accommodations related to a medical concern.

**Technology Acceptable Use Policy for Students**

Technology extends the classroom beyond the school building by providing access to information resources on local, state, national, international, and commercial electronic networks. Students shall have access to available school system technology resources for educational purposes, such as accessing curriculum-related information, sharing resources, and promoting innovation in learning. Baltimore County Public Schools’ (BCPS) technology or networks shall not be used for personal gain or profit or for any business or commercial activities. Pursuant to the Children’s Internet Protection Act, BCPS uses filtering software and hardware to screen Internet sites for objectionable material. Students shall be held responsible for appropriate behavior as specified in the terms and conditions below. Students will be prompted to acknowledge the Technology Acceptable Use Policy (TAUP) at the first login to BCPSOne.

**POLICIES**

The following are summations of policies related to student behavior as of July 1, 2018. The current policies and rules are available at [BCPS Policies and Rules](#).

**Visitors**

*Visitors to Schools and Office Buildings* [Policy 1240](#) and [Rule 1240](#) defines a visitor as “any person who is not a member of the Board, employee, volunteer, or currently registered student of the school/office.” Classroom visits and conferences by parents and other authorized individuals are encouraged. Such visits and conferences must be arranged in advance with the school principal or with the classroom teacher. Classroom visits and conferences must be conducted in such a manner that the visits and/or conferences do not interfere with the classroom activities of any student in the class.

Prior to initiating any school or school system-related business, visitors to any BCPS school or office are:

1. Required to present a driver’s license or government-issued photo;
2. State the purpose for the visit; and
3. Wear a visitor pass or BCPS identification badge at all times during the visit.

In accordance with state law, any employee and/or the School Resource Officer may demand identification and the reason for the visit from any person who desires to enter Board property. Furthermore, any school system employee who observes a visitor without a visitor pass should direct visitors to the main office or designated sign-in location. A visitor who refuses to follow procedures for visitation or who fails or refuses to leave after being asked to do so may be denied access to the buildings or grounds of the school system and/or charged with trespassing. The school principal or building administrator is responsible for investigating violations and issuing a no trespass letter in accordance with established school system procedures.

**Unauthorized Persons**

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.” The superintendent, principal or any person who has been designated in writing by one of these persons as an agent of the school system are able to seek the immediate removal of unauthorized persons from school property.

Students who are suspended from school, assigned to an alternative program, or expelled from school are considered unauthorized persons (unless special permission has been granted by the principal to attend a previously scheduled appointment and then only if accompanied by his/her parent).
If an individual is classified as unauthorized and/or if the individual is barred from school, this status extends to all school sponsored activities, on or off campus. If an individual classified as unauthorized or who is barred refuses to leave when asked by a staff member, the individual must do so or may be charged with trespassing.

**Student Bullying, Cyberbullying, Harassment, or Intimidation**

Bullying, cyberbullying, harassment, and intimidation are strictly prohibited by state law and will not be tolerated in Baltimore County Public Schools (Board of Education Policy 5580 and Superintendent’s Rule 5580).

- Bullying is defined as a pattern of behavior when a person repeatedly uses power in an intentional manner, including verbal, physical, or written conduct or intentional electronic communication against one or more students.
- Harassment includes actual or perceived negative actions that offend, ridicule, or demean another individual with regard to race, national origin, marital status, gender, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, physical or mental ability, or disability.
- Intimidation is subjecting an individual to intentional action that seriously threatens and induces a sense of fear and/or inferiority.

Students who engage in behaviors that constitute bullying, cyberbullying, harassment, or intimidation will be disciplined according to the procedures set forth in this Student Handbook. Students may report bullying, cyberbullying, harassment, or intimidation without fear of harmful consequences.

Students, parents, close adult relatives, and/or staff may complete a Bullying, Harassment, or Intimidation Reporting Form. Once submitted, this report goes directly to the e-mail of the principal of the target’s school. A paper version of the Bullying, Harassment, or Intimidation Reporting Form can be obtained from the principal, the principal’s designee, or downloaded from the BCPS’ Web site. Completed forms should be given to the principal of the school or the principal’s designee.

**Gangs, Gang Activity, and Similar Destructive or Illegal Group Behavior**

Baltimore County Public Schools prohibits gangs, gang activity, and similar destructive or illegal group behavior in all schools and on school grounds, on school buses, and at school-sponsored activities. 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, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property; engaging in violence, extortion, or any other illegal act or other violation of school discipline policies in furtherance of gang activity; soliciting any person to engage in physical violence against another person in furtherance of gang activity; and/or using social media to further the interest of any gang, gang activity, or similar destructive or illegal group behavior.

