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1. PURPOSE


Carroll County Board of Education Policies, as well as CCPS Administrative Regulations, are designed to support the belief that schools must be a safe place for students, employees, and visitors. Possession or use of a weapon, threats and violent acts committed against any person(s) on Carroll County Board of Education owned property, on school buses, at any school-sponsored event, or that substantially disrupts the orderly operation of a school, will be handled through school discipline and may involve law enforcement. In addition, a threat or violent act against an employee by a student, at any time or place, will be handled through school discipline and may involve law enforcement.

2. SCOPE

These regulations provide guidelines for the implementation of the Threats, Violent Acts, and Weapons Prohibited Policy.

This prohibition (of weapons) does not apply to the following:

- I. A law enforcement officer in the regular course of the officer's duty; a law enforcement officer/recruit in the regular course of the recruit's training; an off-duty law enforcement officer; or
- II. A retired or past law enforcement officer in good standing from a law enforcement agency of the united states, the state, or a local unit in the state, who has met the standards of LEOSA (the Law Enforcement Officer's Survival Act), provided that:
 - A. The officer or retired officer is in possession of the officer's or retired officer's badge or credential and a current LEOSA card for retired or past officers;
 - B. The weapon carried or possessed by the officer or retired officer is concealed; and
 - C. The officer or retired officer is authorized to carry a concealed handgun in Maryland.

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3. RESPONSIBILITIES

- I. It is the responsibility of all members of the school community to promote a safe environment for students, employees, and visitors. This includes immediately reporting safety concerns related to weapons, as well as threats and violent acts, to the school administrator, local law enforcement, and/or tip lines established by local, state, or federal authorities.

- II. When made aware of weapons, threats and violent acts, school administrators are responsible for taking the appropriate steps to maintain a safe and orderly environment. This includes consultation with the Supervisor of School Security and Emergency Management, Coordinator of Mental Health & Student Services, and/or Director of Student Services, for triage and referral to the CCPS Threat Management Team, as appropriate.

- III. The CCPS Threat Management Team may utilize a behavioral threat assessment to assess the level of threat risk and to determine next steps for the student(s) posing the threat, the target(s) of the violence/threat, and the impacted school(s). The CCPS Threat Management Team and/or school-based team is also responsible for developing, implementing, and monitoring an individualized plan to intervene with, address, and reduce the threat.

- IV. The Superintendent/Designee has the responsibility for enforcing the threats, violent acts, firearms and other weapons prohibited regulation by communicating it to all relevant parties and by providing necessary instructions.

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4. PROCEDURE


The following are recommended discipline guidelines to be implemented by school administrators:

Variations from these guidelines may occur after consultation with the Director of Student Services or appropriate school level Director.

I. Students who are under the age of responsibility (7 years of age):

The school administrator will determine the appropriate action, however students enrolled in prekindergarten through 2nd grade may only be suspended or expelled under the following circumstances:

- A. Removal from school as required by federal law for possession of a firearm at a school or school sponsored event for a minimum of one calendar year.
- B. The school administrator, in consultation with the Supervisor of Student Services- Behavioral & Mental Health, determines if there is an imminent threat of serious harm to other students or employees that cannot be reduced or eliminated through other interventions or supports. Ultimately, the school administrator will make the final determination regarding any student suspension, which cannot exceed 5 days. The consultation may yield additional recommendations.


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II. For students who are over the age of responsibility (7 years of age and older) in possession of a weapon (other than a firearm or look-alike firearm) not related to a violent act, and that did not substantially disrupt the orderly operation of the school, the school administrator will:

- A. As appropriate, contact the Supervisor of School Security and Emergency Management and appropriate law enforcement agency.
- B. Discipline as appropriate up to suspension from school for three days.
- C. Assign students to meet with school counselor or school psychologist.


Note: incidents falling under this category shall not be coded as a violent act (cumulative) in the online suspension system.

