

STUDENTS: CONDUCT

BEHAVIOR

I. PURPOSE

TO ESTABLISH GUIDELINES FOR BALTIMORE COUNTY PUBLIC SCHOOL (BCPS) ADMINISTRATORS AND STAFF MEMBERS WHEN RESPONDING TO BEHAVIOR VIOLATIONS AS OUTLINED IN THE STUDENT CODE OF CONDUCT.

II. STANDARDS

A. BCPS WILL ANNUALLY PUBLISH A STUDENT HANDBOOK WHICH WILL INCLUDE STANDARDS FOR STUDENT BEHAVIOR AND DISCIPLINARY CONSEQUENCES FOR VIOLATIONS OF THOSE STANDARDS.

B. AS USED IN THIS RULE, A SCHOOL ADMINISTRATOR IS DEFINED AS THE SCHOOL'S PRINCIPAL, OR IN THE ABSENCE OF THE PRINCIPAL, THE ADMINISTRATOR DESIGNATED BY THE PRINCIPAL. EACH SCHOOL PRINCIPAL SHALL ANNUALLY DESIGNATE IN WRITING A SCHOOL ADMINISTRATOR TO ASSUME HIS/HER RESPONSIBILITIES UNDER THIS PARAGRAPH.

C. THE SCHOOL ADMINISTRATOR WILL INVESTIGATE AN ALLEGED VIOLATION OF THE STUDENT CODE OF CONDUCT TO DETERMINE WHAT, IF ANY, TYPE AND NUMBER OF INTERVENTIONS AND SUPPORTS TO USE PRIOR TO TAKING ANY DISCIPLINARY ACTION. ADMINISTRATORS ARE NOT REQUIRED TO UTILIZE THE INTERVENTIONS OR SUPPORTS IN SEQUENTIAL ORDER. ADMINISTRATORS ARE REQUIRED TO DOCUMENT EACH INTERVENTION, SUPPORT, AND/OR DISCIPLINARY ACTION.

D. THE SCHOOL ADMINISTRATOR SHALL BE THE ONLY PERSON TO USE SUSPENSION AS A DISCIPLINARY RESPONSE FOR A VIOLATION OF THE STUDENT CODE OF CONDUCT.

- E. STAFF WILL RECEIVE TRAINING AND RESOURCES NECESSARY TO IMPLEMENT THIS RULE. TRAINING AND RESOURCES WILL ADDRESS:
 - 1. THE CONTENTS OF BOARD OF EDUCATION POLICY AND SUPERINTENDENT’S RULE 5550, *BEHAVIOR*.
 - 2. POSITIVE BEHAVIOR INTERVENTIONS, SUPPORTS, AND RESPONSES TO EACH OF THE FOUR CATEGORIES OF OFFENSES.

III. DISCIPLINARY ACTION

- A. STUDENTS WHO VIOLATE THE STUDENT CODE OF CONDUCT WILL BE SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING EXPULSION.
- B. WHEN A STUDENT VIOLATES THE STUDENT CODE OF CONDUCT, THE SCHOOL ADMINISTRATOR WILL DETERMINE THE APPROPRIATE DISCIPLINARY ACTION FOR A VIOLATION AND SHOULD CONSIDER:
 - 1. THE SEVERITY OF THE INCIDENT.
 - 2. THE STUDENT’S PREVIOUS VIOLATIONS, IF ANY, AND/OR CONSEQUENCES FOR THE SAME OR RELATED OFFENSES.
 - 3. WHETHER THE OFFENSE INTERFERED WITH THE RIGHTS, PRIVILEGES, OR PROPERTY OF OTHERS.
 - 4. WHETHER THE OFFENSE POSED A THREAT TO THE HEALTH AND SAFETY OF OTHERS.
 - 5. WHETHER THE STUDENT HAS A DISABILITY AND ITS POSSIBLE IMPACT OF THAT DISABILITY ON THE STUDENT’S BEHAVIOR.
 - 6. THE RELATIONSHIP BETWEEN THE OFFENSE AND THE CONSEQUENCE.
 - 7. WHETHER THE DISCIPLINARY ACTION IS AGE-APPROPRIATE.
- C.. BCPS WILL USE POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS, AS APPROPRIATE, TO ENSURE THAT DISCIPLINARY CONSEQUENCES INCLUDE OPPORTUNITIES FOR STUDENTS TO UNDERSTAND THE NATURE OF THEIR BEHAVIORAL VIOLATION AND TO MOTIVATE STUDENTS TO CHANGE THOSE BEHAVIORS TO AVOID FUTURE VIOLATIONS.

