2017-2018
STUDENT HANDBOOK
BALTIMORE COUNTY PUBLIC SCHOOLS
YOUR RESPONSIBILITIES, RIGHTS, AND CODE OF CONDUCT
Grateful acknowledgement 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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A MESSAGE FROM OUR INTERIM SUPERINTENDENT

Welcome to the 2017-2018 school year!

The BCPS Student Handbook is an important part of the back-to-school process. Even if your family has been attending our schools for many years, I ask that parents and students take a moment and review your responsibilities and rights, and our code of conduct.

You will find 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 BCPS behavioral and discipline policies are 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 113,000 students through proactive and comprehensive staffing, policy, equipment, technology, and training. We take safety as seriously as you do, and we know that this priority is essential to helping every student grow and thrive.

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 good, smart, creative, and productive citizens and lifelong learners. 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 was designed to help students understand their rights, responsibilities, and behavioral expectations so that they can enjoy learning in safe and orderly environments.

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 Policies and Superintendent’s Rules 5500 and 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 and Superintendent’s Rule 5510).

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, socioeconomic 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 achievements of others.
9. To exhibit personal and academic integrity through honesty, expressing beliefs in appropriate ways, and working to one’s full potential.

SCOPE OF AUTHORITY

This behavior code applies to all students enrolled in Baltimore County Public Schools (BCPS). The provisions of this policy apply in all situations in which students are involved, including:

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, or social events:
2. On-site or off-site school related problems which are the result or cause of disruptive behavior on school grounds.
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 Policy and Rule 5600 and the appendix of this handbook.

**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:

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

- Receive notice and an opportunity for a student to opt out of:
  1. Any other protected information survey, regardless of funding;
  2. 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
  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.

- 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 for the student.
Baltimore County Public Schools will notify parents and eligible students of their rights annually. Parents 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**
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. One exception that permits disclosure without consent is disclosure to 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.

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.

**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 first and last name, 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 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 laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act (ESEA) to provide to military recruiters, upon request, name, address, and telephone listing — unless the parent or eligible student has advised BCPS that he or she does not want this information disclosed without his or her prior written consent.

In order to refuse/decline the release of directory information, the parent or eligible student must log into BCPS One, 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 BCPS One; or Complete the Student Privacy Options (Rule 6202, Attachment) 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 (Rule 6202, Attachment) and submit the form to the child’s school principal.

Parents who do not complete an opt-out form are giving BCPS permission to release their child’s directory information. Additionally, if no opt-out form is filed with the child’s school, the child’s name, address, and telephone number will be released to United States military recruiters upon request.

Access to Records
All BCPS students’ records shall be available to parents 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 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, in compliance with a judicial order or a lawfully issued subpoena, or in a health or safety emergency (Superintendent’s Rule 5230, Student Records).

Request to Amend a Student’s Record
If a parent or eligible student believes that a student’s record is inaccurate, misleading, or in violation of the privacy rights of the student, he or she may make a written request of the school principal to amend the record. The request must be made in writing to the school principal; it must clearly identify the part of the record to be changed and specify why it is inaccurate, misleading, or in violation of the student’s privacy. If the principal denies the request, the principal will notify the parent or eligible student in writing of his or her decision and of the procedures for appealing the decision (Superintendent’s Rule 5230, Student Records).

BCPS Review of a Student’s Record
A parent or eligible student has the right to inspect and review the student’s education record within 45 days after the principal 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 when and place where the student’s record may be inspected.

Videotaping on School Property, Including School Buses
BCPS possesses the ability to videotape and/or audiotape students on school property, on its school buses, and at school sponsored activities outside of school. At the discretion of the superintendent or his designee, videotapes may be used for disciplinary purposes.

Visitor Identification System/Raptor
Visitors to BCPS schools and offices must register by presenting a driver’s license or government-issued photo identification in order to be cleared to visit the school or office. School or office staff will enter the visitor’s information into the Raptor 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 Raptor 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
All 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 Web site.

**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. Signing of the Student Handbook 2017-2018 Acknowledgement Form (see page 28) verifies that students understand and will abide by the policy.

**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’ Responsibilities**
Students are required to be safe, secure, and responsible digital citizens when using BCPS technology and/or networks.

1. I am responsible for my language. I will be polite and use appropriate language in my e-mail messages, online postings, and other digital communications.
2. I am responsible for how I treat others. I will not create or communicate abusive, harassing, bullying, libelous, obscene, offensive, profane, threatening, discriminatory, or illegal messages.
3. I am responsible for 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. I am responsible for my computer account and am responsible for 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. I am responsible for 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. I am responsible for 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, stand-alone applications from the Internet or from any other sources.