- III. When a school administrator determines that a student over the age of responsibility (7 years of age and older) has made a low risk threat, they will implement progressive disciplinary practices.
- IV. For students over the age of responsibility (7 years of age and older) who have made a moderate risk threat, the school administrator will:
- A. Discipline as appropriate.
 - B. Implement and monitor school-based interventions (e.g., meet with the school counselor, meet with school resource officer, Saturday School, FBA, BIP) to support both the student(s) making the threat as well as any identified targets affected by the threat.
 - C. The school administrator will consult with the Supervisor of School Security and Emergency Management and/or School Resource Officer to determine the need for law enforcement involvement.

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- D. The school administrator may contact the Director of Student Services or school level Director to determine the need for a central office response.
 - E. The school administrator may consult with the Coordinator of Mental Health & Student Services to determine options for behavioral and mental health supports within CCPS as well as through local community agencies.
- V. For students over the age of responsibility (7 years of age and older) who have made a high or imminent risk threat, committed a violent act, or possessed a weapon/or look-alike weapon, **other than a firearm or look-alike firearm**, the school administrator will:
- A. Determine steps to contain the threat and shall contact the Supervisor of School Security and Emergency Management and/or School Resource Officer.
 - B. Contact the Director of Student Services or school level Director to determine the need for a central office response.
 - C. First Offense: Discipline as appropriate up to suspension from school for ten school days with a recommendation for extended suspension.

Any additional offenses: discipline as appropriate up to a recommendation for expulsion.
 - D. Refer to the CCPS Threat Management Team for assessment, intervention, and case management. The CCPS Threat Management Team will report their findings to the Superintendent or Designee, as well as to the school principal.
 - E. At the direction of the Threat Management Team, the school-based team will implement and monitor school-based interventions (e.g., meet with the school psychologist, counseling/therapy provided during the school day, meet with school resource officer, FBA, BIP) to support both the student(s) making the threat as well as any identified targets affected by the threat.

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VI. Other guidelines:

- A. If a student is identified or is suspected to be a student with a disability (through idea or section 504 of the rehabilitation act), see Suspension and Expulsion of Students with Disabilities. If a student is identified as disabled and brings a firearm onto school property, see exceptions.
- B. Student discipline records for violent acts and high/ imminent threats are cumulative in nature for a student's entire school career.
- C. At the approval of the Director of Student Services, required counseling may be obtained from an outside agency or licensed individual who provides children and family services. Under these circumstances, the family will incur the cost of said counseling/treatment services.
- D. Violence assessment reports shall be maintained in the student's confidential file. Any suspension, which led to a violence assessment, shall include a note that a violence assessment has been completed. Violence assessment reports are part of the student record and shall be sent upon request from the receiving school.
- E. Nonresident students: the Superintendent may deny enrollment to any student who is currently expelled or on extended suspension from another school system for a length of time equal to the suspension or expulsion.

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F. The Federal Gun Free Schools Act of 1994 mandates that, effective October 20, 1995, (and 7-304 of Maryland Annotated Code) each local educational 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. The Superintendent can make exceptions to the year-long rule. However, special regulations and procedures for students identified under idea or section 504 shall be followed. In addition, private school students who participate in CCPS programs or activities are subject to the minimum one-year removal requirement to the extent that such students are provided services or their programs are provided for by the CCPS.

- 1) Except as provided in (c) below, a student with a disability who is determined to have brought a firearm to school, may be suspended and placed in an interim alternative educational setting in accordance with state law procedures, for not more than the maximum number of days specified in the Federal Individuals with Disabilities Education Act 20 U.S.C. 1415 (e) or the Improving America's Schools Act. (currently the number of days in the actual placement is 45 school days).
- 2) The interim alternative educational setting shall be decided by the Individual Education Program (IEP) Committee.
- 3) If a parent/legal guardian of an identified student with disabilities requests a due process hearing, the student shall remain in the alternative educational setting described above during the pendency of any proceedings conducted under this subsection, unless the parents and the local school system agree otherwise.
- 4) This subsection does not supersede the provisions of §14601 of the Federal Elementary and Secondary Education Act if the conduct of the identified student with disabilities is unrelated to the student's disability, except that, in those circumstances, the procedures under state and federal law shall be followed.

