
**CARROLL COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE REGULATIONS**

BOARD POLICY JDG: SUSPENSION AND EXPULSION OF STUDENTS

I. Suspension Prevention:

- A. Suspensions and other disciplinary actions should follow global educational goals. The following principles should be considered in order to provide a focus for a school-wide disciplinary program.
1. Discipline is a tool, which teaches respect and coping skills. To foster such results, school personnel should model fairness, honesty, and integrity in all interactions with students.
 2. Disciplinary consequences for inappropriate behavior shall allow the student to accept responsibility for those behaviors. For example, if a student destroys property, the student should make restitution and possibly repair the damage created. In addition, the student may face criminal charges.
 3. The concept of education should be valued in any disciplinary action. For example, placing a student out of school may devalue and delay the educational process. It may also send a double message to students about the importance of school attendance and education. Therefore, suspensions shall be administered only after careful consideration of available options.
 4. Discipline shall not be administered as a means of revenge or a release of frustration. Discipline handed out in anger or without full consideration of available options can contribute to increased inappropriate student behavior, non-cooperative parents, and possible legal action. However, consequences should be administered in a timely manner.
- B. Pro-Active Approach to Discipline: Positive behaviors are best achieved through a pro-active, school-wide approach to discipline. Such an approach should establish high expectations and timely consequences in a climate of consistency, firmness, fairness, and creativity. Consequences may be positive or negative, but they must always hold students accountable. Students who follow the rules and regulations may receive privileges such as: driving to school, earning a “gold privilege card,” choice lunchroom seating, a free homework pass, congratulation notes, etc. Students who choose inappropriate behaviors could face negative consequences that have been defined well in advance of any misbehavior. Such ideas promote the concept that privileges are to be earned and must come with responsibility. A pro-active stance also includes a multi-disciplinary approach which involves consultation with parents, teachers, counselors, school psychologists, and pupil personnel workers. More formalized interventions may include: Student Services Teaming, individualized and group counseling, school-wide Conflict Resolution programs, Student Assistance Teams (SAT), mentoring programs, and referrals to community resources. A pro-active approach not only improves student behavior, it fosters a better school climate and positive communication between home and school.

C. Alternatives to Suspensions: Suspensions in and of themselves should not be utilized to modify inappropriate behaviors. Instead, suspensions should be used as a last option in conjunction with a larger school-wide approach in order to assure a safe and orderly school environment. The following list provides consequences that may be utilized in coordinating a comprehensive plan of discipline:

1. Conferences with parent
2. Consultation with student's 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 Support or Time-Out Room
8. Assignment to detention before school, after school, or during lunch
9. In-school intervention
10. Participation in Saturday School Programs that deal with:
 - Smoking
 - Attendance
 - Conflict Resolution
 - Promoting Reasonable Choices
11. Withdraw of privileges, i.e., driving to school, extra curricular activities
12. Implementation of reparations for misconduct or property damage:
 - repair of damaged property
 - participation in school community service (summertime included)
 - restitution through monetary payment
13. Consultation with School Psychologist or Pupil Personnel Worker
14. Referral to in-school or community mentor
15. Referral to mediation
16. Attendance of parent with student to area where student displays inappropriate behavior, i.e., class, lunchroom, bus, etc.
17. Referral to outside agencies such as Department of Juvenile Services, Carroll County Youth Services Bureau, Department of Social Services, etc.
18. Utilization of a Special Placement pending parent conference
19. Referral for enrollment in alternate programs, i.e., Gateway School, Flexible Student Support, Crossroads Middle School, home teaching, PRIDE

II. Suspensions and Expulsions

In-School Suspension: The removal within the school building of a student from the student's current education program for up to but not more than ten (10) school days in a school year for disciplinary reasons by the school principal.

Short-Term Suspension: The removal of a student from school for up to but not more than 3 consecutive school days for disciplinary reasons by the principal.

Long-Term Suspension: The removal of a student from school for a time period between 4 and 10 consecutive school days for disciplinary reasons by the principal.