Students who violate Board of Education Policy 5551 and Superintendent’s Rule 5551 shall be subject to the student discipline code, Board of Education Policy and Superintendent’s Rule 5550, as well as any applicable criminal or civil penalties. The Gang-Related Incident Reporting Form may be obtained from the principal, the principal’s designee, or on the BCPS Web site. Completed forms should be given to the principal of the school or the principal’s designee.

**Student Use and Possession of Tobacco**

The school buildings and grounds of Baltimore County Public Schools are tobacco-free. The sale, use, or possession of tobacco products, smoking-related devices, imitation tobacco products, lighters, vaporizers, electronic cigarettes, and other electronic nicotine delivery systems are prohibited in all BCPS buildings, grounds, and at any school-sponsored activities. As described in Board of Education Policy 5530 and Superintendent’s Rule 5530, administrators will process violations.
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 the original, pharmacy-labeled container. All medication must be 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 or self-administer any specialized medical treatments including, but not limited to, use of EpiPen, inhalers and insulin. School nurses may administer certain non-prescription medications for certain conditions (e.g., headache) with parent permission. Please see Policy 5540 and Rule 5540.

Alcoholic Beverages and Drugs
The possession, use, and distribution of alcoholic beverages, controlled dangerous substances, drug paraphernalia, or intoxicants in any quantity is prohibited on school property and at any school-sponsored activity. Students who violate the provisions of Board of Education Policy 5540, Alcoholic Beverages, Controlled Dangerous Substances, Intoxicants, Prescription and Nonprescription Drugs, may be subject to disciplinary action in accordance with the procedures outline in Board of Education Policy and Superintendent’s Rule 5560, Suspensions, Assignments to Alternative Programs, or Expulsions. Definitions for alcoholic beverages, other illegal substances, and paraphernalia are found in the Board of Education Policy 5540.

Voluntary Admission of Drug Use
A student who is neither under the influence, nor in possession of drugs and voluntarily seeks information from a teacher, counselor, principal or other professional educator to overcome any form of drug use, will be provided with support and resources to assist the student with the concern. Should a student seek assistance for drug use, no report shall be filed with the police department.

Required Counseling and Education
All students reassigned or disciplinarily removed for drug and/or alcohol offenses must fulfill the following requirements before being readmitted to the day school program of instruction:

1. Participation in a drug and alcohol screening process conducted by the Baltimore County Bureau of Behavioral Health.
2. Attendance and participation in a mandated counseling and drug education program prior to readmission to the regular day school program as recommended by the Baltimore County Bureau of Behavioral Health.

Presence of Material Evidence
As required by law, if suspected illegal drugs are found and/or confiscated by school personnel, the administrator must report the incident to the Baltimore County Police Department by informing the school resource officer in the secondary school or by dialing 9-911 to request a police officer to take possession of the suspected illegal drug.
PREVENTION AND 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 interventions, supports, and resources designed to help students solve their problems. The following worksheet provides ideas to help students solve problems and set positive behavior goals for themselves.

1. Who can help me solve this problem?

<table>
<thead>
<tr>
<th>Name</th>
<th>How?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher</td>
<td></td>
</tr>
<tr>
<td>School Counselor</td>
<td></td>
</tr>
<tr>
<td>Administrator</td>
<td></td>
</tr>
<tr>
<td>Parent</td>
<td></td>
</tr>
<tr>
<td>Coach</td>
<td></td>
</tr>
<tr>
<td>Mentor</td>
<td></td>
</tr>
<tr>
<td>Class Advisor</td>
<td></td>
</tr>
</tbody>
</table>

2. How can I solve my problem without violating BCPS policies, rules, school procedures, and regulations?

<table>
<thead>
<tr>
<th>STOP AND THINK</th>
</tr>
</thead>
<tbody>
<tr>
<td>What happened?</td>
</tr>
<tr>
<td>What was I thinking about at the time?</td>
</tr>
<tr>
<td>What have I been thinking about since?</td>
</tr>
<tr>
<td>What do I think I need to do to make things better?</td>
</tr>
<tr>
<td>How can I ask for help to solve this problem?</td>
</tr>
</tbody>
</table>

3. Choices that may work for me:
   a. Take my own time-out.
   b. Walk away.
   c. Talk it over with my teacher, counselor, administrator, or parent, seeking advice and a solution.
   d. Consider the consequences if I choose to handle the problem without adult advice.
   e. Remember that I may choose how to handle the problem but I will not be able to choose the consequence.
Our school system is one of the best in the country. This is because we work as a team with you, staff, parents, and community members. You, the student, are a significant member of this team. Your cooperation shows in many ways:

- You take responsibility for your behavior.
- You help create a positive 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, Baltimore County Public Schools will continue to excel.

This form must be signed and dated by you and your parent after reviewing the 2018-2019 Student Handbook. You must return the signed form to your school within five school days.

