

A Message from the Superintendent of Carroll County Public Schools

Dear Parents:

It is my strong belief that we are responsible for providing an educational environment that is safe for all students and supports learning. We cannot accomplish this objective without the help of our parents and students. This Student/Parent Handbook communicates the expectations and procedures that will help us achieve this goal.

Our staff encourages the positive social behavior of all students. However, there are times when negative student behavior can interfere with our ability to operate a safe and orderly school. Consequences for unacceptable behavior are administered in a manner that is consistent with school policies and procedures for student discipline.

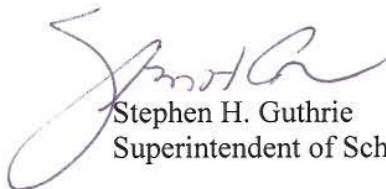
We ask parents to carefully read the Student/Parent Handbook so they will clearly know what is expected of their children. The Handbook represents only a snapshot of some of the CCPS policies and administrative regulations that may be important to students and parents. For a complete copy of a policy and administrative regulations, please visit us online at [www.carrollk12.org](http://www.carrollk12.org). It is important for you to know that several significant changes in CCPS regulations have been made for the 2011- 2012 school year. These changes have been marked by \* in the Table of Contents to help you identify them easily. Please read this \* information carefully.

The expectations outlined in these documents are enforced while students are on the school campus and at other times and places where staff and school administrators are responsible for students. These times and places include, but are not limited to, educational services, field trips, athletic events, and community-based activities.

I also ask that you talk to your children and make sure they are aware of what is expected of them in school. By working together our students will continue to strive and learn in a safe and healthy environment.

Best wishes for a successful school year.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Stephen H. Guthrie', is written over the printed name and title.

Stephen H. Guthrie  
Superintendent of Schools

# Student / Parent Handbook Sign-off Form

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## Middle and High School Students:

I have received and will read both the Carroll County Public Schools' (CCPS) Student/ Parent Handbook and the student handbook for my school. I realize that I am responsible for giving both handbooks to my parent(s)/guardian(s) to read and discuss with me. If I do not understand any parts of these handbooks, I can ask further questions of any staff. I know I can view complete CCPS regulations and procedures on the CCPS website, [www.carrollk12.org](http://www.carrollk12.org).

My signature indicates that I will follow all CCPS regulations, school rules and procedures.

Student Name: \_\_\_\_\_  
(please print)

Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_

Please detach and return this form to your homeroom teacher  
or the person who distributed your handbook.

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## INTRODUCTION: STUDENT RIGHTS/RESPONSIBILITIES

- Right:** To a free public education in Carroll County Public Schools.
- Responsibility:** To follow state and local attendance, discipline and residency requirements.  
*Related Handbook Topics: Attendance; Discipline; Residency*
- Right:** To a safe learning environment free from drugs, weapons, violence, discrimination and disrespectful behavior. To be treated with respect by staff.
- Responsibility:** To follow CCPS policies, regulations and procedures. To honor the rights of others and act with respect, integrity and *academic honesty*.  
*Related Handbook Topics: Bullying; Discipline, Exclusion, Seclusion and Restraint; Substance Abuse; Suspension; Staff/Student Relationships; Violent Acts and Weapons*
- Right:** To express oneself, including the expression of one’s religious and personal beliefs, free from intimidation and hostility.
- Responsibility:** To be tolerant of the beliefs of others and respect differing viewpoints and ideas. To express oneself in a manner that is appropriate and not disruptive.  
*Related Handbook Topics: Dress Code; Discipline and Prayer in School/Moments of Silence*
- Right:** To expect confidentiality and protection of personal information.
- Responsibility:** To respect the privacy and confidentiality rights of others.  
*Related Handbook Topics: Discipline Records; Surveys; Use of Students’ Photograph, Video Image or Voice*
- Right:** To have the opportunity to participate in student groups, organizations, and extra-curricular activities.
- Responsibility:** To conduct oneself according to established CCPS administrative regulations and to secure the principal’s permission to form a student group.  
*Related Handbook Topics: Eligibility; Student Groups and Organizations*
- Right:** To due process (telling the “student side of the story”).
- Responsibility:** To be familiar with CCPS administrative regulations and the process for grievance and *appeal*.  
*Related Handbook Topics: Grievance and Appeal Procedures; Suspension*
- Right:** To keep personal items and school property assigned to the student on one’s person or in one’s locker.
- Responsibility:** To possess only personal items (at school, on school property or at school-sponsored events) that do not violate state/school regulations. To understand the CCPS search/seizure policy.  
*Related Handbook Topics: Detection Dogs; Discipline; Search and Seizure*

## **ACADEMIC HONESTY**

*Academic honesty* is an essential part of any school community. Carroll County Public Schools seeks to promote the importance of honesty as a basis of respect and cooperation among all of its members. All parties – students, teachers, administrators, and staff - have the obligation to act in a consistently honorable manner with one another. *Academic dishonesty/cheating*, in any form on a graded assignment, will not be tolerated. Examples include, but are not limited to; turning in work as your own when someone else has done all or part of the assignment, knowingly giving or receiving information about answers to homework, quizzes, or tests, and plagiarism. Schools develop honor codes to encourage students to value personal integrity and to emphasize the responsibility that individuals have for their own honesty. All students need to be fully aware of definitions and expectations related to their specific school's honor code. Questions should be directed to school administrators.

## **ALTERNATIVE PROGRAMS**

Should a student's behavior, academic or social-emotional needs warrant placement outside of the regular classroom, Carroll County Public Schools (CCPS) may place the student in an *alternative program*.

## **ATHLETIC FEES**

Each student involved in an interscholastic team will be responsible for paying a fee set by the Board of Education. This fee does not guarantee playing time during game competitions.

## **ATTENDANCE**

Both *absences* and *tardiness* are serious disruptions to the educational process. A student is counted present for a full day if the student is in attendance four hours or more of the *school day*. A student is counted present for 1/2 day if in attendance for at least two hours of the *school day*, but less than four hours. A student is counted absent when in school less than two hours of the *school day*. When students are *absent*, arrive late, or leave school early, their parents are requested to inform the school the morning of the *absence*.

A student scheduled for less than a full day is to be counted present based on the amount of time he/she is scheduled. Students must be present for that entire block of time in order to be marked present for the day. If the student is absent for 1/2 of the designated time he/she will be absent for 1/2 day. If the student is present for more than 1/2 of the scheduled time he/she will be marked late, but present for the entire day. If the student is present for less than 1/2 of the designated time he/she will be marked absent for that day.

Excused *absences* include illness of the student, death in the immediate family, observance of a religious holiday, a court summons, *suspension/exclusion* for health reasons, and family vacation (when approved in advance). In addition, *absences* will be considered unlawful if the parent does not provide a lawful explanation of the *absence* in a written note, fax, e-mail, or phone call within five days of the student returning to school.

Disciplinary consequences for an unlawful *absence/truancy* may include, but are not limited to parent *conference*, detention, in school consequences, or Saturday School. Additionally, legal charges against the student and parent(s) may result in detention, confinement in jail or fines. If student *absences* become excessive, the school may require medical verification to excuse further *absences* from school.

## **CUSTODY OF STUDENTS**

When parents are separated or divorced, either parent, regardless of custodial status, may inspect and review his/her child's school record unless there is a court order, or other legal document, which specifically denies such access by one of the parents. Unless otherwise specified in a court order:

- The custodial parent/legal guardian shall make all educational and medical decisions for the child.
- The non-custodial parent may visit the school/observe instruction, attend *conferences*, view school records, and receive school communications.
- A non-custodial parent or step-parent may pick a child up from school with permission of the custodial parent.
- Persons sharing joint custody may both make educational and medical decisions. If parents disagree, the decision of the resident parent will be recognized and implemented, as appropriate. Consent/requests/decisions from either parent are sufficient.

Please refer to the Student Services Manual for complete administrative regulations pertaining to custody.

## **DETECTION DOGS**

The Carroll County Board of Education has approved a policy that permits the use of detection dogs for drug deterrence and investigations for *drugs* and *explosive* devices. Upon mutual agreement by school and law enforcement officials, drug detection dogs will be used by the police to scan students' lockers and cars on school parking lots.

Students will not be scanned. If a dog alerts on a locker or vehicle, the student to whom the locker is assigned or, who operates the vehicle, will be summoned to the office. Police officers shall conduct *searches* of students' vehicles and school premises in accordance with their established policies and procedures consistent with COMAR 13A.08.01.14D.

A reasonable attempt will be made to contact a parent of the student involved to provide information related to the reason for the search and the outcome of the search. All items that are the object of the search and unlawful items found during the search will be seized and turned over to police. See Search and Seizure section for more information.

## **DISCIPLINE**

The Board of Education of Carroll County is committed to providing a safe and secure environment in which all individuals are free to learn. Therefore, the Board will not tolerate any inappropriate behavior. In those instances when the behavior of a student, on or off school property, is disruptive and/or detrimental to the operation of the school or the safety of students or staff, the student may receive disciplinary consequences, including, but not limited to, *suspension* and *expulsion*.

### **Discipline Philosophy**

There is a great need in our schools to help students develop the social attitudes and values that will lead to the adoption of behaviors acceptable to the moral and legal codes of contemporary society. Students have the responsibility to conduct themselves in a manner that does not detract from the learning process.

Students must know and understand school regulations, must make an effort to uphold them, and recognize that those in authority have the responsibility for maintaining an orderly educational process. In addition, students will be held accountable for their behaviors and will receive consequences accordingly. However, school staff will discuss such consequences either with the disciplined students individually, and/or with their parents, to respect student confidentiality. Schools will develop and implement prevention and intervention strategies and programs as a means of resolving and/or preventing confrontations. Carroll County Public Schools is committed to providing all students with a safe and orderly environment for the promotion of academic and social excellence.

### **Interventions and Consequences**

School staff shall implement interventions and consequences that are available both within the school setting and outside the school setting. Students should know that teachers will take reasonable disciplinary action to deter acts which interrupt the educational process, and that they may use reasonable force in self-defense or in restraint of a student to prevent harm to that student or to others. The term "reasonable force" shall not encompass physical abuse from anyone in the school system.

In their efforts to modify the behavior of students who disrupt the learning process for themselves or others, principals and staff may use, but are not limited to, any of the following as an alternative to *suspension*:

1. *Conferences* with parent/legal guardian
2. Consultation with student's counselor/school crisis counselor
3. *Participation* in group counseling
4. Utilization of peer facilitator
5. Implementation of conflict resolution
6. Formation of student contract with specific consequences
7. Referral to the support or time-out room
8. Assignment to detention before school, after school, or during lunch
9. In-school Intervention
10. *In-school suspension*
11. *Participation* in Saturday School Programs that deal with:
  - a. Smoking
  - b. Attendance
  - c. Conflict Resolution
  - d. *Insubordination*
12. Withdrawal of privileges, e.g., driving to school, extra curricular activities
13. Implementation of reparations for misconduct or property damage:
  - a. Repair of damaged property
  - b. *Participation* in school community service (summertime included)
  - c. Restitution through monetary payment
14. Consultation with school psychologist or pupil personnel worker
15. Referral to in-school or community mentor
16. Attendance of parent/legal guardian with student to area where student displays inappropriate behavior, e.g., class, lunchroom, bus, etc.
17. Referral to outside agencies such as Juvenile Services, Junction, Youth Service Bureau, Department of Social Services, etc.
18. Referral or assignment to an *alternative program*.

In order to successfully implement any of the above strategies, parent contact and involvement is essential. If students feel they have been subjected to unfair punishment, they, and/or their parents, have the right to use the *grievance* or *appeal* procedures.

### ***Suspension/Discipline Records***

All disciplinary records which describe behavior resulting in disciplinary action are maintained electronically through the age of 21. Records of school *suspensions* are maintained in the student's cumulative folder through age 21. In the case of drug/alcohol, serious *threat*, and *violent act* violations, those *suspensions* are cumulative over a student's school career. Records of *suspensions* are sent to other schools or school systems when a student transfers.

### **DRESS CODE**

Students of Carroll County Public Schools are required to groom themselves in a manner that is modest, clean, appropriate, decent and not disruptive to the educational process. Students are expected to abide by this dress code from their arrival to the school building until the end of the *school day*. Requirements include, but are not limited to:

***Head Coverings*** - Hats, sunglasses, or *head coverings* of any kind, including bandanas and visors, shall not be worn in the school building unless approved for religious or medical reasons. Certain headbands, scrunchies, etc., which are used to hold hair in place and do not cover the entire head, are permitted.

**Shirts** - Shirts shall:

- Cover the entire back, i.e., no cutout backs, no shirts that tie in back

- Cover the *midriff area*, i.e., bottom of the shirt must meet the top of the lower attire at all times
- Cover undergarments, ( tank-top undershirts and skin-tight compression shirts are considered undergarments
  - and must have a shirt over them),
- Not be see-through
- Fit modestly so that cleavage area is covered
- Have two straps, one on each shoulder (no tube tops or halter tops)

**Skirts/Skortts/Shorts/Pants:**

- Skirts, skortts, and shorts should not be excessively short. The guideline for “excessively short” is clothing that does not reach the student’s fingertips when the student is standing with arms extended at the side.
- Pants shall cover undergarments at all times and not be excessively long so that they drag on the floor.