Extended Suspension: The exclusion of a student from a student's regular program for a time period between 11 and 45 school days, which only may occur under the following circumstances:

- (a.) The Superintendent or designated representative has determined that:
 - (i) The student's return to school prior to the

- completion of the suspension period would pose an imminent threat of serious harm to other students and staff; or
 - (ii) The student has engaged in chronic and extreme disruption of the educational process that has created a substantial barrier to learning for other students across the school day, and other available and appropriate behavioral and disciplinary interventions have been exhausted.
- (b.) The Superintendent or designated representative limits the duration of the exclusion to the shortest period practicable; and
- (c.) The school system provides the excluded student with comparable educational services and appropriate behavioral support services to promote successful return to the student's regular academic program.

Expulsion: The exclusion of a student from a student's regular school program for 45 school days or longer, which only may occur under the following circumstances:

- (a.) The Superintendent or designated representative has determined that the student's return to school prior to the completion of the expulsion period would pose an imminent threat of serious harm to other students or staff;
- (b.) The Superintendent or designated representative limits the duration of the exclusion to the shortest period practicable; and
- (c.) The school system provides the excluded student with comparable educational services and appropriate behavioral support services to promote successful return to the student's regular academic program.

In accordance with the rules and regulations of the county board, each principal of a public school may suspend for cause, for not more than 10 school days, any student in the school who is under the direction of the principal. The student or his/her parent or guardian promptly shall be given a conference with the principal and any other appropriate personnel during the suspension period.

III. Disciplinary Action

A. Suspension and Expulsion

1. In those instances when the behavior of a student is disruptive to maintaining an environment of order and safety necessary for effective learning, he/she may be suspended or expelled in accordance with the procedures set forth in Education Article, Section 7-305.
 2. Before any case of suspension, a student shall receive oral or written notice of the charges against him/her. If the pupil denies the charges, he/she shall have the right to an explanation of the evidence supporting the charges and an opportunity to present his/her side of the story. A student whose presence in school poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be removed immediately from school, provided that the notice and hearing required by this subsection is provided as soon as possible.
- B. The principal prepares a Notice of Suspension.
 - C. The principal must make every reasonable effort to notify the parent or guardian by telephone and/or in person of the student's suspension and of the reason for it.
 - D. The notice of suspension shall be provided to the parent or guardian explaining the suspension and the reason for it. Where telephone contact has been made to the parent, this letter may be sent home via the student on the day of suspension.
 - E. If the parent cannot be reached by telephone or in person on the day of suspension, the Pupil Personnel Worker shall be notified and the suspension shall become effective at the end of that

- school day. In the meantime, the student may be excluded from class but must remain at school under the supervision of the principal.
- F. The student and parents or guardian must be provided a conference promptly (within ten school days) with the principal and appropriate personnel after the suspension is initiated.
 - G. Should the parent fail to arrange or to have a conference within the specific time, Student Services should be notified so the pupil personnel worker can contact the home as soon as possible.
 - H. Under conditions mutually agreed upon during the conference, the student is immediately readmitted to school unless the length of suspension has been specified in advance.
 - I. A suspended student is not to be on school property (except to attend the parent conference mentioned in F. above) unless with prior approval of the principal.
 - J. A suspended student is not eligible to participate in any extracurricular activity during the term of the suspension.
 - K. When a student has been suspended the administrator or administrator's designee shall confer with the student's teachers and other appropriate school personnel prior to the student's return to his/her classroom. Such conferring may be in person, by telephone, or in writing. (This same conferring procedure shall be followed when a student is sent to the office by a teacher and a suspension is not invoked).
 - L. A suspended student shall be given the opportunity to complete academic work they miss during the suspension without penalty. A student suspended for 4 or more days shall be assigned a school liaison to communicate weekly about classwork assignments and school-related issues.