IV. INTERVENTION GUIDELINES

A. **CATEGORY I OFFENSES**

MINOR ACTS OF MISCONDUCT AS DETERMINED BY SCHOOL STAFF THAT INTERFERE WITH THE ORDERLY CONDUCT OF THE ACTIVITIES, ADMINISTRATION, OR CLASSES OF A SCHOOL; A SCHOOL-SPONSORED ACTIVITY; OR WHILE BEING TRANSPORTED TO AND FROM SCHOOL OR SCHOOL-SPONSORED ACTIVITIES. BELOW IS A SUGGESTED LIST, NOT ALL INCLUSIVE, OF INTERVENTIONS AND SUPPORTS THAT ARE TO BE USED WHEN STUDENTS COMMIT **CATEGORY I** OFFENSES.

1. INTERVENTIONS AND SUPPORTS

- a. USE PROXIMITY CONTROL TO KEEP STUDENTS ON TASK.
- b. PRECORRECT INDIVIDUAL STUDENT'S BEHAVIOR.
- c. USE NONVERBAL CUES/SIGNALING.
- d. CONDUCT IN-CLASS CONFERENCE WITH STUDENT.
- e. DETERMINE ROOT CAUSES AND FUNCTIONS OF STUDENT MISBEHAVIOR AND RESPOND APPROPRIATELY.
- f. TEACH, PRACTICE, AND REINFORCE POSITIVE REPLACEMENT BEHAVIORS.
- g. PROVIDE MOVEMENT BREAKS BETWEEN LOW-ENERGY ACTIVITIES FOR INDIVIDUAL STUDENTS AS DEEMED APPROPRIATE.
- h. PROVIDE OPPORTUNITIES FOR MOVEMENT FOR STUDENTS WHO NEED MOTOR ACTIVITIES.
- i. USE THINK CHAIR, TIME-OUT CHAIR, OR REFLECTION AREA IN THE CLASSROOM.
- j. REQUIRE THE STUDENT TO COMPLETE A WRITTEN REFLECTION/APOLOGY FOR MISBEHAVIOR.
- k. PROVIDE CHOICES FOR LEARNING ACTIVITIES AND BEHAVIOR.
- l. USE STUDENT BEHAVIOR STRATEGIES, PROGRESS REPORTS, BEHAVIOR CONTRACTS, AND/OR BEHAVIOR POINT SHEETS.

- m. USE GOAL SETTING PAIRED WITH ACKNOWLEDGMENT OF IMPROVED BEHAVIOR FOR INDIVIDUAL STUDENTS.
- n. RECOMMEND PEER MEDIATION.
- o. RECOMMEND CONFLICT RESOLUTION.
- p. WITHHOLD STUDENT PRIVILEGE(S).
- q. CONTACT STUDENT'S PARENT.
- r. HOLD A PARENT AND STUDENT CONFERENCE.
- s. ASSIGN DETENTION (PARENT CONTACT MANDATORY).
- t. SEND WRITTEN NOTIFICATION TO PARENT.
- u. WARN STUDENT OF REFERRAL FOR **CATEGORY II** DISCIPLINARY ACTION.