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VII. For incidents that involve non-affiliated persons making threats, committing violent acts, or bringing a weapon onto CCPS property, school buses, or to a school sponsored event:

- A. The school-based administrator, Supervisor, or Director responsible for the targeted CCPS property, school bus, or school sponsored event, will determine steps to contain the threat and shall contact the Supervisor of School Security and Emergency Management and/or School Resource Officer.
- B. Refer to the CCPS Threat Management Team to determine any next steps including supporting the target(s) of the threat and the building(s) affected.

5. ***DEFINITIONS***


Violent Act- includes, but is not limited to, the use or attempted use of physical force against a person with the intent to cause significant injury.

Assault- a physical act that results in harmful or offensive contact with another person without that persons consent or a threat of bodily harm with the present ability to cause the harm.

Weapon- any device defined in the Criminal Law Article § 4-101, § 4-501 and Public Safety Article § 10-110, including any look-alike weapon or any other object used to inflict serious bodily harm.

Firearms - for the purposes of these regulations, a firearm is any device, which is designed to or may readily be converted to expel a projectile by the action of an explosive or any other destructive device. This includes, but is not limited to, any pistol or revolver, rifle, shotgun, short-barreled rifle; short- barreled shotgun, or any other firearm, whether loaded or unloaded, including antique firearms and look-alike firearms. Also included are parts of any weapon described above, including the frame, receiver, muffler, and silencer. Any explosives, incendiaries or poisonous gas, such as a bomb, grenade, rocket, missile, etc., are also considered firearms.

Look-alike firearm /other gun- for the purposes of these regulations, a look-alike firearm/other gun shall include any gun other than a firearm, loaded or unloaded, operable or inoperable, including, but not limited to, an object such as a BB gun, starter pistol, or pellet gun, which resembles a firearm.

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Threat- an expression of an intent to cause physical harm to someone. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means; and is considered a threat regardless of whether it is observed by or communicated directly to the target of the threat or observed by or communicated to a third party; and regardless of whether the target of the threat is aware of the threat. Threats may be direct or indirect.

Behavioral Threat Assessment- a structured group process used to identify, assess, and manage the risk of threats of targeted violence posed by an individual or group.

Threat Management Team (TMT)- a multi-disciplinary team charged with conducting behavioral threat assessments, supporting school staff in mitigating threat risks, ensuring safety plans are followed, and connecting individuals with the appropriate mental and behavioral health supports they need in order to keep CCPS a safe place for students, employees, and visitors. The TMT is comprised of the Director of Student Services, School Director(s), Supervisor of School Security and Emergency Management, School Resource Officer (SRO) Supervisor(s), Supervisor of Student Services- Behavioral & Mental Health, Supervisor of Student Services- School Counseling, and the Coordinator of Mental Health & Student Services. Additional team members include the school administrator, Director of Special Education, and Director of Human Resources, as appropriate.

Non-affiliated Person- not an employee, student, contractor, family member or friend of a student or staff.

Low Risk Threat- person/situation does not appear to pose a threat of serious harm to self/others, and any exhibited issues/concerns can be resolved easily, may be handled by ordinary school discipline.

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Moderate Risk Threat- person/situation does not appear to pose a threat of serious harm to self/others, at this time; but exhibits behaviors that indicate a continuing intent and potential for future violence or serious harm to self/others; and/or exhibits other concerning behavior that requires intervention; may also involve a parallel school disciplinary process.

High Risk Threat- person/situation appears to pose a threat of serious harm, exhibiting behaviors that indicate both a continuing intent to harm and efforts to acquire the capacity to carry out the plan; and may also exhibit other concerning behavior that requires intervention; may also involve a parallel school disciplinary process.

Imminent Threat- person/situation appears to pose a clear and immediate threat of serious violence toward others that requires containment and action to protect identified or identifiable target(s); may also exhibit other concerning behavior that requires intervention.