**Other:**

- No shoes with wheels shall be worn.
- No bedroom slippers shall be worn.
- No chains which could inflict significant bodily harm if used as *weapon*, spiked clothing or accessories shall be worn.
- No mutilated, cutout or ragged clothing shall be worn that exposes bare skin between the upper chest and mid-thigh or creates a significant distraction.
- Underwear shall not be showing and shall not be worn as outerwear.
- Clothing shall not convey advertisements for condoms or other birth control devices, stated or implied.
- Clothing shall not convey messages that express hate, racial slurs, or *sexual harassment*.
- Clothing shall not convey establishments or products whose names can be directly interpreted or construed as carrying a “double meaning” involving sexual innuendo, tobacco, alcohol or drug use, gang symbols, *weapons*, or *sexual activity*.

**Violations:** A student found wearing inappropriate clothing will be asked to change or remove the item and will be given the opportunity to do so. Should the student not be able to change or remove the item, clothing may be provided by the individual school. Students who fail to cooperate will be referred to an administrator. Any student not complying with the direction of the administrator may be considered insubordinate and subject to appropriate disciplinary action. A school administrator, in consultation with a Director, has the discretion to enforce additional requirements in order to maintain a safe and secure environment.

**Request for Exceptions:** Exceptions to the dress code for the purpose of school spirit activities by clubs or organizations will occur at the discretion of the school administration.

***DROPOUT AND RETURN***

The Carroll County Public School System recognizes, as its primary goal, the successful completion of the academic program for each student. To that end, every effort will be made to assist students to succeed in school and attain their high school diploma. When a student experiences academic difficulty, teachers and staff closest to the student are available to help and to devise intervention strategies. In the event a parent and student request permission for the student to drop out of school, an exit interview will be conducted and every effort will be made to keep the student enrolled. However, a parent has the right to decide to allow his/her child (16 years old or older) to withdraw from Carroll County Public Schools. In the case of withdrawal, a student will be provided information on educational options, including the GED.

If a student wishes to re-enroll after withdrawing from Carroll County Public Schools, he/she can do so only by returning through a probationary placement in a program offered through the Student Services Department. By demonstrating regular attendance, appropriate behavior, and measured achievement during his/her probationary placement, a student may be permitted to return to a comprehensive high school. Exceptions for special education and 504 students may be made depending on the student’s *IEP/504* needs.

## ***ELECTRONIC COMMUNICATION DEVICES***

- A. *Electronic communication devices* must be turned off and placed out of view before entering the school building and remain off and out of view during the entire *school day*. The principal may approve written requests for exceptions (e.g., from emergency agencies) in advance.
- B. The audible notification of *electronic communication devices* must be turned off while being transported on a school bus.
- C. Students are responsible for the security of their *electronic devices*. Carroll County Public Schools is not responsible for *theft* or damage of a student's electronic communication device.
- D. Students who display and/or use an *electronic communication device* and/or fail to follow the directions of a staff member regarding *electronic devices* will be subject to disciplinary action, including but not limited to the following:
  - 1. **First offense (on, ringing, or visible):** Confiscation of the electronic communication device for the remainder of the *school day*. The electronic communication device will be returned to parent/guardian at the end of the *school day* or as soon as pick-up can be arranged. Notice will be given to the student and parent/guardian that the next offense will result in detention or Saturday School for *Insubordination*.
  - 2. **Second offense (on, ringing, or visible):** Confiscation of the electronic communication device and Saturday School or detention for *insubordination*. The electronic communication device will be returned to the parent/guardian as soon as pick-up can be arranged. Notice will be given to the student and parent/guardian that the next offense will result in a 1 - 3 day *suspension* for *insubordination*.
  - 3. **Third offense (on, ringing, or visible):** Confiscation of the electronic communication device and a 1 - 3 day *suspension* for *insubordination*. The electronic communication device will be returned to parent/guardian as soon as pick-up can be arranged. Notice will be given to the student and parent/guardian that the next offense will result in a 3 – 5 day *suspension* for *insubordination*.
  - 4. **Fourth and repeating offenses (on, ringing, or visible):** Confiscation of the electronic communication device for the remainder of the day and a 3 – 5 day *suspension* for *insubordination*. The electronic communication device will be returned to the parent/guardian as soon as pick-up can be arranged.
- E. **Camera phones** – a student's possession or use of a camera phone during the *school day* shall constitute use and display of a cell phone with the same consequences as defined above. If a camera phone is used for inappropriate, illicit or illegal activities, more severe consequences will be imposed, up to and including *extended suspension* or *expulsion*.

## ***ELECTRONIC DEVICES (OTHER)***

- A. **Laser pointers** – are prohibited on school property and will be confiscated if brought onto school premises. Other consequences, as listed for camera phones, may also be enforced. Portable video games and other non-instructional *electronic devices* are prohibited during class time. These may be confiscated and returned to a student's parent/guardian if used inappropriately.
- B. **Video Games and Video Cameras** - permission of the principal is required prior to bringing either to school due to the potential distractions.

## ELIGIBILITY – *EXTRACURRICULAR ACTIVITIES* – HIGH SCHOOL

*Participation* in *extracurricular activities*, public performances, and/or student *leadership* positions is regarded as an important privilege for students. *Participation* in such activities supports students' personal growth and achievement and also gives students the opportunity to be representatives of and ambassadors for their school. Carroll County Public Schools is committed to developing and maintaining a high level of confidence by the student body and the school community. Therefore, students who desire to participate in *extracurricular activities* are expected to meet standards in three major areas: academics, attendance, and conduct. Failure to meet appropriate standards in any one, or more, of these areas will result in a student losing the privilege of fully participating in *extracurricular activities*.

### I. Policies related to this regulation

- Board of Education Policy ADD – Serious *Threats* and *Violent Acts* Prohibited
- Board of Education Policy JK – Discipline
- Board of Education Policy JPA – Substance Abuse
- Board of Education Policy JFCG – Possession and/or Use of Tobacco on School Property

### II. Definition of *Extracurricular Activities*

*Extracurricular activities* include, but are not limited to: participating in competitive activities, event or activity practices, and other student activities; performing in public beyond the class culminating performances; and/or, representing the school in an elected or appointed *leadership* position. Activities that are graded as part of a credit bearing class do not constitute *extracurricular activities*.

### III. Other Definitions

- *Academic Eligibility Time Period*: the period of time between report card issue dates.
- *Constructive Possession*: failure to remove oneself as quickly and safely as possible from a person, area, or situation where *alcohol/drugs* are illegally possessed.
- *Curricular Activities*: those activities that are part of a credit bearing class whether they occur during the *school day* (e.g., field trips), or outside the *school day* (e.g., concerts). Music courses with a performance component will have one school concert near the end of each semester and one county-level assessment per year which are curricular. Music performances and activities beyond those stated in this definition are extracurricular.
- *Eligible*: meets the criteria to fully participate in *extracurricular activities* during one or more of the eight consecutive semesters of eligibility that begin with a student's entry into 9<sup>th</sup> grade.
- *End of Marking Period*: the date set by Carroll County Public Schools as the end of each grading period.
- *Full-Time Student*: enrollment of a student for more than fifty percent of the class periods occurring in a *school day* at a particular school; of the classes scheduled, more than fifty percent of the classes shall be credit bearing (i.e., in a four mod day, a student enrolled in three classes must have at least two credit bearing classes; a student enrolled in four classes must have at least three credit bearing classes).
- *Ineligible*: does not meet the criteria to participate in any way in *extracurricular activities* during one or more of the eight consecutive semesters of eligibility that begin with a student's entry into 9<sup>th</sup> grade.
- *Interim Report Period*: a formal grade reporting date established for all schools that identifies the midpoint of a *marking period*.
- *Leadership*: elected or appointed student positions in school or county organizations which have, by the nature of the position, a *leadership* role (e.g., SGA, Class Officer).
- *Marking Period*: a period of time, approximately nine school weeks in length, for which grades are calculated and then posted.
- *Participate*: involvement in one or more school sponsored events or activities.
- *Restricted eligibility*: Student is not fully eligible to participate in *extracurricular activities*. Limited participation as part of a school sponsored team or group. May not participate in competition, public performances or leadership roles, but may participate in meetings and practices.
- *School Day*: one of the completed state mandated days of attendance as indicated on the official Carroll County Public Schools' calendar. Eligibility shall be regained at the beginning of the next *school day* following the period of ineligibility. Please Note: Inclement weather days do not count as a *school day* in this regulation.

#### IV. General Standards, Guidelines, Information

- A student shall be enrolled as a *full-time student* in order to be *eligible* to participate in *extracurricular activities*.
- A student shall be enrolled full-time in the school offering the activity in which the student wishes to participate.
- A student entering Carroll County Public Schools as a transfer student shall meet the same eligibility requirements as all other students enrolled in Carroll County Public Schools.
- Failure to meet appropriate standards in any one, or more, of the areas outlined in this regulation will result in a student losing the privilege of participating in *extracurricular activities*.
- The principal, in consultation with the appropriate Director, may declare a student *ineligible* due to the student violating Carroll County Public Schools' policies and regulations not otherwise addressed in this regulation.
- Any student who is *ineligible* but participates in a contest/activity while *ineligible* shall cause the team/group to forfeit that contest/performance. (MPSSAA Policy)
- A specific team membership, athletic position, performance role, *leadership* position, etc. may or may not be available for the student to resume upon regaining eligibility.
- Each elementary and middle school has specific guidelines and requirements for one or more *extracurricular activities* offered at that school.

#### V. Eligibility Based on Academics, Attendance, Conduct

##### A. Academic Based Eligibility

##### 1. Eligibility Standards, Guidelines, Information

- A student becomes *ineligible* for academic reasons if he/she receives a grade of F for any course in which the student is enrolled during a *marking period*.
  - A grade of Incomplete (I) is considered an F until the work is satisfactorily completed, unless an exception is made by the principal due to extenuating circumstances such as an extended illness.
  - An indication of Withdrawal Failing (WF) is considered an F for the specific *marking period* in which it is received.
- All students entering ninth grade for the first time are *eligible*, based on academics, during the first *marking period* of the 9<sup>th</sup> grade school year.
- Quarter grades are used to determine eligibility. Eligibility for the first quarter of the year is based upon the fourth quarter grades of the previous year.
- Summer school grades do not replace fourth quarter grades of the school year, and therefore, do not impact a student's eligibility status.
- For students enrolled in concurrent enrollment course work at the college level, the final grade will determine the student's eligibility, since quarter grades are not generated from the college.

##### 2. Administrative Procedures

- The principal (or designee) will determine the eligibility status of students upon the issuance of report cards.
- The principal (or designee) will generate an "*Ineligible List*" for use by coaches and other extracurricular advisors and revise the list as needed (e.g., due to the resolution of incomplete grades).
- Students who have lost eligibility for academic reasons, shall not:
  - Be a participant in a public performance for any *extracurricular activity*.
  - Travel with a group/team for any *extracurricular activity*.
  - Participate in any *extracurricular activity*, including practice, if the student is on an athletic team or other group for which there is a scheduled practice.

##### 3. Regaining Eligibility

Students will regain eligibility when a report card is issued which indicates the student meets academic eligibility requirements and upon approval of the principal in consultation with the coach/advisor.

As an incentive for academic performance, a student will regain academic eligibility at the end of the *interim report* period when all of the teachers validate the student has earned at least a grade of “C” and upon approval of the principal in consultation with the coach/advisor. Requests to regain eligibility at *interim report* period must be made to the Principal by the student.

## **B. Attendance Based Eligibility**

### **1. Eligibility Standards, Guidelines, Information**

- A student shall be in attendance for his/her scheduled full day in order to participate in any *extracurricular activity* occurring on that *school day*.
- Students who are tardy to school or leave early are not eligible to participate in *extracurricular activities*.
- A student shall participate in all normal school activities during the *school day* in order to participate in any *extracurricular activity* occurring on that *school day*.

### **2. Administrative Procedures**

- Any student who is *ineligible* due to attendance reasons who then participates in an *extracurricular activity* shall be restricted from participating for a minimum of one additional contest/activity.
- A principal may allow an exception for approved professional appointments.

### **3. Regaining Eligibility**

Students regain eligibility based on being in attendance for a scheduled full day and participating in all normal school activities on that day.

## **C. Conduct Based Eligibility**

### **1. Eligibility Standards, Guidelines, Information**

- Students shall follow Carroll County Public Schools’ discipline policies and regulations as outlined in the Board of Education Policies and Administrative Regulations Manual, the Student Services Manual, and the Student/Parent Handbook.
- Students who violate Board of Education Policies ADD, JK, JPA, and/or JFCG, the related administrative regulations, and/or the conduct based criteria for eligibility outlined herein shall be *ineligible* in some form to participate in any *extracurricular activity* as specified below.
- Conduct violations are outlined in three categories with specific consequences for the first offense and subsequent offenses.
- Violations are cumulative for the entire high school career of the student according to the attached charts of cumulative offenses. However, Category 1 offenses are not cumulative with Category 2 and Category 3 offenses.
- Violations in the spring season will carry over into the fall season.

### **2.1 Administrative Procedures for Category 1 Violations**

Category 1 violations include:

- Smoking or possession of tobacco products on school property or at school sponsored events;

#### **A. First Offense Category 1 Violation – The student:**

- Shall be placed on restricted eligibility for 5 school days. In addition, at the discretion of the principal, the student may be restricted from participating in dances, proms, and other student activities not otherwise listed in this regulation.
- May attend as an observer, but may not participate in a competition or public performance of the team/group for which the student is a member. The student may travel, sit with the team/group, and be in uniform.