7. I am responsible for 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. I am responsible for 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. I am responsible for 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.

Penalties
All student users shall be subject to the student technology acceptable use policy and 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.

Board of Education Policy 6202: Technology Acceptable Use Policy (TAUP) for Students is posted on the BCPS Web site.

Superintendent’s Rule 6202: Technology Acceptable Use Policy (TAUP) for Students is posted on the BCPS Web site.

Board of Education Policy 5550: Disruptive Behavior is posted on the BCPS Web site.

Superintendent’s Rule 5550: Disruptive Behavior is posted on the BCPS Web site.

TECHNOLOGY PARENT NOTIFICATIONS

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 be limited to, a school- or system-level Web site, podcast, video production, the Education Channel production or broadcast, and commercial news broadcast media.

Publication of Students’ Intellectual Property
BCPS shall publish/produce students’ intellectual property created during school-sponsored activities and/or learning experiences to appear in, but not be limited to, a school- or system-level Web site, podcast, video production, the Education Channel production or broadcast, and commercial news broadcast media.
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 is not appropriate, given the nature of a particular news story.

Opting Out
A parent may request that his/her child’s intellectual property and publications/productions not be published or displayed. In order to withhold permission, the parent 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 publish or display his/her child’s intellectual property and/or student-created publications by checking the appropriate boxes. If a parent does not have access to the internet, the parent may contact his/her child’s school principal to use a computer terminal to access BCPSOne; or receive the student privacy options attachment to complete and submit the form to the child’s school.

STUDENT BEHAVIOR

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 in order to preserve a safe and orderly environment that is conducive to learning. (Board of Education Policy and Superintendent’s Rule 5520). 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 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 as worn for medical reasons or as a legitimate expression of a student’s religious practice and faith.

Unauthorized Persons
The Board of Education, board president, superintendent, principal, or a person designated in writing by the aforementioned 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 reassigned or 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
leave or returns after being told by the principal or by his or 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.

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

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 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, 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 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 on school property, on school buses, and 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, 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, and; 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 and Superintendent’s Rule 5550, as well as any applicable criminal or civil penalties. This 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, tobacco products, tobacco-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 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 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 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. Support and resources will be offered to help the student with the problem.

**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*, may be suspended, assigned to an alternative program, or expelled in accordance with the procedures outlined in Board of Education Policy and Superintendent’s Rule 5560, *Suspension or Expulsion*.

Definitions for alcoholic beverages, other illegal substances, and paraphernalia are found in the Board of Education Policy 5540. Board policies and superintendent’s rules are available on the BCPS Web site.

**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. Success in an alternative program.
2. Participation in a drug and alcohol screening process conducted by the Baltimore County Bureau of Behavioral Health. The level of counseling will be determined by the outcome of the screening.
3. Successful attendance and completion of a mandated counseling and drug education program prior to readmission to the regular day school program.

**Presence of Material Evidence**
If suspected illegal drugs are found by school personnel, as required by law, the matter must be reported 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 illegal drug.
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 to an alternative program. Restitution for loss or damage will be required in addition to any other prescribed consequences.

Pursuant to the HB 425, a student enrolled in prekindergarten through grade 2 may not be suspended or expelled from school except as provided by State law. Also if suspended, the school must provide behavioral intervention and support to address the student’s behavior.

School administrators have the authority to review and assess each individual situation to determine, if any, the type and number of interventions, and supports to use prior to any disciplinary action being taken.
**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 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.