B. CATEGORY II OFFENSES

ACTS THAT ARE MORE SERIOUS OR DISRUPTIVE THAN ARE **CATEGORY I** OFFENSES AS DETERMINED BY THE SCHOOL ADMINISTRATOR THAT INTERFERE WITH THE ORDERLY CONDUCT OF THE ACTIVITIES, ADMINISTRATION, OR CLASSES OF A SCHOOL; A SCHOOL-SPONSORED ACTIVITY; OR WHILE BEING TRANSPORTED TO AND FROM SCHOOL OR AT SCHOOL-SPONSORED ACTIVITIES. THIS CATEGORY ALSO INCLUDES SOME REPEATED ACTS OF MISCONDUCT FROM **CATEGORY I**. BELOW IS A SUGGESTED LIST, NOT ALL INCLUSIVE, OF INTERVENTIONS, SUPPORTS, AND DISCIPLINARY RESPONSES THAT ARE TO BE USED WHEN STUDENTS COMMIT **CATEGORY II** OFFENSES.

- 1. INTERVENTIONS AND SUPPORTS
 - a. USE APPROPRIATE INTERVENTIONS AND SUPPORTS FROM **CATEGORY I**.
 - b. CONTACT STUDENT'S PARENT.
 - c. RECOMMEND PEER MEDIATION.
 - d. RECOMMEND CONFLICT RESOLUTION SUPPORT.
 - e. PROVIDE SPECIAL WORK ASSIGNMENT.
 - f. REQUIRE STUDENT TO RETURN PROPERTY, PAY FOR PROPERTY, OR PAY RESTITUTION FOR PROPERTY DAMAGES.
 - g. ASSIGN A STUDENT BUDDY SUPPORTER.
 - h. HOLD A PARENT AND STUDENT CONFERENCE.

- i. REVIEW OFFICE REFERRAL DATA TO DETERMINE GROUP AND INDIVIDUAL STUDENT NEEDS.
 - j. PROVIDE SMALL GROUP CHARACTER BUILDING AND SOCIAL SKILLS TRAINING.
 - k. REFER STUDENT TO STUDENT SUPPORT SERVICES STAFF FOR SUPPORT.
 - l. GIVE STUDENT A TIMEOUT WITH ADULT SUPERVISION.
 - m. ASSIGN DETENTION (PARENT CONTACT MANDATORY).
 - n. REFER STUDENT TO STUDENT SUPPORT TEAM (SST).
 - o. DEVELOP AND IMPLEMENT OR REVIEW AND REVISE STUDENT SUPPORT PLAN FOR ELIGIBLE STUDENT THAT INCLUDES INTERVENTIONS, SUPPORTS, OR STRATEGIES DESIGNED TO HELP STUDENT BEHAVE APPROPRIATELY.
 - p. DEVELOP AND IMPLEMENT OR REVIEW AND REVISE A 504 PLAN FOR ELIGIBLE STUDENT INCLUDING BEHAVIORAL ACCOMMODATIONS IF DEEMED NECESSARY.
 - q. CONDUCT FUNCTIONAL BEHAVIORAL ASSESSMENT (FBA) AND, IF STUDENT IS ELIGIBLE, DEVELOP A BEHAVIOR INTERVENTION PLAN (BIP).
 - r. REVIEW AND REVISE A STUDENT'S EXISTING BIP.
 - s. REFER ELIGIBLE STUDENT TO INDIVIDUAL EDUCATION PROGRAM (IEP) TEAM.
 - t. INCLUDE BEHAVIOR INTERVENTIONS, SUPPORTS, OR STRATEGIES AS SUPPLEMENTARY AIDES AND SERVICES IN THE STUDENT'S IEP.
2. POSSIBLE DISCIPLINARY RESPONSES:
- a. SUSPEND STUDENT TEMPORARILY FROM BUS TRANSPORTATION FOR BUS-RELATED OFFENSES.
 - b. ASSIGN STUDENT TO SATURDAY SCHOOL.
 - c. SUSPEND STUDENT FROM SCHOOL SHORT-TERM, UP TO THREE DAYS, WHEN DEEMED NECESSARY BECAUSE APPROPRIATE INTERVENTIONS OR SUPPORTS DID NOT RESULT IN POSITIVE BEHAVIOR CHANGES BY THE STUDENT.
 - d. WARN STUDENT AND PARENT OF **CATEGORY III** DISCIPLINARY ACTION.