**B. Second Offense Category 1 Violation** – The student:

- Shall be placed on restricted eligibility for 15 school days. In addition, at the discretion of the principal, the student may be restricted from participating in dances, proms, and other student activities not otherwise listed in this regulation.
- May attend as an observer, but may not participate in a competition or public performance of the team/group for which the student is a member. The student may travel, sit with the team/group, and be in uniform.

**C. Third and Subsequent Offense Category 1 Violation** – The student:

- Shall be placed on restricted eligibility for 45 school days. In addition, at the discretion of the principal, the student may be restricted from participating in dances, proms, and other student activities not otherwise listed in this regulation.
- May attend as an observer, but may not participate in a competition or public performance of the team/group for which the student is a member. The student may travel, sit with the team/group, and be in uniform.

**Cumulative Offense Chart**  
**Category 1**

Category 1	
Offense#	School Days of Restricted Eligibility
1	5
2	15
3 or more	45

**2.2 Administrative Procedures for Category 2 Offenses**

Category 2 Violations include:

- *Constructive possession* on school property or at school sponsored events
- Unauthorized possession or use of one's own prescription medication on school property or at school sponsored events;
- Violations resulting in suspension under the *serious threats of violence* regulations or *violent acts* regulations
- Possession or use of over-the-counter *drugs/medications*, in excess of the recommended dosage, on school property or at school sponsored events;
- Distribution of over-the-counter *drugs* on school property or at school sponsored events

**A. First Offense Category 2 Violation** – The student:

- Shall be placed on restricted eligibility for 15 school days. In addition, at the discretion of the principal, the student may be restricted from participating in dances, proms, and other student activities not otherwise listed in this regulation.
- May attend as an observer, but may not participate in a competition or public performance of the team/group for which the student is a member. The student may travel, sit with the team/group, and be in uniform.

**B. Second Offense Category 2 Violation** – The student:

- Shall be placed on restricted eligibility for 45 school days. In addition, at the discretion of the principal, the student may be restricted from participating in dances, proms, and other student activities not otherwise listed in this regulation.

- May attend as an observer, but may not participate in a competition or public performance of the team/group for which the student is a member. The student may travel, sit with the team/group, and be in uniform.

**C. Third Offense Category 2 Violation** – The student:

- Shall be considered *ineligible* for the remainder of his/her high school career
- At the discretion of the principal, may be restricted from participating in dances, proms and other student activities not otherwise listed in this regulation

**2.3 Administrative Procedures for Category 3 Offenses**

Category 3 Offenses include:

- Possession, use, manufacturing, attempted distribution or distribution of any controlled dangerous substance, *drug paraphernalia*, *inhalants*, look-alike *drug* or *alcohol* on school property or at school sponsored events
- Attempted distribution or distribution of prescription medicine on school property or at school sponsored events;
- Possession or use of medicine prescribed for another on school property or at school sponsored events;
- Use in excess of recommended dosage or misuse of one’s own prescription medicine on school property or at school sponsored events

**A. First Offense Category 3 Violation** – The student:

- Shall be placed on restricted eligibility for 45 *school days*. In addition, at the discretion of the principal, the student may be restricted from participating in dances, proms and other student activities not otherwise listed in this regulation.
- May attend as an observer, but may not participate in a competition or public performance of the team/group for which the student is a member. The student may travel, sit with the team/group, and be in uniform.

**B. Second Offense Category 3 Violation** – The student:

- Shall be considered ineligible for the remainder of his/her high school career
- At the discretion of the principal, the student may be restricted from participating in dances, proms and other student activities not otherwise listed in this regulation

**Cumulative Offense Chart**  
**Category 2 & Category 3**

Category 2		Category 3		Mixed: Category 2 then Category 3		Mixed: Category 3 then Category 2	
Offense #	School Days	Offense #	School Days	Category / Offense #	School Days	Category / Offense #	School Days
1	15 Restricted Eligibility	1	45 Restricted Eligibility	Category 2 First Offense	15 Restricted Eligibility	Category 3 First Offense	45 Restricted Eligibility
2	45 Restricted Eligibility	2	Ineligible for Entire Career	Category 3 First Offense	45 Restricted Eligibility	Category 2 First Offense	45 Restricted Eligibility (due to progressive discipline and offenses being cumulative)
3	Ineligible for Entire Career	—	—	Any Third Offense	Ineligible for Entire Career	Any Third Offense	Ineligible for Entire Career

### 3. Regaining Eligibility

- A student will regain eligibility for *extracurricular activities* only by successfully serving the time period of ineligibility, adhering to all appropriate policies and regulations, and complying with and completing assessments and recommended treatment.
- During the period of ineligibility, if a student is suspended from school for any reason, the length of ineligibility shall be extended for an additional ten (10) *school days*.
- A student shall not regain eligibility at any time after a third offense Category 2 violation, second offense Category 3 violation, or a third offense in any combination of the two categories.

### VI. Exception

- Exceptions to this regulation shall be made as authorized by the appropriate School Level Director.
- After two successful calendar years from the date of sanctions, a student who is deemed *ineligible* for their entire career may petition the superintendent in writing to regain eligibility. If eligibility is reinstated, any further violation in any category shall result in loss of eligibility for the remainder of the student's high school career.

### VII. Additional Information

- Violations of other disciplinary regulations, or behavior which is disruptive or detrimental to the operation of the school or the *extracurricular activity*, by a participant or a spectator, will result in disciplinary action commensurate with the seriousness of the offense. That disciplinary action may range from a reprimand to permanent *exclusion* from the activity, and, for a student, loss of eligibility up to and including *suspension* from school as appropriate.
- The athletic director, coach or advisor may implement additional training rules and/or other regulations, with final approval of the school principal, which, if not adhered to, may impact eligibility.
- A student may be removed from a *leadership* role for misconduct, and/or violations of disciplinary regulations not otherwise outlined in this regulation. Decisions regarding such removal will be made by the principal, with input from the coach/advisor.

### ***EXCLUSION, SECLUSION AND PHYSICAL RESTRAINT***

Any continuum of behavior prevention, intervention and support should be a proactive approach that emphasizes primary prevention, systematic intervention, and on-going support. *Exclusion, seclusion, and physical restraint* shall only be used:

- After less restrictive or alternative approaches have been considered or attempted, and have been determined to be inappropriate
- In a humane, safe, effective manner

*Seclusion* is prohibited unless:

- There is an emergency situation and *seclusion* is necessary to protect a student or another person after other less intrusive interventions have failed or been determined to be inappropriate, or
- The student's *IEP* or Behavioral Intervention Plan describes the specific behaviors and circumstances in which *seclusion* may be used, or
- Parents/legal guardians have provided written consent for use of *seclusion*

The *physical restraint* regulations detailed below are not an attempt to prohibit all physical contact between student and staff. For example, touches on the shoulder or an appropriate hug are outside of this definition. *Physical restraint* does not include:

- Briefly holding a student in order to calm or comfort the student
- Holding a student's hand or arm to escort the student safely from one area to another
- Moving a disruptive student who is unwilling to leave the area if other methods, such as counseling, have been unsuccessful, or

- Intervening in a fight in accordance with Education Article 7-307

The use of *physical restraint* is limited to those situations where:

- There is an emergency situation and *physical restraint* is necessary to protect a student or other person from imminent, serious, physical harm after other less intrusive, non-physical interventions have failed or been determined to be inappropriate, or
- The student's Behavioral Intervention Plan or *IEP* describes the specific behaviors and circumstances in which restraint may be used, or
- The parents/legal guardians of a non-disabled student have otherwise provided written consent to the use of *physical restraint* while a behavior intervention plan is being developed

In applying *physical restraint*, school personnel shall only use reasonable force as is necessary to protect a student or other person from imminent, serious physical harm. If *physical restraint* is used with special education students, additional procedures set forth in the Special Education Handbook shall be followed.

Each time *seclusion* or restraint is used, parents/legal guardians shall be provided oral/written notification within 24 hours, unless otherwise provided for in a student's Behavioral Intervention Plan or *IEP*.

### **FOOD/FOOD ALLERGIES**

Because of the increase in food allergies/sensitivities that have serious health implications, parents and students are prohibited from sharing food items with other students. No food may be brought to school to share with others unless approval has been granted in advance by the school principal.

### **GANGS, GANG ACTIVITY, AND SIMILAR DESTRUCTIVE OR ILLEGAL GROUP BEHAVIOR**

The Board of Education of Carroll County is committed to establishing and promoting a safe, non-threatening environment for all students to learn. Therefore, the Board believes that gang activity and similar destructive or illegal group behavior present a threatening and potentially dangerous learning environment and will not tolerate such conduct on the part of any student or visitor. It is the Board's intent to provide to all staff and students a work and learning environment free from such acts. Information contained in these regulations may be found in the following locations: Student Services web page and the online policy book: [www.boarddocs.com/mabe/ccps/board.nsf/policybooks](http://www.boarddocs.com/mabe/ccps/board.nsf/policybooks).

Any student, parent/guardian, or staff member having inquiries regarding the application of these regulations should contact the Principal or the Director of Student Services.

### **GRADING AND HOMEWORK**

Effective communication among educators, students, and parents enhances the teaching-learning process. Issuing interim and report card grades is an effective way to communicate a measure of student achievement of course objectives and provide feedback and guidance regarding student learning. Meaningful homework assignments can have a positive impact on student learning. It is the policy of the board of education that interim and report card grades be as pure a measure as possible of student achievement in mastering content standards and course outcomes.

In addition, homework assignments shall be meaningful; that is, they shall be related to course outcomes, rigorous and relevant to students, and differentiated, as appropriate, to account for individual differences among students. Further information is available in the administrative regulations to Board of Education Policy: IKAB.

## **GRIEVANCE AND APPEAL PROCEDURES**

*Grievance* and *appeal* procedures exist to give students the opportunity to resolve a complaint regarding an alleged violation, misinterpretation, or inequitable application of an established school rule, regulation, policy, or administrative regulation. At any level of the *grievance* or *appeal* procedure, the student has the right to involve a representative (parent, guardian, etc.) on his/her behalf. Students have the right to frankly discuss their problems and concerns with staff members without fear of retribution.

### ***Grievance Procedure***

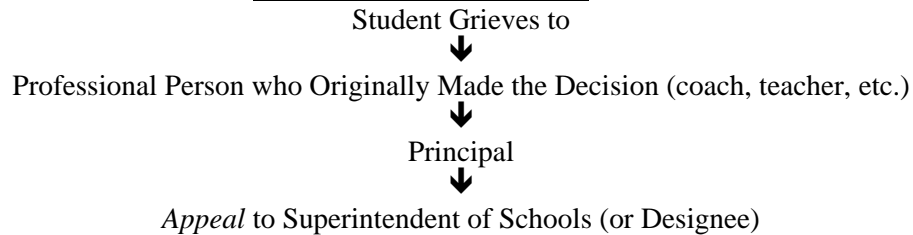
**The *grievance* procedure serves to resolve complaints about decisions made by school staff regarding school or Student/Parent Handbook rules or regulations** (membership on a team, classroom rules, etc.).

The student is first encouraged to discuss the issue in question with the professional person (teacher, or other staff member) who originally made the decision, in an effort to resolve the issue at the lowest level. If the issue has not been resolved at this level, it may then be grieved, in writing, to the principal within three (3) *school days* of the date on which a resolution could not be reached.

The principal shall render a decision in writing to all parties involved within five (5) *school days* of the receipt of the written *grievance*. If the student is not satisfied with the principal's decision, he or she may then file an *appeal*, in writing, to the Superintendent of Schools within five (5) *school days* of the principal's decision.

The *appeal* will be processed according to the provisions of Section 4-205(c) of the Education Article. A decision shall be rendered by the Superintendent, or designee, within fifteen (15) *school days* of the receipt of the written *grievance*.

### **Grievance Procedure Steps**



*Note: In each high school, a trained peer facilitator will be available to assist a student in understanding and implementing the grievance procedure.*

### **Appeal Procedure**

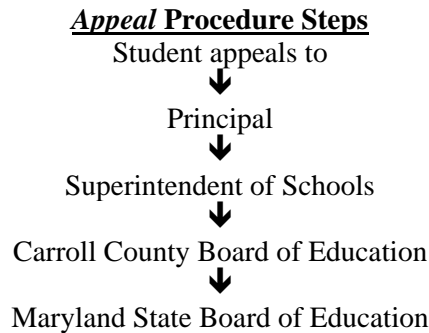
**The *appeal* procedure serves to resolve complaints regarding more serious discipline of students (*suspension, extended suspension, expulsion, etc.*) enforced by administrators and relating to established policy or administrative regulation.**

**An appeal does not stay the principal's decision on a suspension or other matter.**

When a student is disciplined, the student will be given notice of the charge against him/her and the opportunity to explain the alleged incident. If the issue is not resolved at this level, it may then be appealed, in writing, to the principal within three (3) *school days* of the date on which a resolution could not be reached. The principal shall render a decision in writing to all parties involved within five (5) *school days* of such an *appeal*. If the student is not satisfied by the principal's decision, he or she may then *appeal* the decision, in writing, to the Superintendent of Schools within five (5) *school days* of the principal's decision.