<table>
<thead>
<tr>
<th><strong>ARSON/FIRE/EXPLOSIVES</strong></th>
<th>l. Refusing to cooperate with school rules and/or regulations</th>
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<tbody>
<tr>
<td>a. Possession and/or igniting of matches or lighters (when not a part of the instructional program)</td>
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<table>
<thead>
<tr>
<th><strong>ATTACKS/THREATS/FIGHTING</strong></th>
<th>m. Refusing to cooperate with school transportation regulations</th>
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</thead>
<tbody>
<tr>
<td>b. Fighting</td>
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<table>
<thead>
<tr>
<th><strong>ATTENDANCE (IN-SCHOOL SUSPENSION ONLY)</strong></th>
<th>n. Refusing to do assigned work</th>
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</thead>
<tbody>
<tr>
<td>c. Leaving school grounds without permission</td>
<td></td>
</tr>
<tr>
<td>d. Unexcused lateness (class/classes)</td>
<td></td>
</tr>
<tr>
<td>e. Unexcused lateness (school day)</td>
<td></td>
</tr>
<tr>
<td>f. Unexcused absence or truancy (class/classes)</td>
<td></td>
</tr>
<tr>
<td>g. Unexcused absence or truancy (school day)</td>
<td></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th><strong>DANGEROUS SUBSTANCES</strong></th>
<th>o. Refusing to serve detention</th>
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<tbody>
<tr>
<td>h. Non-prescription violation (possession of non-prescription medications)</td>
<td></td>
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<tr>
<td>i. Use and/or possession of tobacco, cigarette rolling paper, electronic cigarettes, or other tobacco products</td>
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<tr>
<th><strong>DISRESPECT/INSUBORDINATION</strong></th>
<th>p. Using obscene or abusive language or gestures</th>
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<tr>
<td>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</td>
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<tr>
<td>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)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>PERSONAL HEALTH</strong></th>
<th>r. When a student knowingly uses his or her state of health to threaten the health of others</th>
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</thead>
<tbody>
<tr>
<td>q.</td>
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<thead>
<tr>
<th><strong>OTHER</strong></th>
<th>s. Gambling</th>
</tr>
</thead>
<tbody>
<tr>
<td>r. Academic dishonesty (cheating on tests, copying term papers, or forging signature of teacher and/or parent/guardian)</td>
<td></td>
</tr>
<tr>
<td>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)</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

| **PERSONAL HEALTH** | 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. Withhold student privilege(s).
r. Contact student’s parent.
s. Hold a parent and student conference.
t. Assign detention (parent contact mandatory).
u. Provide small group character-building and social skills training.
v. Refer student to Student Support Services staff for support.
w. Give student a timeout with adult supervision.
x. Refer student to Student Support Team (SST).
y. 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.
z. Develop and implement or review and revise a 504 Plan for eligible student, including behavioral accommodations as deemed necessary.

aa. Conduct Functional Behavioral Assessment (FBA) and, if student is eligible, develop a Behavior Intervention Plan (BIP).
bb. Review and revise a student’s existing BIP.
cc. Refer eligible student to Individual Education Program (IEP) team.
dd. Develop and implement IEP for eligible student.

ee. Include behavior interventions, supports, or strategies as supplementary aides and services in the student’s IEP if deemed necessary.

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 Saturday school.
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 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. Exclude the student from participating in extracurricular/co-curricular programs or activities (temporarily or permanently).
f. Review and revise the 504 Plan for eligible student, including behavioral accommodations as deemed necessary to help improve student’s behavior.
g. Review and revise the Behavior Intervention Plan for student as deemed necessary to help improve student’s behavior.
h. Review and revise the student’s IEP as deemed necessary to help improve student’s behavior.
i. Offer student supervised campus clean-up as an alternative to suspension.
j. Use community partners and interagency partners to provide support and resources to student to help improve behaviors.
k. Refer two or more students to the Conflict Resolution Center of Baltimore County for a community conference to resolve a conflict.
l. Refer student to pupil personnel worker for support in changing behavior.
m. Refer student to superintendent’s designee for a program review.
n. 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 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.

DUE PROCESS DURING STUDENT DISCIPLINARY ACTION

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.

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 or superintendent.

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.
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.

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.

Extended Suspension or Expulsion, Assignment to an Alternative Education 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.

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.

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 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 that the student may have witnesses and a representative or attorney appear on his or her behalf. 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.
Alternative Education Programs (Educational Options)
Students on extended suspension, administrative assignment, or expulsion from day school will be offered an alternative education program administered by the Office of Educational Options. Alternative middle and high centers have a set capacity that will result in limited availability. Transportation is provided to alternative day centers. A maximum of five credits can be attained at extended day learning program (EDLP) sites. Students who wish to take more than two courses must attend a second EDLP site or Saturday EDLP. Students must provide their own transportation to EDLP sites.

Individual Education Programs and 504 Plans
Students with IEPs or with 504 plans may be disciplined by the school principal for violations of Board Policy 5550 Disruptive Behavior. When the disciplinary removal is for more than ten (10) days in the school year, 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.

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 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 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 the department 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 the Department Academic Services.

The executive director of the Department 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; 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 senior executive director of the Department Academic 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.