C. CATEGORY III OFFENSES

MAJOR ACTS OF MISCONDUCT AS DETERMINED BY THE SCHOOL ADMINISTRATOR THAT INTERFERE WITH THE ORDERLY CONDUCT OF ACTIVITIES, ADMINISTRATION, OR CLASSES OF A SCHOOL; A SCHOOL-SPONSORED ACTIVITY; OR WHILE BEING TRANSPORTED TO AND FROM SCHOOL OR AT SCHOOL-SPONSORED ACTIVITIES. THIS CATEGORY ALSO INCLUDES SOME REPEATED ACTS OF MISCONDUCT FROM CATEGORY II. BELOW IS A SUGGESTED LIST, NOT ALL INCLUSIVE, OF INTERVENTIONS, SUPPORTS, AND DISCIPLINARY RESPONSES THAT ARE TO BE USED WHEN STUDENTS COMMIT **CATEGORY III** OFFENSES:

1. INTERVENTIONS AND SUPPORTS
 - a. USE APPROPRIATE INTERVENTIONS AND SUPPORTS FROM **CATEGORIES I AND II**.
 - b. CONTACT PARENT (MANDATORY).
 - c. HOLD A PARENT AND STUDENT CONFERENCE.
 - d. REQUIRE STUDENT TO RETURN PROPERTY, PAY FOR PROPERTY, PAY RESTITUTION FOR PROPERTY DAMAGES, OR APPROVED SUPERVISED SERVICE TO SCHOOL.
 - e. EXCLUDE THE STUDENT FROM PARTICIPATING IN EXTRACURRICULAR/CO-CURRICULAR PROGRAMS OR ACTIVITIES (TEMPORARILY OR PERMANENTLY).
 - f. ASSIGN A STUDENT BUDDY SUPPORTER.
 - g. REVIEW AND REVISE THE 504 PLAN FOR ELIGIBLE STUDENTS, INCLUDING BEHAVIORAL ACCOMMODATIONS AS DEEMED NECESSARY TO HELP IMPROVE STUDENT'S BEHAVIOR.
 - h. REVIEW AND REVISE THE BEHAVIOR INTERVENTION PLAN FOR STUDENT AS DEEMED NECESSARY TO HELP IMPROVE STUDENT'S BEHAVIOR.
 - i. REVIEW AND REVISE THE STUDENT'S IEP AS DEEMED NECESSARY TO HELP IMPROVE STUDENT'S BEHAVIOR.
 - j. OFFER STUDENT SUPERVISED CAMPUS CLEAN-UP AS AN ALTERNATIVE TO SUSPENSION.

- k. USE COMMUNITY PARTNERS AND INTERAGENCY PARTNERS TO PROVIDE SUPPORT AND RESOURCES TO STUDENT TO HELP IMPROVE BEHAVIORS.
 - l. REFER TWO OR MORE STUDENTS TO THE CONFLICT RESOLUTION CENTER OF BALTIMORE COUNTY FOR A COMMUNITY CONFERENCE TO RESOLVE A CONFLICT.
 - m. REFER STUDENT TO PUPIL PERSONNEL WORKER FOR SUPPORT IN CHANGING BEHAVIOR.
 - n. REFER STUDENT TO SUPERINTENDENT'S DESIGNEE FOR A PROGRAM REVIEW.
 - o. WARN STUDENT OF **CATEGORY IV** DISCIPLINARY ACTION.
2. POSSIBLE DISCIPLINARY RESPONSES:
- a. EXCLUDE THE STUDENT FROM PARTICIPATING IN EXTRACURRICULAR/CO-CURRICULAR PROGRAMS OR ACTIVITIES (TEMPORARILY OR PERMANENTLY).
 - b. ASSIGN STUDENT TO AN IN-SCHOOL SUSPENSION.
 - c. SUSPEND STUDENT TEMPORARILY FROM BUS TRANSPORTATION FOR BUS-RELATED OFFENSES.
 - d. SUSPEND STUDENT FROM SCHOOL SHORT-TERM, UP TO THREE DAYS.
 - e. SUSPEND STUDENT TO PUPIL PERSONNEL WORKER (PPW).
 - f. SUSPEND STUDENT FROM SCHOOL LONG-TERM, FOUR TO TEN DAYS.
 - g. SUSPEND STUDENT TO THE SUPERINTENDENT'S DESIGNEE WITH THE RECOMMENDATION FOR REASSIGNMENT TO AN ALTERNATIVE PROGRAM WHEN DEEMED APPROPRIATE BY THE SCHOOL ADMINISTRATOR.