The standard of review for each *appeal* will be based upon the preponderance of evidence. The decision will be made based upon the facts of the matter and a determination as to whether the decision of the principal was legal, non-arbitrary, and reasonable. The *appeal* will be processed according to the provisions of Section 4-205(c) of the Education Article.

A decision shall be rendered by the Superintendent, or designee, within fifteen (15) *school days* of such an *appeal*. The decision of the Superintendent may be appealed to the Board of Education, if taken in writing within thirty (30) days after the decision of the Superintendent. The decision may be further appealed to the State Board, if taken in writing within thirty (30) days after the decision of the County Board of Education.



***Note: In the case of discipline situations which result in the principal recommending a suspension beyond 10 school days or an expulsion, the Superintendent, or designee, will schedule a conference with the student and parent(s)/guardian(s) within 10 school days of the date of the suspension notice. The student will be given notice of the charges against him/her and the opportunity to explain the alleged incident. The first appeal of a suspension for more than 10 days or an expulsion is to the County Board of Education under Section 7-305 of the Education Article.***

### ***HARRASSMENT, INTIMIDATION, DISCRIMINATION, OR HAZING***

Carroll County Public Schools will not tolerate any acts of *bullying, harassment, intimidation, discrimination, or hazing* on the part of students or employees. According to the Annotated Code of Maryland Education Article 7-424 bullying, harassment, or intimidation means intentional conduct including verbal, physical, or written conduct or an intentional electronic communication.

***Bullying:*** exposing a student to intentional negative actions on the part of one or more other students which adversely affect the victim’s ability to participate in or benefit from the school’s educational programs or activities.

***Bullying/Harassment/Intimidation:*** According to Annotated Code of Maryland Education article 7-424, as used in this policy, “bullying, harassment, or intimidation” means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities, or performance, or with a student’s physical or psychological well-being and is:

- Motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or,
- Threatening or seriously intimidating; and
- Occurs on school property, at a school activity or event, or on a school bus; or,
- Substantially disrupts the orderly operation of a school.

***Electronic Communication:*** a communication transmitted by means of an electronic device, including but not limited to, telephones, cellular phones, or computers.

***Discrimination:*** Unequal or unlawful treatment of persons on the basis of race, color, sex, age, national origin, religion, disability, or sexual orientation.

***Hazing:*** Doing or causing any activity which recklessly or intentionally subjects a student to the risk of bodily injury or humiliation for the purpose of initiating into a student group or organization; to harass, by exacting unnecessary or demeaning physical or mental work or activity by way of intimidation

**Sexual Harassment:** Unwelcomed verbal or physical conduct of a sexual nature, by a student or school employee which:

- Denies, limits, conditions or interferes with the provision of education, assistance or services protected under Title IX, or
- Creates a hostile or intimidating educational environment
- Includes but is not limited to:
  - Verbal conduct such as sexual name-calling, spreading sexual rumors, telling sexual jokes, and making verbally derogatory comments relating to appearance or gender
  - Visual conduct such as displaying or drawing derogatory posters, cartoons, drawings, graffiti, photos, videos, or gestures
  - Physical conduct such as unwanted touching, blocking another's movements, or *sexual assault*
  - Threats or demands for dates or physical contact

**Reporting, Investigating, and Responding to Acts of Bullying, Discrimination, Harassment, Hazing, or Hostility:** Any student or group of students who has a complaint regarding an act of *bullying, discrimination, harassment, hazing, or hostility*, at school during school hours or at any school sponsored function by another student, school employee or volunteer, shall report the matter to a school employee or, in the case of *sexual harassment*, the Title IX Coordinator.

Forms are available at each school for students, parents, a close adult relative of the student or school staff to report alleged *harassment* and intimidation (*bullying*) that substantially disrupts the orderly operation of the school and/or that occurred on school property, at a school sponsored activity or event, or on a school bus. These forms are available in school administrative and counseling offices, health suites, on the Student Services web page <http://www.carrollk12.org/instruction/student-services>, and the back of this handbook.

Following the report, an investigation of the incident will occur.

Interventions for students who bully, are bullied, and witnesses who report bullying shall include but are not limited to:

- Education of replacement behaviors, empathy, tolerance, and sensitivity to diversity
- Remedial measures to correct bullying behavior, prevent another occurrence, and protect the victim
- Support/school counseling for the victim with protection from retaliation and further episodes of bullying
- Utilization of community health and mental health resources as needed

If the student or parent is not satisfied with the outcome, he/she may follow the *Grievance* Procedure listed elsewhere in this handbook. Throughout the investigation, confidentiality will be maintained as much as possible for all persons involved. Disciplinary action will be based upon the severity of the offense. In the case of student offenders, disciplinary action may include a *conference*, verbal or written reprimand, assignments to promote student understanding and empathy, conflict resolution, counseling referrals, detention, classroom *exclusion, suspension* or removal from a club or team to which the misconduct is connected, *suspension* from school, *expulsion*, or other action deemed appropriate.

**Please Note:**

1. Insisting that behaviors or actions were “misunderstood” does not excuse or reduce responsibility for the behavior.
2. Students have the right to report actions and misconduct addressed by this regulation without fear of reprisal or retaliation.

**MARYLAND YOUTH CRISIS HOTLINE  
1-800-422-0009**

Community Crisis Services, Inc. is a non-profit center that is a one-stop calling center for information and compassionate assistance for those in crisis. Calling the Hotline will help individuals and families to access the mental health services and social service organizations within the community. The Community Crisis Services, Inc. is available 24 hours a day, 365 days a year for anyone facing crisis and personal turmoil.

You may call 2-1-1 to speak with a Hotline Specialist or dial the statewide crisis hotline at 1-800-422-0009.

## MEDICATION FOR STUDENTS WHILE IN SCHOOL

Parents should make every effort to arrange for medicine to be taken outside of the *school day*. However, there are occasions when it is determined by a physician or a dentist that a child must receive medication during the *school day*, either on a regular basis or in the event of an emergency, such as bee stings, asthma or diabetes. When these circumstances occur, the health care provider must give written approval and specific directions regarding administration. Forms for this purpose are available online, from the schools, or from the Student Services Department. These forms are to be used for both prescription and over-the-counter medications.

Students are not allowed to transport medications to or from school. Depending upon the circumstances, violations of the Medication Policies could be considered a violation of The Carroll County Public Schools' Drug and Alcohol Policies, and carry the same consequences as other drug violations. No medication will be administered by the school unless it is in the original container, marked for the individual student, and accompanied by the appropriate written permission and directions.

For the complete medication procedure, please refer to the CCPS website at [www.carrollk12.org](http://www.carrollk12.org).

## NOTICE OF NON-DISCRIMINATION

The Board of Education of Carroll County in its operation of the Carroll County Public Schools (CCPS) is firmly committed to creating equal employment and educational opportunities for all persons in its employment practices or in the provision of services, programs, or activities.

CCPS does not discriminate on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, or sexual orientation. CCPS provides nondiscriminatory access to school facilities in accordance with its policies and regulations regarding the community use of schools (including, but not limited to, the Boy Scouts).

CCPS maintains all of its policies and practices in strict compliance with all applicable Federal and State civil rights laws, including Titles VI and VII of the Civil Rights Act of 1964, Titles I and II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Education Act, Title IX of the Education Amendments of 1972, and Title 20 of the State Government Article of the Annotated Code of Maryland.

No person will be denied admission to any school or to any program or course of study in CCPS on a basis that is contrary to any of the above stated laws.

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### TITLES VI AND VII OF THE CIVIL RIGHTS ACT OF 1964

Titles VI and VII of the Civil Rights Act of 1964 prohibit discrimination in the provision of programs and services (Title VI) and in employment practices (Title VII). All students and employees in the CCPS are covered by these laws. They require that the system must provide equal opportunity in admissions, athletics, counseling, access to courses, and employment policies regarding race, color, or national origin.

For questions or concerns regarding Titles VI and VII, please contact one of the following:

Dana Falls  
Director of Student Services  
125 North Court Street  
Westminster, Maryland 21157  
(410) 751-3123

Jimmie Saylor  
Director of Human Resources  
125 North Court Street  
Westminster, Maryland 21157  
(410) 751-3070

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**TITLES I AND II OF THE AMERICANS WITH DISABILITIES ACT**

The CCPS does not discriminate on the basis of disability in employment or provision of services, programs or activities. Persons needing auxiliary aids and services for communication should contact the Office of Community and Media Relations at 410-751-3020 or [publicinfo@carrollk12.org](mailto:publicinfo@carrollk12.org), or write to Carroll County Public Schools, 125 North Court Street, Westminster, Maryland 21157. Persons who are deaf, hard of hearing, or have a speech disability, may use Relay or 7-1-1. Please contact the school system at least one (1) week in advance of the date the special accommodation is needed.

Information concerning the Americans with Disabilities Act is available from the Director of Facilities or the Supervisor of Community and Media Relations.

Raymond Prokop  
Director of Facilities  
125 North Court Street  
Westminster, Maryland 21157  
(410) 751-3177

Carey Gaddis  
Supervisor of Community & Media Relations  
125 North Court Street  
Westminster, Maryland 21157  
(410) 751-3020

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**SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination based on disability. Inquiries regarding students' rights related to Section 504 of the Rehabilitation Act of 1973 should be addressed to the CCPS 504 Coordinator. All other Section 504 related questions should be addressed to the Director of Research and Accountability.

M. Dona Foster  
Supervisor of Compliance and Quality  
Control /504 Coordinator  
125 North Court Street  
Westminster, Maryland 21157  
(410) 386-1822

Gregory J. Bricca  
Director of Research and  
Accountability  
125 North Court Street  
Westminster, Maryland 21157  
410.751.3068

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**TITLE IX OF THE EDUCATION AMENDMENTS OF 1972**

Title IX is that portion of the Educational Amendments of 1972 which prohibits discrimination on the basis of sex in educational programs or activities receiving federal funds. All students and employees in Carroll County Public Schools are covered by this law. It requires that the system must provide equal opportunity in admissions, athletics, counseling, access to courses, employment policies regarding marital or parental status of students, and treatment of students.

For questions or concerns regarding Title IX, please contact one of the Title IX Coordinators.

Judy Klinger  
Supervisor of School Counseling  
125 North Court Street  
Westminster, Maryland 21157  
(410) 751-3125

James Rodriguez  
Supervisor of Athletics  
125 North Court Street  
Westminster, Maryland 21157  
(410) 751-3059

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**NON-DISCRIMINATION GRIEVANCE PROCEDURE**

The CCPS has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any discriminatory action prohibited by applicable laws.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for the CCPS or any of its employees to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Grievances or complaints related to allegations of discrimination should be addressed to the Director of Research and Accountability.

Gregory J. Bricca  
Director of Research and Accountability  
125 North Court Street  
Westminster, Maryland 21157  
410.751.3068

### **Procedure:**

- Grievances must be submitted to the Director of Research and Accountability within 20 calendar days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Director of Research and Accountability (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Director of Research and Accountability will maintain the files and records for the CCPS relating to such grievances.
- The Director of Research and Accountability (or her/his designee) will issue a written decision on the grievance no later than 30 days after its filing.
- The person filing the grievance may appeal the decision of the Director of Research and Accountability (or her/his designee) by writing to the Superintendent of Schools within 15 days of receiving the written decision from the Director of Research and Accountability (or her/his designee). The Superintendent of Schools shall issue a written decision in response to the appeal no later than 30 days after its filing.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination with the U. S. Department of Education, Office for Civil Rights, the Equal Employment Opportunity Commission, or the Maryland Commission on Human Relations. In addition, employees may submit a grievance in accordance with the terms of their negotiated collective bargaining agreements.

The CCPS will make appropriate arrangements to ensure that persons with disabilities are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing recording of material for the blind, or assuring a barrier-free location for the proceedings. The Director of Research and Accountability will be responsible for such arrangements.

### ***PRAYER IN SCHOOL AND MOMENTS OF SILENCE***

Students may pray when not engaged in instruction, as long as they do not cause a “material disruption.” Students may pray, alone or together, during noninstructional time, to the same extent that they may engage in nonreligious activities. Students may organize *prayer* groups, religious clubs and gatherings to the same extent they are allowed to organize other *non-curricular activities* (see Student Groups and Organizations section).

School employees, in their official capacity, may not encourage or discourage *prayer* or actively participate in it with students. Teachers may participate in religious activities where the overall context makes clear they are not participating in their official capacity.

In accordance with Section 7-104, of the Education Article, Annotated Code of Maryland, all students may be required to “...participate in opening exercises on each morning of a *school day* and to meditate silently for approximately 1 minute.” It is the policy of the Board of Education of Carroll County that schools be required to have a moment of silent meditation for approximately one minute each *school day*.

During this moment of silence, The Carroll County Public School System shall neither advance nor inhibit silent religious activity.

Carroll County Public Schools may release students for off-site religious instruction, as long as it does not encourage or discourage *participation*. Students may be excused from class for religious exercises, as long as this does not materially burden other students. If Carroll County Public Schools excuses students from class for nonreligious reasons, it may not treat religious requests less favorably.

Students may express religious beliefs in oral and written class assignments. Such assignments should be judged by ordinary academic standards and legitimate pedagogical concerns. Student speakers at assemblies, extracurricular events, and graduations may not be selected on a basis that favors or disfavors religious speech. If student speakers are selected with genuinely neutral, evenhanded criteria and retain primary control over their expression, their speech is not attributable to the school and cannot be restricted because of a religious or anti-religious message.