**APPENDIX**

Abridged Statement of Students’ Responsibilities and Rights
The complete text of the statement of Students’ Responsibilities and Rights, Policy 5600 and Rule 5600 are available on the BCPS Web site.

**STUDENT RESPONSIBILITIES AND RIGHTS**

**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 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 Dress and Appearance**
Students have the right to select their dress apparel in accordance with individual school practice. BCPS may only regulate the dress and/or appearance of students to the extent that the dress and/or appearance interferes with the educational process. Dress apparel must not cause disruption, be a safety or health hazard, or hinder the educational process. 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 and Superintendent’s Rule 5520, Student Dress Code.

**The 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.
STUDENT RESPONSIBILITIES AND RIGHTS

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:

A. Student’s personal data
B. Student’s school attendance data
C. Annual performance, Grades PreK–8
D. Annual secondary school performance, Grades 9–12
E. State mandated and local school system testing
F. Disciplinary record
G. Health screening
H. Record of health inventory
I. Immunization data
J. Maryland student withdrawal/transfer record
K. Statewide educational interview form

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 or the eligible student.

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.

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 or 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.

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 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, gender, ethnicity, disability, national origin, religion, creed, socioeconomic status, marital status, pregnancy, personal record, sexual orientation, or political belief. Students are ineligible to seek or hold office 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 seeking or holding offices. First, second, third, and fourth quarter report cards determine (continued) eligibility.

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.

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.

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, socioeconomic 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.

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.

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.

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 that are school-related. Space in BCPS facilities and/or grounds may be used by the Baltimore County Department of Recreation and Parks (DRP) pursuant to the Joint Use Agreement between BCPS and DRP; the Community College of Baltimore County (CCBC); Parent-Teacher (Student) Associations (PTSA); other county, state, and federal agencies; and other groups and organizations, either profit or nonprofit. The Department of Physical Facilities is responsible for managing the safe and appropriate use of public school facilities in collaboration with school-based administrators. Administrative procedures have been established to implement this policy to ensure that scheduling is orderly, adequate security and logistical preparation is made, all sponsoring organizations understand their privileges and their obligations, and Board of Education personnel consistently apply this policy and rule-related procedural requirements (Board of Education Policy and Superintendent’s Rule 1300, Use of School Facilities).

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 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 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).

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

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

The 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.

The 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.

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.

The 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.

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

The 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.
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>
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<tr>
<td>Parent</td>
<td></td>
</tr>
<tr>
<td>Coach</td>
<td></td>
</tr>
<tr>
<td>Mentor</td>
<td></td>
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<tr>
<td>Class Advisor</td>
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</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>
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</thead>
<tbody>
<tr>
<td>Identify the problem.</td>
</tr>
<tr>
<td>How could this problem cause trouble for me?</td>
</tr>
<tr>
<td>Do I need assistance?</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 2017-2018 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>
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</tbody>
</table>

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

I have received a copy of the Baltimore County Public Schools 2017-2018 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. Additionally, I understand the Technology Acceptable Use Policy for Students. 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>
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</table>

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

I understand that I must complete the Student Privacy Preference Options online for: Directory Information, Student Photographs, Videos and/or Sound Recordings, and/or Intellectual Property

**IF I DO NOT WANT:**
- 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.
- My child’s name, address, and telephone number released to United States military recruiters or institutions of higher education.

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 does not have access to the internet, the parent may contact his/her child’s school principal to use a computer terminal to access BCPSOne; or receive the student privacy options attachment to complete and submit the form to the child’s school. 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, 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.

<table>
<thead>
<tr>
<th>Parent’s Signature</th>
<th>Date</th>
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</table>
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. §3-805, 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 (BCPS Policies and Rules)
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

Published by the Department of Academic Services

NOTICE OF NONDISCRIMINATION

The Board of Education of Baltimore County does not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity, genetic information, disability, or veteran status in matters affecting employment, or in providing access to educational programs or activities, and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the Board's nondiscrimination policies should be directed to: EEO Officer, Office of Equal Employment Opportunity, Baltimore County Public Schools, 6901 N. Charles Street, Building B, Towson, Maryland 21204 (443-889-8937). There is a compliance officer responsible for identifying, preventing, and remediating prohibited harassment concerning students. Complaints of harassment should be directed to the executive director, Department of School Safety and Security, 9610 Pulaski Park Drive, Suite 219, Baltimore, Maryland 21220 (443-809-4360).

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

www.bcps.org