D. CATEGORY IV OFFENSES

THE MOST SERIOUS AS DETERMINED BY THE SCHOOL ADMINISTRATOR. STUDENTS WHO COMMIT THESE OFFENSES MAY BE SUSPENDED FROM SCHOOL AND/OR TO THE SUPERINTENDENT'S DESIGNEE WITH THE RECOMMENDATION FOR REASSIGNMENT TO AN ALTERNATIVE PROGRAM OR EXPULSION AND TRANSFER TO AN ALTERNATIVE PROGRAM.

MAJOR ACTS OF MISCONDUCT MUST BE REPORTED TO THE SCHOOL ADMINISTRATOR IMMEDIATELY AFTER THE INCIDENT AND MAY RESULT IN IMMEDIATE REMOVAL OF A STUDENT FROM THE SCHOOL. BELOW IS A SUGGESTED LIST, NOT ALL INCLUSIVE, OF INTERVENTIONS, SUPPORTS, AND DISCIPLINARY RESPONSES THAT THE SCHOOL ADMINISTRATOR MAY USE WHEN STUDENTS COMMIT **CATEGORY IV** OFFENSES.

1. INTERVENTIONS AND SUPPORTS
 - a. USE APPROPRIATE INTERVENTIONS FROM **CATEGORIES I, II, AND III.**
 - b. CONTACT PARENT (MANDATORY).
 - c. HOLD REQUIRED PARENT AND STUDENT CONFERENCE.
 - d. CONTACT POLICE IF A CLEAR VIOLATION OF THE LAW IS COMMITTED THAT IS NOT ORDINARILY HANDLED BY THE SCHOOL ADMINISTRATOR.
 - e. WHEN RETURNING TO HOME SCHOOL FROM AN ALTERNATIVE PROGRAM ASSIGNMENT, IN COOPERATION WITH THE ALTERNATIVE PROGRAM STAFF, DEVELOP AND IMPLEMENT THE STUDENT'S TRANSITION PLAN.

2. POSSIBLE DISCIPLINARY RESPONSES:
 - a. EXCLUDE STUDENT FROM PARTICIPATING IN EXTRACURRICULAR/CO-CURRICULAR PROGRAMS OR ACTIVITIES (TEMPORARILY OR PERMANENTLY).
 - b. SUSPEND STUDENT FROM SCHOOL, FOUR TO TEN DAYS.
 - c. SUSPEND STUDENT TO THE SUPERINTENDENT'S DESIGNEE WITH THE RECOMMENDATION FOR REASSIGNMENT TO AN ALTERNATIVE PROGRAM OR EXPULSION AND TRANSFER TO AN ALTERNATIVE PROGRAM.
 - d. REFER STUDENT TO AN APPROPRIATE BALTIMORE COUNTY AGENCY (MANDATORY FOR ARSON AND CRIMINAL ACTIVITIES).
 - e. REQUIRE STUDENT TO COMPLETE MANDATORY SUBSTANCE ABUSE PROGRAM FOR DRUG, ALCOHOL, AND TOBACCO VIOLATIONS.