However, if district employees determine or substantially control the content of the speech, the speech is attributable to the school and may not contain a religious or anti-religious message.

Carroll County Public Schools may not mandate or organize religious baccalaureate ceremonies. If Carroll County Public Schools makes its facilities and related services available to other private groups, it must make them available on the same terms of religious baccalaureate ceremonies. Carroll County Public Schools may disclaim official endorsement of these events in a manner that does not favor or disfavor religious groups.

## **REMOVAL OF STUDENTS FROM SCHOOL**

The removal of a child from school may occur only with parent permission or, in the case of an emergency, by permission of the principal. If a parent desires for a child to be dismissed from school prior to the end of the *school day*, the parent must notify the school principal. A non-custodial parent may remove a child from school only with permission of the custodial parent.

In the case of an emergency, the principal or designee will make a reasonable attempt to contact the parent. If parent contact cannot be made, the principal or designee will make a reasonable attempt to contact the individual(s) designated on the emergency card. If this contact cannot be made, the principal may authorize removal and/or transportation as appropriate.

## **REPORTABLE OFFENSES**

The Safe Schools Act of 2010 enacted by the General Assembly of the State of Maryland on July 1, 2010 requires the reporting of certain crimes, committed in the community, to the local superintendent of schools or his designee. These crimes are: abduction; *arson* in the first degree; kidnapping; manslaughter (except involuntary); mayhem; maiming; murder in the first or second degree; rape in the first or second degree; robbery; carjacking or armed carjacking; sex offenses in the first, second or third degree; attempts to commit crimes in the above offenses; use of a handgun in the commission of a felony or other violent crime; *assault* in the first degree; *assault* with intent to murder, rape, rob, or commit a sex offense in the first, second or third degree; carrying a concealed dangerous *weapon*; carrying a *weapon* on school property; distribution of a controlled dangerous substance (CDS); possession with intent to distribute CDS; distribute or possession with intent to distribute a “counterfeit” or “look alike” substance; manufacture, transport, placement or possession of explosives and/or a destructive device; false statements in reference to explosive devices or hazardous or toxic material with the intent to frighten, intimidate, threaten or harass; offenses involving criminal gangs; malicious burning/second degree arson; threaten with the intent to coerce or the use of physical violence to coerce an individual to either join a *criminal gang* or prevent an individual from leaving a criminal gang (offenses involving criminal gangs); *assault* in the second degree; malicious destruction of property; witness intimidation; and motor vehicle theft.

The Superintendent or designee will provide the principal of the school in which the student is enrolled with arrest information, including the charge(s), as well as the time and date when a student is charged with a crime. This includes acts of violence off of Board of Education owned or leased property.

Such students may be excluded from school by the decision of the principal, with the approval of the Superintendent.

An assessment team will develop an educational plan and related services for the student that maintain a safe and secure school environment for all students and school personnel. The student's parent/legal guardian shall be invited to the assessment meeting to share pertinent information, after which, at the discretion of the administrator the parent/legal guardian may be excused from the meeting prior to a discussion and decision by the assessment team. If the plan results in a change to the student's educational program and the parents/legal guardians were not part of the assessment team, the school administrator shall promptly inform the parent/legal guardian of the plan.

When a student is adjudicated and placed in a juvenile facility, the student is withdrawn from Carroll County Public Schools until he/she returns to the community. Upon notice of the student's return and request for re-entry to Carroll County Public Schools, the assessment team, in conjunction with the Department of Juvenile Services, will review the student's placement and make appropriate recommendations.

## **RESIDENCY REQUIREMENT**

All students shall provide proof of legal residence upon enrolling in or transferring to a Carroll County Public School. Attendance in Carroll County Public Schools is only for bona fide residents of Carroll County. A child is a bona fide resident if that child actually lives within Carroll County with a parent or court appointed legal guardian. Any falsification of residence is subject to immediate withdrawal from Carroll County Public Schools and a referral to the Office of the State's Attorney for prosecution of felony *theft* and payment of applicable tuition.

## **SAFETY OF STUDENTS**

When there is risk of student harm to self or others, school staff will speak with the students, parent/guardian and other staff to evaluate safety needs. In some situations, this may require contact with outside agencies (e.g., police, hospital, therapists) or referrals to Carroll County Public Schools' *alternative programs* to ensure student safety.

## **SEARCH AND SEIZURE**

### **A. Search**

- 1. Searches of students at school:** A principal or assistant principal may conduct a search of a student on school premises or at school functions off school grounds if he/she has reasonable belief that the student has in his/her possession an item, the possession of which is illegal under the laws of this state or a violation of a policy or regulation of the Board of Education. Such a search must be justified at its inception by a reasonable suspicion and the scope of the search must be reasonably related to the circumstances which gave rise to it. The search must be made in the presence of an adult third party of the same gender as the person being searched and will avoid pat downs of intimate body parts.
- 2. Searches of the school and school property:** Every principal, assistant principal, or authorized security officer of a public school may conduct a search of the physical plant of the school and every appurtenance thereof, including students' lockers and school computers, with or without reasonable suspicion.
- 3. Searches on school-sponsored trips:** On school-sponsored trips, a principal, assistant principal, school security guard or trained, designated teacher may conduct a reasonable search under the conditions listed above.
- 4. Refusal of students to allow search:** Any student who willfully refuses to cooperate with an authorized searcher is subject to disciplinary action and notification of parents and/or police if the student has been advised of such consequences.

5. **Searches by police:** Police officers shall conduct *searches* of students and the school premises in accordance with established policies and procedures consistent with COMAR 13A.08.01.14D. School officials should cooperate with police but not conduct *searches* themselves if directed by police officers. If an authorized searcher has a reasonable belief that a student has concealed an unlawful item in the student’s automobile, the police will be contacted. If police are unavailable or the situation does not allow for police presence, an authorized searcher may search the student’s automobile only when the student or owner consents.
6. **Parent notification:** A reasonable attempt shall be made to contact a parent of the student searched to provide information related to the reason for the search and the outcome of the search as soon as possible.

Please Note: Refer to the **Detection Dogs** section for scanning and search procedures for *drugs* and *explosive* devices.

## B. *Seizure*

All items that are the object of a search and unlawful items found during the search will be seized by the authorized searcher or designated teacher. As required by law or school regulations, all items will be turned over to the police.

## STAFF AND STUDENT RELATIONSHIPS

The relationship between students of any age and an employee in any position within Carroll County Public Schools is to be one of a professional nature at all times. Inappropriate relationships between staff and students will not be tolerated. Inappropriate staff interactions with students fall into two categories:

- Staff behavior where there is reason to believe that child abuse, sexual abuse or mental injury may have occurred
- Staff behavior that is outside the realm of the professional standards for acceptable interactions with students but does not rise to the level of suspected child abuse

Any person who believes that a staff member is engaging in an inappropriate relationship with a student should make an immediate report.

- In all instances where there is reason to believe that child abuse, sexual abuse or mental injury may have occurred, an immediate report shall be made to the Carroll County Department of Social Services and appropriate Carroll County Public Schools’ supervisory staff.
- Inappropriate staff student relationships that do not rise to the level of potential child abuse shall be reported to the building principal or the staff members’ immediate superior if the staff member is not employed in a school building.

## STUDENT GROUPS AND ORGANIZATIONS

Student organizations desiring to conduct activities in public school buildings or on public school grounds shall be permitted to conduct these activities only if authorized to do so, and shall thereafter be subject to the supervision of the administration and faculty of individual schools, in compliance with administrative regulations of the Student Services Manual.

The principal shall have the authority and responsibility for approving the organization, the meetings, and all of the activities of all groups that may be organized within the school. The principal shall appoint staff advisors or monitors, who shall attend all meetings of such groups.

A school may decide to limit meetings or other activities of student groups during non-instructional time to only those groups whose activities directly relate to the school’s instructional program.

## SUBSTANCE ABUSE

Carroll County Public Schools prohibits all of the following on any school owned or leased property, at any school sponsored or related functions, and on school buses or coach buses:

- *Drug possession* or use of a student's own prescription and/or over-the-counter *drugs/medication* (unless authorized to carry by a health care provider)
- Use of *alcohol /drugs* or *inhalants*
- Manufacturing or possessing *alcohol/drugs, drug paraphernalia* or *controlled paraphernalia* (including prescription *drugs* or over-the-counter *drugs/medication*)
- Distribution of *alcohol/drugs* (including over-the-counter *drugs/medication* within proper dosage or in excess of the recommended dosage or any amount of prescription *drugs*), *drug paraphernalia, controlled paraphernalia* or *inhalants*
- Solicitation, purchase or transfer of *drugs, alcohol, inhalants, or paraphernalia*
- Possession and/or use of tobacco

Violations of alcohol/drug laws will be handled as school disciplinary *infractions*, as well as illegal actions. In all cases, appropriate law enforcement agencies will be contacted immediately. Depending on the nature and severity of the violation, the following disciplinary consequences may occur:

- Parent *conference*
- Referral to the smoking education program
- Referral to the Student Assistance Team
- *In school suspension*
- Out-of-school *suspension*
- Mandatory referral for alcohol/drug education/treatment program. (Verification of an initial interview with the referral agency must occur prior to readmission to school. Successful completion or continued *participation* in such a program must occur to remain a student).
- Request for an *extended suspension*
- Request for an *expulsion* from Carroll County Public Schools.

Violations of the substance abuse regulations are cumulative in nature for a student's entire school career. Violations of these regulations also affect student eligibility for *participation* in *extracurricular activities*. Refer to the Student Services Manual for complete administrative regulations pertaining to eligibility and/or substance abuse.

## SURVEYS

Parents and *eligible* students (students who are 18 or older or emancipated minors) will receive notice of any protected information survey and will have the right to opt out. Protected information includes political affiliations, mental or psychological problems, sexual behaviors and attitudes, illegal, anti-social, self-incriminating or demeaning behavior, critical appraisals of the student's family members, privileged relationships, family religious practices, beliefs or family income, other than required by law.

Parents and *eligible* students must be notified in advance, in writing, of the intention to administer a survey that asks for information related to any protected information. Parents and *eligible* students shall be provided the opportunity to review protected information surveys in advance of the administration of the survey. Parents and *eligible* students have the right to inspect any instructional materials used in connection with protected information surveys before Carroll County Public Schools utilize such materials.

## SUSPENSION, EXTENDED SUSPENSION, AND EXPULSION

### ***Suspension:***

The principal of each school, in accordance with the rules of The Carroll County Board of Education, has the right to suspend temporarily, for cause, any pupil in the school for a period of not more than ten (10) *school days*, provided, however, that the pupil, parent or guardian shall be given a *conference* promptly with the principal and appropriate personnel during the *suspension* period (Section 7-305 Public School Laws of Maryland).

A suspended student is *eligible* to make up missed classwork. The student's parent/legal guardian should be notified by the administration that their child may complete make-up work. However, the student's parent/legal guardian is responsible for requesting and arranging for the pick-up of assignments missed. A suspended student is not eligible to attend any CCPS program.

The following information regarding *due process* and *suspension* procedures in the Carroll County Public Schools is presented for parents and students.

### ***Due Process:***

#### **1. Disciplinary *Due Process***

Before any case of *suspension*, a student and/or his/her parent or guardian shall receive oral or written notice of the charges against him or her. If the student denies the charges, (s)he and/or his/her parent or guardian shall have the right to an explanation of the evidence supporting the charges 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 an ongoing *threat* of disrupting the academic process, may be removed immediately from school, provided that the notice and hearing required by this subsection be provided as soon as possible.

#### **2. IDEA/504 *Due Process***

Any request for an *extended suspension* or *expulsion* for either a student under IDEA or Section 504 protection must result in a school-based manifestation meeting before the Superintendent's designee meets with the family at Central Office. Time limits are in place, so arranging such meetings promptly is essential. Such a manifestation meeting is held to determine whether the *suspension* offense was a manifestation of (resulted from) the documented or suspected disability.

### ***Extended Suspension or Expulsion:***

At the request of a principal, the Superintendent or designee may suspend a student for more than ten (10) days or expel that student. If a principal finds that a *suspension* of more than ten (10) days or *expulsion* is warranted, he or she shall report the matter, in writing, to the Superintendent. The Superintendent or designee shall make a prompt, thorough investigation of the matter.

If, after the investigation, the Superintendent or designee finds that the longer *suspension* or *expulsion* is likely warranted, the Superintendent or designee shall arrange a *conference* with the student and the parent or guardian to afford *due process* and ensure that the decision of the principal was legal, non-arbitrary, and reasonable, and consider alternative educational options.

If, after the *conference*, the Superintendent or the designee finds that a *suspension* of more than ten (10) *school days* or *expulsion* is warranted, the *suspension* will be upheld. Alternatives for the student's education will be explored with the parent and conditions for the student's return to school will be determined. These conditions, as determined by the Superintendent or designee, may extend beyond the recommendations of the principal.

The student or parent may then:

- *Appeal* to The Carroll County Board of Education within ten (10) days after the determination
- Have the *appeal* be heard before The Carroll County Board of Education or its designated committee or hearing officer
- Bring counsel and witnesses to the hearing

The *appeal* to the Board of Education does not stay the decision of the Superintendent or designee. The decision of the Board of Education is final (Section 7-305 Public School Laws of Maryland).

A student on *suspension* or *expulsion* must remain off all CCPS school property except to attend an alternative program as assigned.