IV. Maryland State Department of Education: Student Suspension System Codes

A. Suspension Offenses and Definitions/Health Related Exclusion Categories

1. Suspension Offenses & Reporting Codes

Attendance

101 Class Cutting

Dangerous Substances

201 Alcohol
202 Inhalants
203 Drugs
204 Tobacco

Weapons

301 Firearms
302 Other Guns (e.g. BBguns, starter pistols
Cap guns)
303 Other Weapons (e.g. knives,
nunchaku)

Attack/Threats/Fighting

401 Physical Attack - Teacher/Staff
402 Physical Attack - Student
403 Verbal or Physical Threat -
Teacher/Staff
404 Verbal or Physical Threat - Student
405 Fighting
406 Extortion

Arson/Fire/Explosives

501 Arson/Fire
502 False Alarm/Bomb Threat
503 Explosives (e.g. Bullets, firecrackers)

Sex Offenses

601 Sexual Assault
602 Sexual Harassment
603 Sexual Activity

Disrespect/Insubordination/Disruption

701 Disrespect
702 Insubordination
703 Harassment
704 Classroom Disruption
705 Inciting/Participating in Disturbance

Other

801 Academic Dishonesty/Cheating
802 Portable Communication Devices
803 Theft
804 Trespassing
805 Unauthorized Sale or Distribution*
806 Vandalism/Destruction of Property
807 Refusal to Obey School Policies

Handicapped Students Only

891 Sells or Solicits Sale of Controlled Substance
892 Possesses or Uses Illegal Drugs
893 Carries a Weapon to School or School
Functions

2. Health Related Exclusions & Reporting Codes

001 Immunizations

002 Personal Health

*excluding dangerous substances

B. SUSPENSION OFFENSE DEFINITIONS

The following are definitions that may result in suspension. These offenses might occur in school, on school property, at school sponsored activities, or on school-provided transportation.

Academic Dishonesty/ Cheating	Academic dishonesty through cheating, copying, forging signature of teacher and/or parent, plagiarizing, altering records, or assisting another in such actions.
Alcohol	Possession, use or showing evidence of use, sale, or distribution of any alcoholic substances.
Arson/Fire	Attempting to, aiding in, or setting fire to a building or other property.
Attack	See Physical Attack.
Bomb	See False Alarm/Bomb Threat.
Cheating	See Academic Dishonesty/Cheating.
Class Cutting	Unlawfully absent from a class or a school activity.
Classroom Disruption	Behavior which interferes with the learning of others in a classroom, or other learning environment.
Destruction	See Vandalism/Destruction of Property.
Disrespect	Inappropriate comments or physical gestures to teachers, staff members, or others.
Distribution	See Drugs or Unauthorized Sale.
Dress Code Violation	Failure to comply with policy and regulations governing attire, set by the local Board of Education.
Drugs	Possession, use or showing use, sale, or distribution of controlled dangerous substances including prescription drugs, over-the-counter medicines, look-alike drugs, and substances represented as controlled substances or drug paraphernalia.
Explosives	Possession, sale, distribution, detonation, or threat of detonation of 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 (18 USC 921).
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.

False Alarm/ Bomb Threat	The conveyance of threats or false information concerning the placement of explosive 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.
Fighting	A physical confrontation involving two or more students.
Fire	See Arson/Fire.
Firearms	Possession of a firearm as defined in 18 USC 921 of the federal code. Examples include handguns, rifles, shotguns, and bombs. Refer to the federal code for the complete definition.
Guns	See firearms and look-alike firearms.
Harassment	Unwanted and inappropriate verbal, written, or physical conduct, other than sexual harassment, directed toward others.
Hazing	Doing any act or causing any situation which recklessly or intentionally subjects a student to the risk of bodily injury for the purpose of initiating into a student organization of a school, college, or university; to harass, by exacting unnecessary or demeaning physical or mental work or activity, by way of intimidation.
Inciting/Participating in Disturbance	Disturbing, preventing orderly conduct, or otherwise causing a disruption to the atmosphere of order and discipline in the school necessary for effective learning, other than classroom disruption.
Inhalants	Possession, use or showing evidence of use, sale, or distribution of any inhalants or other intoxicants.
Insubordination	Refusing to follow directions of teachers, staff, or administration.
Look-alike Firearms Other Guns	Possession of any gun, of any kind, loaded or unloaded, operable or inoperable, including any object which is a look-alike of a gun, other than a firearm.
Pagers	See Portable Communication Devices.
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.
Portable Communication Devices	Possession or use of any electronic device which is carried, worn, or transported by a student to receive or communicate messages.