V. COMPLIANCE

- A. STUDENTS ARE RESPONSIBLE FOR COMPLYING WITH ESTABLISHED SCHOOL PROCEDURES AND EXHIBITING THE EXPECTED STUDENT BEHAVIORS OUTLINED IN THE STUDENT CODE OF CONDUCT.
- B. SCHOOL ADMINISTRATOR AND THE SUPERINTENDENT'S DESIGNEE ARE RESPONSIBLE FOR DETERMINING APPROPRIATE INTERVENTIONS AND SUPPORTS, IF ANY, AND THE DISCIPLINARY ACTION BASED ON THE CATEGORY OF OFFENSE.
- C. SCHOOL ADMINISTRATOR IS RESPONSIBLE FOR ENSURING THAT DISCIPLINARY RECORDS ARE MAINTAINED IN ACCORDANCE WITH BOARD OF EDUCATION POLICIES, SUPERINTENDENT'S RULES, AND ESTABLISHED PROCEDURES.

LEGAL REFERENCES: 20 U.S.C. §7151, *GUN-FREE SCHOOLS ACT*
ANNOTATED CODE OF MARYLAND, EDUCATION
ARTICLE §7-305, *SUSPENSION AND EXPULSION.*
ANNOTATED CODE OF MARYLAND, EDUCATION
ARTICLE §7-424.1, *MODEL POLICY*
PROHIBITING BULLYING, HARASSMENT AND
INTIMIDATION.
ANNOTATED CODE OF MARYLAND, EDUCATION
ARTICLE §7-424.2, *GANG PREVENTION,*
INTERVENTION, AND SUPPRESSION EFFORTS.
COMAR 13A.01.04.03, *SCHOOL SAFETY*
COMAR 13A.02.04, *TOBACCO-FREE ENVIRONMENT*
COMAR 13A.08.01.04, *UNLAWFUL ABSENCE*
COMAR 13A.08.01.11, *DISCIPLINARY ACTION*
COMAR 13A.08.01.17, *SCHOOL USE OF REPORTABLE*
OFFENSES

RELATED POLICIES: BOARD OF EDUCATION POLICY 5000, *STUDENTS*
BOARD OF EDUCATION POLICY 5330, *SOCIAL EVENTS*
BOARD OF EDUCATION POLICY 5500, *CONDUCT*
BOARD OF EDUCATION POLICY 5520, *STUDENT DRESS*
CODE [DRESS]

- BOARD OF EDUCATION POLICY 5530, *STUDENT USE AND POSSESSION OF TOBACCO*
- BOARD OF EDUCATION POLICY 5540, *ALCOHOLIC BEVERAGES AND DRUGS*
- BOARD OF EDUCATION POLICY 5551, *GANG ACTIVITY, AND SIMILAR DESTRUCTIVE OR ILLEGAL BEHAVIOR*
- BOARD OF EDUCATION POLICY 5560, *SUSPENSIONS, ASSIGNMENT TO ALTERNATIVE PROGRAMS, OR EXPULSIONS*
- BOARD OF EDUCATION POLICY 5561, *SCHOOL USE OF REPORTABLE OFFENSES*
- BOARD OF EDUCATION POLICY 5580, *BULLYING, HARASSMENT, OR INTIMIDATION*
- BOARD OF EDUCATION POLICY 5590, *STUDENTS' EXPRESSIONS*
- BOARD OF EDUCATION POLICY 5600, *STUDENTS' RESPONSIBILITIES AND RIGHTS*
- Board of Education Policy 6202, *TELECOMMUNICATION ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS*
- BOARD OF EDUCATION POLICY 6701, *EXTRACURRICULAR ACTIVITIES*
- BOARD OF EDUCATION POLICY 6800, *FIELD TRIPS AND FOREIGN TRAVEL*

RULE

APPROVED: _____ *EFFECTIVE 08/06/12*

SUPERINTENDENT OF SCHOOLS