Seniors who are on *extended suspension/expulsion* may not be permitted to participate in graduation related activities at their home school.

### ***TELECOMMUNICATIONS / INTERNET SAFETY***

Carroll County Public Schools strives to communicate regularly with parents in a variety of ways. Carroll County Public School staff may communicate with parents via electronic mail (e-mail) if the parent provides an e-mail address and if permission to communicate via e-mail is authorized, annually, by the parent/legal guardian on the student's Emergency Card.

E-mail is not a secure communication system in that unauthorized access is always a possibility, regardless of the level of security of the e-mail system. Although Carroll County Public Schools endeavors to ensure the confidentiality of its e-mail system, Carroll County Public Schools cannot guarantee confidentiality or security of information communicated via e-mail.

The Internet and other instructional technologies are valuable tools for learning. The Carroll County Public School System recognizes the positive impact technology can have on education, while recognizing the challenges it also presents. It is to be used for educational purposes only. Students have no expectation of privacy for material stored or sent on school computers.

If parents do not want their child to have access to computers and the Internet, they must notify the principal, in writing.

#### **Students are expected to:**

- ✓ Use telecommunications for curriculum-related purposes
- ✓ Monitor time online in consideration of others and in a courteous manner
- ✓ Use appropriate language/behavior
- ✓ Observe copyright laws/property rights
- ✓ Practice responsible, ethical, and legal behavior

#### **Students may not:**

- ✗ Use telecommunications for financial gain or any illegal purpose
- ✗ Degrade or disrupt the telecommunication system performance
- ✗ Access information inconsistent with curriculum-related purposes
- ✗ Reveal home telephone numbers, home addresses, or other personal information
- ✗ Violate the privacy of others

*Cyberbullying* is strictly prohibited, as are other forms of *computer misuse*. See the glossary for specific definitions of both of these terms.

## **Failure to Follow Procedures**

The consequences of unacceptable use are decided by the principal or designee and could result in cancellation of this privilege or other disciplinary action, up to and including *suspension* and/or *expulsion*. The consequences can be the result of actions taken by students at school or at home.

## **TRANSPORTATION**

Transportation is provided for all Carroll County Public School elementary school students. It is provided for eligible middle and high school students who live more than a mile from school. Exceptions are made only in cases where walking conditions are unusual or hazardous. Bus stops may be established no closer than ¼ mile apart unless unusual circumstances exist.

Students are expected to be at the bus stop five minutes before the bus arrives and to wait in a reasonable and safe manner. Parents are urged to teach safe pedestrian habits to their children, as well as to follow the School Bus Stop Law for loading and unloading buses.

It is the responsibility of the parent or guardian to provide supervision for their child(ren) while walking to, from, or waiting at the designated bus stop, or while walking to and from school (if they reside in the designated non-transported area). One A.M. and one P.M. stop location shall be allowed for each transported student. A student may be denied the privilege of riding a bus when the behavior of the student is in violation of regulations, or is such that it endangers the safety of other students on the bus.

The following rules must be followed in order to maintain a safe and orderly environment on the school bus:

1. Be at the bus stop five minutes before pick-up time.
2. Walk safely to the bus stop and wait in a safe, orderly manner.
3. Watch your step and use the handrail when getting on and off the bus.
4. Take your seat promptly and remain seated for your ride to and from school.
5. Sit in the seat facing front; keep your feet, books, and other articles out of the aisle.
6. Always keep your hands and head inside the bus.
7. Report any damage that you see to the driver.
8. Do not eat, smoke, or use vulgar language on the bus.
9. Act quietly and orderly so the driver is not distracted from the important job of driving.
10. Listen to the driver and any other adult staff. The driver is responsible for the safe operation of the bus.
11. Wait until the bus has come to a complete stop before leaving your seat.
12. Cross ten feet in front of the bus with the red flashing lights when loading or unloading. Be sure you check traffic both ways.

Bus drivers will use a Behavior Referral Form to report a student's inappropriate behavior to the school administration. Consequences may include a written warning, a temporary *suspension* of bus riding privileges, or in cases of severe or repeated unacceptable behavior, revocation of bus riding privileges for an indefinite length of time.

Video/audio cameras are placed on school buses to protect students and staff and provide for a safe and orderly environment. The privacy of students and the recording are kept secure and are reviewed only by authorized Carroll County Public Schools personnel.

## **USE OF STUDENTS' PHOTOGRAPH, VIDEO IMAGE OR VOICE**

Throughout the school year, the Carroll County Public School System frequently covers school activities and may use your child's photograph, video image, or voice for educational, informational, or public relations purposes, with or without identification by name.

If you do not wish to have your child's voice reproduced on tape or to have his/her image appear in such things as a video, a photograph, or the school website, please notify the school principal in writing. It is assumed that parents and guardians consent to their children being audiotaped, photographed, videotaped, or having their image placed on a school website by the school system unless such notification is received.

There are also occasions when the media cover certain school events (such as when a government leader visits a school). If you do not wish to have your child's name or likeness published by the media, you should address your concerns directly to the school involved so that the media is so advised. Please be advised that the school system has no control over the media when they are covering activities such as sporting events and musical programs that are open to the public.

## USE OF STUDENT WORK ON WEBSITES OR IN PUBLICATIONS

There may be times throughout the year when the Carroll County Public School System wishes to display student work on school websites or in publications. If you do not wish to have your child's art, poetry, writing, etc. appear on school websites or in publications, please notify the school principal in writing. It is assumed that parents and guardians consent to their child's work being displayed on school websites or in publications unless such notification is received.

## VIOLENT ACTS, SERIOUS THREATS OF VIOLENCE, FALSE ALARMS, AND BOMB THREATS

**Violent Acts:** Parents and students are advised that any *violent act* by a student will be handled as a serious disciplinary *infraction*, as well as an illegal act. For any *violent act* committed, whether on school property, on the bus, or at school-sponsored events, appropriate law enforcement agencies will be contacted due to the substantial danger or serious injury involved.

A *violent act* includes, but is not limited to, serious *assault* or battery by a student directed toward another student, any *assault* or battery by a student directed toward an adult, and possession of a *weapon* or look-a-like *weapon*. A *violent act* also includes *constructive possession* of a *weapon* (knowingly or willfully placing oneself in proximity to a person who has a *weapon* or look-a-like *weapon*), when the student in *constructive possession* is actively involved in plans for obtaining or using the *weapon*.

Violations of the *Violent Acts* regulations will result in one or more from the following range of consequences:

- Up to 10 *school day suspension*
- Counseling or Saturday School for Conflict Management
- Law enforcement involvement
- Recommendation for outside counseling/treatment
- Possible violence assessment and/or treatment required for return to school and continuance of enrollment
- Recommendation for extended suspension or expulsion

**Serious Threats:** Carroll County Public School administrators will take action on any *threat* of violence (verbal or non-verbal) to determine the seriousness of the *threat*, as well as the appropriate disciplinary action. Reasonable means shall be taken to prevent the *threat* from being carried out. Parents will be notified, disciplinary action will be taken, and law enforcement or other officials shall be involved, as appropriate, due to the danger of significant injury and/or damage to property.

*Serious threats of violence* made at or away from school fall under these regulations when there is a connection between the *threat* and student/staff safety. For a *threat* to qualify as serious, it must result in the perception of the ability/intention of the student to carry out the *threat*. Violations of the *Serious Threats* regulation will result in one or more from the following range of consequences:

- Up to 10 *school day suspension* with successful re-entry *conference*
- Mandatory violence assessment at Youth Services Bureau prior to returning to school from *suspension*.
- All offenses beyond the first require compliance with and/or successful completion of recommended treatment in order to remain a student.

- Law enforcement or Juvenile Services involvement
- Recommendation for *extended suspension* or *expulsion*

For any serious *threat*, principals will have the discretion to determine other disciplinary action or intervention, including amending the initial *suspension*, or changing the educational placement of the student based on the results of the screening/assessment. Appropriate law enforcement, Department of Juvenile Services and/or Department of Social Services officials will also be involved.

*False Alarms* and *Bomb Threats*: Students who intentionally pull or telephonically call in a false *fire* alarm and/or make false statements regarding *bomb threats* will be subject to *suspension*, up to and including *extended suspension* or *expulsion*. In addition, the Carroll County Public Schools’ Coordinator of Security and the Maryland State Police will investigate and prosecute for violations of Maryland State Law.

**Cumulative Nature of *Violent Acts* and *Serious Threats of Violence*:** Violations of the *Violent Acts* regulation (which includes *firearms* and other *weapons*) or the *Serious Threats* regulation are cumulative in nature for a student’s entire school career. While each is a separate regulation, individual incidents which occur under either regulation are merged together when determining appropriate discipline.

For example, if an *infraction* occurs under the *Serious Threats* regulation, this would be a first offense. If, at a later point in time, a violation offense under the *Violent Acts* regulation occurs, this would constitute a second offense under the *Violent Acts* regulation.

However, a student may, after three years with no additional record of violent acts or serious *threats*, request in writing to the Superintendent that any record of violent acts or serious *threats* be removed from the cumulative discipline record.

**Violence TIPS HOTLINE:**

The Violence TIPS HOTLINE is available for all students: 410-386-2045 or call Toll Free 1-866-332-7363. Your call will remain anonymous.

**VISITORS**

All visitors to the school are required to sign-in at the school’s main office. Only visitors with official school business are permitted in the building. Other types of visitation will not be permitted, especially by students from other schools. Trespassers may be arrested and prosecuted.

Visitations other than during those occasions arranged by the school (for example, American Education Week) shall require the approval of the building principal or designee. Because of potential disruption to the academic setting, parents are discouraged from bringing pre-school or other children for extended visitations. In rare instances where a “shadowing” experience of students or staff serves educational purposes, this must be approved in advance by the principal.

Persons who create a disturbance or disruption during any visitation will be required to leave the premises.

**WEAPONS ON SCHOOL PROPERTY**

The Carroll County Public School System has a strong commitment to the welfare and safety of its students and staff. It therefore established a policy to prohibit any *weapon*, including any look-a-like *weapon*, on school property, school buses, or at any school-sponsored activity. The Annotated Code of Maryland prohibits persons, other than law enforcement officers in the regular course of their duty, from carrying or possessing any rifle, gun, knife or deadly *weapon* of any kind on any public school property.

For the purpose of definition, under the *weapons* regulation, a *weapon* shall include, but not be limited to, any rifle or gun (loaded or unloaded, operable or inoperable), pocket knife, switchblade knife, dirk knife, hunting knife, bowie knife, star knife, sand club, metal knuckles, straight razor, slap jack, billy club, nunchaku, spiked glove, spiked wristband, boards with nails, chemical mace, pepper mace, tear gas, firearm, and any other object or look-a-like object or implement intended to cause bodily harm to another, or used in such a way as to cause bodily harm to another. A look-a-like *weapon* shall be defined to include, but not limited to, an object or implement which resembles a *weapon* as defined above.

Should a student be found in violation of these regulations, the principal shall take steps to minimize risk to students and staff; call the local or Maryland State Police; suspend the student from school for up to ten (10) days; assign the student to a counseling/education program and/or Saturday School; recommend to the Superintendent an *extended suspension* or, in those cases where it is warranted, an *expulsion*.

The principal shall recommend to the Superintendent an *extended suspension* or *expulsion* for any student who uses, possesses, or transports *firearms*, such as a rifle or gun (loaded or unloaded, operable or inoperable) or look-a-like *firearms*, onto school property, a school bus, or at a school-sponsored activity. The Federal Gun Free Schools Act and the Annotated Code of Maryland mandate that each local education agency remove from school, for a period of not less than one year, any student who is determined to have brought a *firearm* to school. Special regulations and procedures for students identified under IDEA or 504 shall be followed.

**Duty to Report:** Ensuring a safe school environment is the shared responsibility of each member (parents, students, and staff) of a school community. The presence of a weapon on school property or at school sponsored activities poses a significant safety risk to students and staff members. It is therefore expected that any parent, student, or staff member with knowledge of the presence of a weapon on school property or at school sponsored activities shall report the incident as soon as possible. The identities of student reporters of weapons violations shall be kept in strict confidence. Any staff member who fails to report the presence of a weapon to an administrator shall be subject to disciplinary action.

A student who is aware of, but fails to report the presence of a weapon to a staff member, may receive disciplinary consequences for “Failure to Obey School Policy”. Such discipline may include suspension for up to five (5) school days. This suspension, however, shall not be considered a violent act or a cumulative offense. In such cases, the Principal shall discuss the circumstances of the matter with his/her Director or the Director of Student Services prior to implementation of a suspension.

Should non-students be found in violation of these regulations, the principal shall take steps to minimize risk to students and staff; call the local or Maryland State Police; and charge the violator, as applicable under the law. As stated previously, *weapons* violations are considered *violent acts* and are cumulative in nature for the student’s entire school career (See *Violent Acts* and *Serious Threats of Violence*).

### ***YOUTH RISK BEHAVIOR SURVEILLANCE SYSTEM SURVEY***

The Centers for Disease Control and Prevention Youth Risk Behavior Surveillance System (YRBSS) survey is a protected information confidential survey which identifies risk behaviors that may include safety behaviors such as use of helmets and seat belts, depression and mental health, use of tobacco, alcohol or other drugs, nutrition and physical activity, and sexual behavior. The answers will be kept private and the student’s name will not be required on the survey report sheet. Parents/legal guardians/eligible students (students who are 18 or older or emancipated minor) may opt out of participation in the survey. An opportunity to opt out of the survey will be provided annually on the student’s emergency procedure card. Parents/legal guardians/eligible students can contact CCPS for further information regarding the survey, including obtaining a copy of the survey if requested.