Refusal to Obey School Policies	Failure to comply with school rules, regulations, policies, and/or procedures, not otherwise defined in the suspension codes.
Sale	See Unauthorized Sale or Distribution.
Sexual Activity	Inappropriate behavior of a sexual nature, including indecent exposure, consensual sex, and other sexual activity not identified as sexual assault or harassment.
Sexual Assault	Physical sexual attack on school system staff or another student.
Sexual Harassment	Unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature, directed toward others.
Theft	Taking or obtaining property of another without permission and/or knowledge of the owner.
Threat	See Verbal or Physical Threat.
Tobacco	Possession, use, sale or distribution of tobacco or tobacco products.
Trespassing	Unauthorized presence on school property, including while on suspension.
Unauthorized Sale or Distribution	Unapproved sale or distribution of items not otherwise defined in the suspension codes.
Vandalism/Destruction of Property	Damage, destruction or defacement of property belonging to the school or others.
Verbal or Physical Threat to a Student	Threatening or aggressive language or gestures directed toward another student.
Verbal or Physical Threat to Teacher ,Staff or Others	Threatening or aggressive language or gestures directed toward a staff member or others.
Weapons	Possession of any implement, other than a firearm or other gun, which could cause or is intended to cause, or could be interpreted to cause, bodily harm.

V. Extended Suspension and Expulsion

- A. At the request of a principal, a county superintendent may suspend a student for more than 10 school days or expel him/her. If a principal finds that a suspension of more than 10 school days or expulsion is warranted, he/she immediately shall report the matter in writing to the Superintendent. The Superintendent or the designated representative promptly shall make a thorough investigation of the matter. If, after the investigation, the Superintendent finds that a longer suspension or expulsion is warranted, he or she or the designated representative shall promptly arrange a conference with the student and his/her parent or guardian. If after the conference, the Superintendent or the designated representative finds that a suspension of more than 10 school days or expulsion is warranted, the student or his parent or guardian may appeal to the county board within 10 days after the determination; be heard before the county board or its designated committee or hearing officer; and bring counsel and witnesses to the hearing. Unless a public hearing is requested by the parent or guardian of the student, a hearing shall be held out of the presence of all individuals except those whose presence is considered necessary or desirable by the Board. The appeal to the county board does not stay the decision of the county Superintendent. The decision of the county board is final.
- B. Procedure to be followed when an extended suspension or expulsion from school is warranted:
1. The principal will follow the procedures for suspension. Additionally, all requests for extended suspension or expulsion shall be discussed with the appropriate School Director or Director of Student Services.
 2. The principal shall submit appropriate documentation to the Superintendent, as outlined in the student services manual as soon as possible.
 3. The Superintendent of schools or the designated representative promptly makes a thorough investigation of the matter.
 4. If, as a result of this investigation, the Superintendent or designee decides that a longer suspension or expulsion is not educationally sound, he/she will notify the principal of the decision and arrange for a conference to have the student readmitted under certain conditions.
 5. If the investigation indicates an extended suspension (more than 10 days) or expulsion is warranted, the Superintendent or the designated representative promptly arranges a conference with the pupil and the parent or guardian.
 6. If the Superintendent or designee decides, after the conference, that a suspension of more than 10 days or expulsion is in order, the Superintendent or the designated representative will notify the principal and the parents or guardian.
 7. The parents or guardian will be informed that they may appeal the Superintendent's or designee's decision to the Board of Education. This appeal must be made in writing within 10 days after the Superintendent's or designee's decision. An appeal to the Board of Education shall not operate as a stay to the Superintendent's or designee's decision; thus, the student will remain on suspension. The appellant should be made aware that they have the right to counsel for this final appeal and may also call witnesses. Five days in advance of the hearing, the appellant shall be provided a witness list and a copy of the documents that will be presented at the hearing.
 8. The decision of the Board of Education will be final.