<table>
<thead>
<tr>
<th>Student’s Last Name</th>
<th>Student’s First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School</th>
<th>Grade</th>
<th>Homeroom Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I have received a copy of the Baltimore County Public Schools 2018-2019 Student Handbook. The handbook was explained, and I was given an opportunity to ask questions. I have read and understand the code of conduct listed in the handbook and the consequences for all offenses. I was informed that I may meet individually with my assistant principal to discuss the handbook in more detail.

<table>
<thead>
<tr>
<th>Student’s Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I have discussed the Student Handbook with my child and we are aware of the student responsibilities and rights it lists. We have read and understand the code of conduct listed in the handbook and the consequences for all offenses.

<table>
<thead>
<tr>
<th>Parent’s Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tr>
</tbody>
</table>

This form is valid until it is replaced by a newly signed acknowledgement form or by September 30, 2019, whichever occurs first.
LEGAL AND POLICY REFERENCES

UNITED STATES CODE
18 U.S.C. §§2510-2522, Electronic Communications Privacy Act
20 U.S.C. §1232g, Family Educational Rights and Privacy Act (FERPA)
20 U.S.C. §1232h, Protection of Pupil Rights Amendment (PPRA)
20 U.S.C. §§1400, et seq., Individuals with Disabilities Education Act (IDEA)
20 U.S.C. §§7101, et seq., Safe and Drug-Free Schools and Communities Act
20 U.S.C. §7151, Gun-Free Schools Act
20 U.S.C. §7908, Armed Forces Recruiter Access to Students and Student Recruiting Information
47 U.S.C. §254(h), Children’s Internet Protection Act

ANNOTATED CODE OF MARYLAND
Crim. Law Art. §3-80, Misuse of Electronic Mail
Crim. Law Art. §4-124, Designation of Drug-free School Zones
Crim. Law Art. §§5-101, et seq., Controlled Dangerous Substances, Prescriptions, and Other Substances
Crim. Law Art. §10-108, Possession of Tobacco Product by Minor; Use of False Identification
Educ. Art. §7-111, Access to Military Recruiters
Educ. Art. §§7-301 to -311, Attendance and Discipline of Students
Educ. Art. §§7-401 to -435, Health and Safety of Students
Gen. Prov. Art. §4-313, Student Records
Health Gen. Art. §§24-501 to -511, Clean Indoor Air Act

CODE OF MARYLAND REGULATIONS
13A.01.04.03, School Safety
13A.02.04, Tobacco-Free School Environment
13A.05.01, Provision of a Free Appropriate Public Education
13A.05.02, Administration of Services for Students with Disabilities
13A.08, Students

BALTIMORE COUNTY CODE
Miscellaneous Provisions and Offenses Article §17-1-118, Synthetic Cannabinoid

BOARD OF EDUCATION POLICIES AND SUPERINTENDENT’S RULES  (See BCPS Website)
Policy 0100, Equity
Rule 1120, Copyright
Policy and Rule 3532, Restitution for Vandalism
5000 Sub Series, Students
5100 Sub Series, Enrollment and Attendance
5200 Sub Series, Promotion and Retention
5300 Sub Series, Activities
5400 Sub Series, Services to Students
5500 Sub Series, Conduct
5600 Sub Series, Students’ Responsibilities and Rights
Policy and Rule 6202, Technology Acceptable Use Policy (TAUP) for Students
Policy and Rule 6702, Extracurricular Activities
Policy and Rule 6800, Field Trips and Foreign Travel

MISCELLANEOUS
Blueprint 2.0, Our Way Forward
POLICE EMERGENCY
911

SAFE SCHOOLS TIP HOTLINE
1-877-636-6332

TEXT/E-MAIL
hotline@bcps.org

THE MARYLAND CRISIS HOTLINE
1-800-422-0009

NATIONAL SUICIDE PREVENTION LIFELINE
1-800-273 TALK

BALTIMORE COUNTY DEPARTMENT OF
SOCIAL SERVICES-CHILD ABUSE AND NEGLECT
410-887-TIME

Published by the Department of Academic Services

NONDISCRIMINATION STATEMENT
The Board of Education of Baltimore County does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, sexual orientation, genetic information, or veteran status in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries related to the Board’s nondiscrimination policy, please contact: EEO Officer, Office of Equal Employment Opportunity, Baltimore County Public Schools, 6901 N. Charles Street, Building E, Towson, Maryland 21204 (443-886-5587).

There is a compliance officer responsible for identifying, preventing, and remedying prohibited harassment concerning students. Complaints of harassment should be directed to the Executive Director, Department of School Safety, 9610 Pulaski Park Drive, Suite 218, Baltimore, Maryland 21220.

Baltimore County Public Schools
6901 N. Charles Street
Towson, Maryland 21204

www.bcps.org