## GLOSSARY

**Absence, lawful:** Includes illness, death in the immediate family, court order, religious holiday, other emergency, or an activity approved by the principal. Such absences must be verified by the parent/guardian. See Attendance section.

**Absence, unlawful:** An absence for a day or any portion of a day for any reason, other than those cited or coded as lawful. See Attendance section.

**Academic Honesty:** The use of one's own thoughts and materials in the writing of papers, taking of tests, and other classroom and homework related activities. Academic dishonesty through cheating, copying, forging signature of teacher and/or parent/legal guardian, plagiarizing, altering records, or assisting another in such action is in direct violation of *Academic Honesty*.

**Academic Ineligibility Period:** The period of time between report card issue dates. See Eligibility section.

**Alcohol/Drugs:** Any controlled dangerous substance, drug paraphernalia, controlled paraphernalia, look-a-like drugs, alcohol, over-the-counter drugs/medications, inhalants, prescription drugs, or any man-made or natural occurring substance used for the purpose of altering behavior, mood, or for changing the brain or nervous system. See Substance Abuse section.

**Alternative Programs:** Small CCPS programs for at-risk students located within or outside of the home school. See Safety of Students and Alternative Programs sections.

**Appeal:** A complaint about a serious discipline decision (e.g., suspension) enforced by school administration. See Discipline; Grievance and Appeal and Suspension sections.

**Arson/Fire:** Attempting to, aiding in, or setting fire to a building or other property. See Reportable Offenses section.

**Assault:** An unprovoked attack upon or malicious act of violence against another person causing injury. See Reportable Offenses and Violent Acts sections.

**Bullying/Harassment/Intimidation:** Intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being. See Harassment, Intimidation, Discrimination, or Hazing section for further definitions.

**Class Cutting:** Unlawfully being absent from a class or a school activity.

**Classroom Disruption:** Behavior which interferes with the learning of others in a classroom or another learning environment.

**Computer Misuse:** Any unauthorized or inappropriate use of computers. See Telecommunications/Internet Safety section.

**Conference:** A communication that takes place either face-to-face or by telephone. See Discipline section.

**Constructive Possession:** Failing to remove oneself as quickly and safely as possible from a person, area, or situation where alcohol/drugs are illegally possessed. See Substance Abuse section.

**Controlled Paraphernalia:** All equipment, products, and materials of any kind which are used, intended for use, or designed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled dangerous substance. See Substance Abuse section.

**Criminal Behavior:** Any behavior that is considered an infraction of the law. See Reportable Offenses section.

**Cumulative Suspensions:** Suspension offenses for Alcohol, Drugs, Inhalants, Violent Acts and Serious Threats that carry over from one year to the next, and accumulate for a student's entire school career. See Substance Abuse and Violent Acts sections.

**Curricular Activities:** Those activities that are part of a credit bearing class whether they occur during the school day (e.g., field trips), or outside the school day (e.g., concerts). See Eligibility section.

**Cyberbullying:** The use of information and communication technologies (e.g., e-mail, cell phones, pagers, text messages, instant messaging, defamatory personal Web sites, personal polling sites) or a combination of these to support deliberate, repeated, and hostile behavior by an individual or group with the intention of physically or psychologically intimidating others. See Telecommunications/Internet Safety sections.

**Discrimination/Bias:** Unequal or unlawful treatment of persons on the basis of race, color, sex, age, national origin, religion, disability, or sexual orientation. See Harassment, Intimidation, Discrimination, or Hazing section for further definitions.

**Disrespect:** Inappropriate comments or physical gestures to teachers, staff members, or others.

**Dropout:** Withdrawal from Carroll County Public Schools before gaining one's diploma (with parent permission). See Dropout section.

**Drug/Alcohol Distribution:** Participating in the transfer or attempted transfer of alcohol or drugs to another with or without the exchange of money or other valuables, or possessing a quantity of such a substance for use by others, as determined by the State's Attorney after investigation by the local or Maryland State Police. See Substance Abuse section.

**Drug Paraphernalia:** see Controlled Paraphernalia

**Drug Possession:** Having alcohol, drugs, or paraphernalia on one's personal property, or having such substance(s) under one's control. See Substance Abuse section.

**Drugs:** Any controlled dangerous substance, look-a-like drugs, alcohol, over-the-counter drugs/medications, inhalants, prescription drugs, or any man-made or natural occurring substance used for the purpose of altering behaviors, mood, or for changing the brain or nervous system. See Substance Abuse section.

**Drug Solicitation:** To knowingly request or attempt to obtain possession of alcohol, drugs, inhalants or paraphernalia. See Substance Abuse section.

**Drug User:** A student who by any means assimilates or is under the influence of alcohol, any controlled dangerous substance, any look-a-like drug, and over-the-counter drugs/medications in excess of the recommended dosage, or any prescription drug in excess of the prescribed dosage or prescribed for a person other than the user. See Substance Abuse section.

**Due Process (suspension):** A student facing suspension must be given oral or written notice of the allegations, an opportunity to hear the evidence, to respond if the student denies the allegations, and notice and hearing before the student is removed from the school. Note: A student that poses a danger to persons or property may be removed immediately with the notice and hearing following as soon as possible. Students with disabilities have additional protections. See Suspension section.

**Electronic Communication Devices:** Portable wireless devices that can send and/or receive information (e.g., pagers, cell phones, camera phones, PDA, etc.) See Electronic Communication Devices section.

**Electronic Devices (Other):** Video games, laser pointers, video cameras, etc. See Electronic Devices section.

**Eligible:** Meets the criteria to fully participate in extracurricular activities during one or more of the eight consecutive semesters of eligibility that begin with a student's entry into 9<sup>th</sup> grade. See Eligibility section.

**End of Marking Period:** The date set by Carroll County Public Schools as the end of each grading period. See Eligibility section.

**Exclusion:** The removal of a student to a supervised area for a limited period of time during which the student has an opportunity to regain self-control but is not receiving instruction including special education, related services, or support. Parents/legal guardians and school personnel may, at any time, request a meeting to address the use of exclusion. See Exclusion, Seclusion and Physical Restraint section.

**Explosive** (for possession, sale, distribution, detonation, or threat of detonation): An incendiary or explosive material or device, including firecrackers, smoke bombs, flares, or any combustible or explosive substance or articles, other than a firearm as defined by federal code. See Detection Dogs section.

**Expulsion:** An extended suspension from Carroll County Public Schools for a severe disciplinary offense with no educational services provided. Such a student must re-apply for admission after the expulsion period as (s)he is withdrawn from school. See Suspension section.

**Extended Suspension:** Suspension from school for more than 10 consecutive days. This can only be authorized by the Superintendent's Designee after investigation and parent conference. See Suspension section.

**Extortion:** The process of obtaining property from another, with or without threatening or aggressive language or gestures directed toward another student (with or without that person's consent) by a wrongful use of force, fear or threat.

**Extracurricular Activities:** Include, but are not limited to: participating in competitive activities, event or activity practices, and other student activities; performing in public beyond the class culminating performances; and/or, representing the school in an elected or appointed leadership position. Activities that are graded as part of a credit bearing class do not constitute extracurricular activities. See Eligibility section.

**False Alarms/Bomb Threats:** Threats or false information concerning the placement of explosive or destructive substances; initiating a report warning of a fire or other catastrophe without cause, in person or by phone; misuse of 911, discharging a fire extinguisher. See Violent Acts, Serious Threats and False Alarm, Bomb Threat section.

**Fighting:** A physical confrontation involving two or more students with physical contact, such as hitting, kicking, punching.

**Firearms:** Examples include handguns, rifles, shotguns, and bombs. See Weapons section.

**Fireworks/Explosives:** Combustible or explosive substances or a combination of substances or articles, including firecrackers, smoke bombs, and flares.

**Forgery:** Purposely signing another person's name to deceive someone.

**Full-Time Student:** Enrollment of a student for more than fifty percent (50%) of the class periods occurring in a school day at a particular school. Of the classes scheduled, more than fifty percent (50%) of the classes shall be credit bearing. See Eligibility section.

**Gambling:** Wagering money or property.

**Gangs (criminal):** Three or more persons that engage in a criminal activity for the purpose of pecuniary gain or to create an atmosphere of fear and intimidation and whose member have a common identifying sign, symbol or name.

**Grievance:** A complaint about a decision made by school staff. See Bullying, Discipline, Grievance and Appeal sections.

**Guns and Look-a-like Guns:** Any firearm/gun of any kind loaded or unloaded, operable or inoperable, including any object which is a look-a-like gun.

**Harassment:** See Harassment, Intimidation, Discrimination, or Hazing for further definition.

**Hazing:** Doing or causing any activity that recklessly or intentionally subjects a student to the risk of bodily injury for the purpose of initiating into a student group or organization; to harass, by exacting unnecessary or demeaning physical or mental work or activity; using intimidation for such purposes. See Harassment, Intimidation, Discrimination, or Hazing section.

**Head Coverings:** Hats, sunglasses or head coverings of any kind, including bandanas and visors, that should not be worn in the school building unless approved for religious or medical reasons. See Dress Code section.

**Hostile Acts:** Actions or statements intended to do harm or put an individual in fear of bodily harm. See Bullying section.

**IEP:** Individual Education Plan for a special education student.

**Inciting Participating in Disturbance:** Disturbing, preventing orderly conduct, or otherwise causing a disruption to the atmosphere or order and discipline in the school that is necessary for effective learning.

**Ineligible:** Does not meet criteria to participate in any way in extracurricular activities during one or more of the eight consecutive semesters of eligibility that begin with a student's entry into 9<sup>th</sup> grade. See Eligibility section.

**Infraction:** An offense or behavior that breaks a rule.

**Inhalant:** Any odor, gas, particle, fume or vapor deliberately inhaled for the purpose of altering behavior, mood, or changing the brain or nervous system. See Substance Abuse section.

**In-school Suspension:** Suspension by an administrator outside of the regular classroom within the school day. See Suspension section.

**Insubordination:** Refusing to follow directions of teachers, staff, or administration. See Electronic Communication Devices section.

**Interim Report:** A formal grade report issued by the school in the middle of the marking period. See Eligibility section.

**Leadership:** Elected or appointed student positions in school or county organizations which have, by nature of the position, leadership role (e.g., Student Government Association, Class Officer). See Eligibility section.

**Leaving Area without Permission and/or Leaving Class or School Grounds without Permission:** Leaving the classroom or other assigned area without permission from the adult in charge and/or leaving the classroom or school grounds during regular school hours without a parent/guardian or someone listed on the emergency card.

**Marking Period:** A period of time, approximately nine weeks in length, for which grades are calculated and then posted. See Attendance and Eligibility sections.

**Midriff Area:** An area between the chest and the abdomen. See Dress Code section.

**Participation:** Involvement in one or more school sponsored events or activities. See Eligibility section.

**Physical Attack (Student):** Physically pushing, hitting or otherwise attacking another student.

**Physical Attack (Teacher/Staff):** Physically attacking an employee of the school system or other adult, including striking a staff member who is intervening in a fight or other disruptive activity.

**Physical Restraint:** The use of physical force against a student by an agent of the school system, which is intended to prohibit a behavior or set of behaviors from occurring or continuing to occur within a given situation. Physical restraint is accomplished without the use of any device or material that restricts the free movement of all or a portion of the student's body. Physical restraint does not include staff intervention allowed under Maryland law during fights, escorting a student, briefly holding a student to calm/comfort him, or moving a disruptive student to leave an area when other methods have been unsuccessful. See Exclusion, Seclusion and Physical Restraint section.

**Plagiarism:** Deliberately presenting the ideas, works, or statements of another as one's own, without acknowledgement of the source. Academic dishonesty.

**Portable Communication Device:** Any electronic device which is carried, worn, or transported by a student to receive or communicate messages. See Electronic Communication Devices section.

**Prayer:** Constitutionally protected religious activity alone or with others that is allowable during non-instructional time as long as it causes no "material disruption". See Prayer in School section.

**Refusal to Obey School Policies:** Failure to comply with school rules, regulations, policies, and/or procedures, not otherwise defined in the suspension codes.

**Restricted Eligibility:** Student is not fully eligible to participate in extracurricular activities. Limited participation as part of a school sponsored team or group. May not participate in competition, public performances or leadership roles, but may participate in meetings and practices.

**School Day:** One of the completed state mandated days of attendance as indicated on the official Carroll County Public Schools' calendar. Please Note: Inclement weather days do not count as a school day in this regulation. See High School Eligibility.

**Searches:** Authorized, reasonable inspection or pat downs of students, their possessions and lockers, as well as school property, while on school grounds, at school-functions or on school-sponsored trips. See Search and Seizure section.

**Seclusion:** The confinement of a student alone in a room which the student is physically prevented from leaving. Staff shall be able to view secluded students from an adjacent area at all times. See Exclusion, Seclusion and Physical Restraint section.

**Serious Threat of Violence:** A verbal or nonverbal declaration of intent or determination to inflict significant injury to persons, and/or damage to property, with the perceived ability/intention to carry through on the threat. See Violent Acts and Serious Threats of Violence section.

**Sexual Activity:** Inappropriate behavior of a sexual nature, including indecent exposure, consensual sex, and other sexual activity not identified as sexual assault or harassment. See Dress Code section.

**Sexual Assault:** Physical, sexual attack on school system staff or another student.

**Sexual Harassment:** Unwelcome verbal or physical conduct of a sexual nature by a student or employee. See Bullying, Harassment section.

**Stealing/Theft:** Taking, obtaining or attempting to take property of another person or institution without the permission or knowledge of the owner.

**Suspension:** A disciplinary consequence by an administrator where a student is prohibited from attending their regular school, school-sponsored events, extracurricular activities, and, in some cases, any school in Carroll County Public School. Short-term suspensions are 1-10 days. Extended suspensions are more than 10 days. See Suspension section.

**Tardiness:** Late to school or class. See Attendance section.

**Threat:** See Verbal or Physical Threat or Serious Threat of Violence definitions.

**Tobacco Violation:** Possession, use, sale or distribution of tobacco or tobacco products. See Substance Abuse section.

**Trespassing:** Unauthorized presence on school property, including while on suspension. See Suspension section.

**Truancy:** Unlawful absence from school or classes for a school day or a portion of the school day. See Attendance section.

**Unauthorized Sale or Distribution:** Unapproved sale or distribution of items not otherwise defined in the suspension regulations. See Substance Abuse section.

**Vandalism/Destruction of Property:** Damage, destruction or defacement of property belonging to the school or others.

**Verbal or Physical Threat (Student):** Threatening or aggressive language or gestures directed toward another student. See Violent Acts section.

**Verbal or Physical Threat (Teacher/Staff/Others):** Threatening or aggressive language or gestures directed toward a staff member or others. See Violent Acts and Serious Threats of Violence section.

**Violent Act:** Any action which creates a substantial danger or serious injury to any person(s) on Board of Education owned property, on school bus(es), or at any school-sponsored event, resulting in a suspension of four or more days. Included in this definition is any act which creates a substantial danger or serious injury to a staff person at any time or place. See Violent Acts section.

**Weapon:** Includes, but is not limited to, any rifle or gun (loaded or unloaded, operable or inoperable), pocket knife, switchblade knife, dirk knife, hunting knife, bowie knife, star knife, sand club, metal knuckles, straight razor, slap jack, billy club, nunchaku, spiked glove, spiked wristband, boards with nails, chemical mace, pepper mace, tear gas, and any other object or look-a-like object or implement intended to cause bodily harm to another, or used in such a way as to cause bodily harm to another. See Weapons on School Property and Violent Acts sections.

# Carroll County Public Schools

# 2011 – 2012 School Calendar

## August

12-19 New Teacher, Pre-Service Professional Days  
22 In-service for Instructional Assistants  
23-29 Pre-Service Professional Days for Teachers and Instructional Assistants  
30 Schools Open – First Day for Students

## September

5 Schools/Offices Closed – Labor Day  
29 Schools/Offices Closed – Rosh Hashanah

## October

3 Two Hours and Forty-Five Minutes Early Dismissal System-wide; Professional Development Time available for Instructional Staff; Schools Closed for Pre-Kindergarten Students  
21 Schools Closed for Students and 10-Month Staff – Professional Meeting Day

## November

3 Marking Period Ends. Two Hours and Forty-Five Minutes Early Dismissal System-wide; Teachers Work on End of Marking Period Items; Schools Closed for Pre-Kindergarten Students  
14 Two Hours and Forty-Five Minutes Early Dismissal System-wide; Professional Development Time available for Instructional Staff; Schools Closed for Pre-Kindergarten Students  
23-25 Schools/Offices Closed – Thanksgiving Holiday

## December

9 Two Hours and Forty-Five Minutes Early Dismissal for Elementary Students; Professional Time for Elementary Teachers; Schools Closed for Pre-Kindergarten Students  
23 Schools/Offices Two Hours and Forty-Five Minutes Early Dismissal – Last Day before Winter Holiday; Schools Closed for Pre-Kindergarten Students  
26-30 Schools/Offices Closed – Winter Holiday

## January

2 Schools/Offices Closed – Winter Holiday  
3 Schools/Offices Reopen  
16 Schools/Offices Closed – Martin Luther King, Jr. Holiday  
27 Schools Closed for Students – Teachers Work on End of Marking Period Items; Non-Work Day for Instructional Assistants

## February

10 Two Hours and Forty-Five Minutes Early Dismissal for Elementary Students; Professional Time for Elementary Teachers; Schools Closed for Pre-Kindergarten Students  
20 Schools/Offices Closed – Presidents' Day  
21 Schools Closed for Students; Professional Development Day for Teachers

## March

5 Two Hours and Forty-Five Minutes Early Dismissal System-wide; Professional Development Time available for Instructional Staff; Schools Closed for Pre-Kindergarten Students  
30 Last Day before Spring Holiday

## April

2-10 Schools/Offices Closed – Spring Holiday  
11 Schools Reopen

## May

11 Two Hours and Forty-Five Minutes Early Dismissal for Elementary Students; Professional Time for Elementary Teachers; Schools Closed for Pre-Kindergarten Students  
28 Schools/Offices Closed – Memorial Day

## June

13 Last Day for Pre-Kindergarten Students  
14 Last Day for Students, Two Hours and Forty-Five Minutes Early Dismissal System-wide – Professional Time for Teachers  
15 Professional Time for Teachers – Last Duty Day; Non-Work Day for Instructional Assistants

# CARROLL COUNTY PUBLIC SCHOOLS-SCHOOL CALENDAR 2011-2012

All duty days or half days when students are not in school will be used for professional meetings, in-service activities, or workdays as determined by appropriate central office administrative personnel or the school principal.

## HIGH SCHOOL GRADUATION DATES

June 6, 2011	Winters Mill High	7:00 p.m.
June 7, 2011	Manchester Valley High	7:00 p.m.
June 8, 2011	Francis Scott Key High	2:00 p.m.
June 8, 2011	Century High	7:30 p.m.
June 9, 2011	North Carroll High	1:30 p.m.
June 9, 2011	Westminster High	7:30 p.m.
June 10, 2011	South Carroll High	1:30 p.m.
June 10, 2011	Liberty High	7:30 p.m.

Carroll Springs will hold its Certificate Ceremony on Thursday, May 31, 2012 – 7:00 p.m.

Gateway School will hold its Certificate Ceremony on Tuesday, June 5, 2012 – 7:00 p.m.

Carroll County Career & Technology Center will hold its Certificate Ceremony as students complete their programs. Dates and times will be released through the school.

## NUMBER OF DAYS IN SCHOOL CALENDAR

MONTH	PUPIL DAYS	TEACHER DAYS	*MARKING PERIODS
AUGUST	2	7	<p style="text-align: center;"><b>FIRST</b> AUGUST 30 – NOVEMBER 3</p> <p style="text-align: center;"><b>SECOND</b> NOVEMBER 4 – JANUARY 26</p> <p style="text-align: center;"><b>THIRD</b> JANUARY 30 – MARCH 30</p> <p style="text-align: center;"><b>FOURTH</b> APRIL 11 – June 14</p> <p>*Actual marking periods may be adjusted depending on the use of emergency closing days.</p>
SEPTEMBER	20	20	
OCTOBER	20	20	
NOVEMBER	19	19	
DECEMBER	17	17	
JANUARY	19	20	
FEBRUARY	19	20	
MARCH	22	22	
APRIL	14	14	
MAY	22	22	
JUNE	10	11	
<b>TOTAL</b>	<b><u>-4*</u> 180</b>	<b><u>-4*</u> 188</b>	

### \*Emergency Closing Days

*If any of the four (4) emergency closing days are not used, the last day for student and staff are as listed below:*

*One (1) day not used – Last Student Day – June 13<sup>th</sup>, Last Staff Day - June 14<sup>th</sup>.*

*Two (2) days not used – Last Student Day – June 12<sup>th</sup>, Last Staff Day - June 13<sup>th</sup>.*

*Three (3) days not used – Last Student Day – June 11<sup>th</sup>, Last Staff Day - June 12<sup>th</sup>.*

*Four (4) days not used – Last Student Day – June 8<sup>th</sup>, Last Staff Day - June 11<sup>th</sup>.*

In the event that the school year is shortened due to unused emergency closing days, the last student day will be a two-hour and forty-five minutes early dismissal. The one-day immediately following the last student day will serve as a professional day for teachers. If further emergency days are required, the Board will request a waiver from the State Board of Education and if not granted, the school year will be extended.

# BULLYING, HARASSMENT OR INTIMIDATION REPORTING FORM

Directions: Bullying, harassment, or intimidation are serious and will not be tolerated. This is a form to report alleged bullying harassment, or intimidation that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and/or from school\*, in the current school year. If you are a student victim, the parent/guardian of a student victim, or a close adult relative of a student victim, or a school staff member and wish to report an incident of alleged bullying harassment, or intimidation, complete this form and return it to the Principal at the student victim's school. Contact the school for additional information or assistance at any time.

**Bullying, harassment, or intimidation means intentional conduct, including verbal, physical, or written conduct, or an intentional electronic communication, that: (I) creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is: 1. motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attribute, socioeconomic status, familial status, or physical or mental ability or disability; or 2. threatening or seriously intimidating; and (II) 1. occurs on school property, at a school activity or event, or on a school bus; or 2. substantially disrupts the orderly operation of a school. Electronic communication means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, or pager.**

Today's date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ School: \_\_\_\_\_  
Month Day Year  
 School System: \_\_\_\_\_

**PERSON REPORTING INCIDENT**

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Place an **X** in the appropriate box:  Student  Student (Witness/Bystander)  Parent/guardian  Close adult relative  
 School Staff

1. Name of student victim: \_\_\_\_\_ Age: \_\_\_\_\_  
(Please print)

2. Name(s) of alleged offender(s) (If known): <small>(Please print)</small>	Age	School <small>(if known)</small>	Is he/she a student?
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

3. On what date(s) did the incident happen?:  
 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year                      Month Day Year                      Month Day Year

4. Place an **X** next to the statement(s) that best describes what happened (choose all that apply):
- Any bullying, harassment, or intimidation that involves physical aggression
  - Getting another person to hit or harm the student
  - Teasing, name-calling, making critical remarks, or threatening, in person or by other means
  - Demeaning and making the victim of jokes
  - Making rude and/or threatening gestures
  - Excluding or rejecting the student
  - Intimidating (bullying), extorting, or exploiting
  - Spreading harmful rumors or gossip
  - Electronic Communication (specify) \_\_\_\_\_
  - Other (specify) \_\_\_\_\_

5. Where did the incident happen (choose all that apply)?

- On school property       At a school-sponsored activity or event off school property  
 On a school bus       On the way to/from school\*

\*Will be collected unless specifically excluded by local board policy

6. What did the alleged offender(s) say or do?

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(Attach a separate sheet if necessary)

7. Why did the bullying, harassment or intimidation occur?

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(Attach a separate sheet if necessary)

8. Did a physical injury result from this incident? Place an **X** next to one of the following:

- No    Yes, but it did not require medical attention    Yes, and it required medical attention

9. If there was a physical injury, do you think there will be permanent effects?    Yes    No

10. Was the student victim absent from school as a result of the incident?    Yes    No

If yes, how many days was the student victim absent from school as a result of the incident? \_\_\_\_\_

11. Did a psychological injury result from this incident? Place an **X** next to one of the following:

- No    Yes, but psychological services have not been sought    Yes, and psychological services have been sought

12. Is there any additional information you would like to provide?

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(Attach a separate sheet if necessary)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The policies, regulations, and guidelines set forth in this Student/Parent Handbook are subject to revision at any time.**

**Additional information about these policies/regulations may be obtained from your school administrator, or on the Carroll County Public School website: [www.carrollk12.org](http://www.carrollk12.org)**

***NOTICE OF NON-DISCRIMINATION***

*The Carroll County Public Schools (CCPS) is firmly committed to creating equal employment and educational opportunities for all persons with regard to its employment practices and in the provision of services, programs, and activities.*

*The CCPS does not discriminate on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, or sexual orientation. The CCPS provides non-discriminatory access to school facilities in accordance with its policies and regulations regarding the community use of schools (including, but not limited to, the Boy Scouts).*

*The following person has been designated to handle inquiries regarding the nondiscrimination policies:*

*Gregory J. Bricca  
Director of Research and Accountability  
125 North Court Street  
Westminster, Maryland 21157  
410.751.3068*

***ADA ACCESSIBILITY STATEMENT***

*The Carroll County Public Schools (CCPS) does not discriminate on the basis of disability in employment or the provision of services, programs or activities. Persons needing auxiliary aids and services for communication should contact the Office of Community and Media Relations at 410-751-3020 or [publicinfo@carrollk12.org](mailto:publicinfo@carrollk12.org), or write to Carroll County Public Schools, 125 North Court Street, Westminster, Maryland 21157. Persons who are deaf, hard of hearing, or have a speech disability, may use Relay or 7-1-1. Please contact the school system at least one (1) week in advance of the date the special accommodation is needed.*

*Information concerning the Americans with Disabilities Act is available from the Director of Facilities or the Supervisor of Community and Media Relations.*

<i>Raymond Prokop Director of Facilities 125 North Court Street Westminster, Maryland 21157 (410) 751-3177</i>	<i>Carey Gaddis Supervisor of Community &amp; Media Relations 125 North Court Street Westminster, Maryland 21157 (410) 751-3020</i>
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