

## High School Student Code of Conduct and Related Policies

My signature below indicates that I am aware of and have received a copy of the Howard County Public School System Student Code of Conduct, and the summaries and highlights of applicable policies and procedures as listed below. The signed copy of this form will be maintained in the student's file at the school.

- Student Code of Conduct
- Alcohol, Other Drugs, Prescription Medication and Over-the-Counter Products, Policy 9230 p. 23-24
- Attendance, Policy 9010 p. 24
- Bullying, Cyberbullying, Harassment, or Intimidation, Policy 1060 p. 24
- Civility, Policy 1000 p. 24
- Discrimination, Policy 1010 p. 24-25
- Gangs, Gang Activity, and Similar Destructive or Delinquent Group Behavior, Policy 9290 p. 25
- Grading and Report: Middle School, Policy 8010 and High School, Policy 8020 p. 25
- Responsible Use of Technology and Social Media, Policy 8080 p. 25-26
- Sexual Discrimination, Policy 1020 p. 27
- Safe and Supportive Schools, Policy 1040 p. 27
- Personal Communication Device Guidelines p. 26
- Student Assault and/or Battery on School Staff, Policy 9270 p. 27-28
- Student Discipline, Policy 9200 p. 28
- Student Dress Code, Policy 9210 p. 29
- Student Representation, Policy 9210 p. 29
- Students' Rights and Responsibilities, Policy 9020 p. 29
- Student Search and Seizure, Policy 9260 p. 29
- Student Use and Possession of Tobacco Products, Policy 9240 p. 29-30
- Students Charged with Community or Reportable Offenses, Policy 9280 p. 30
- Trespassing or Willful Disturbance, Policy 3020 p. 30
- Weapons, Policy 9250 p. 30
- Guidelines for High School Dances p. 31

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Please Print Your Full Name Here \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Updated/Revised: August 2018



# HCPSS Student Code of Conduct

## Student Code of Conduct

### Introduction

The Howard County Public School System is committed to providing a safe, engaging and supportive learning environment where all policies are enforced fairly and consistently. Student disciplinary regulations emphasize instruction and rehabilitation rather than punishment, and are designed to foster and reward appropriate behavior and keep students connected to school so they can graduate college and career ready.

The HCPSS Student Code of Conduct provides a framework to support behavioral goals and disciplinary policies. All students are expected to be aware of and abide by this Student Code of Conduct. Parents/guardians are encouraged to read the Student Code of Conduct carefully and to discuss the information with their children.

### Philosophical Statement

Schools should provide the instruction and support necessary to meet students' academic and behavioral needs, and identify fair and developmentally appropriate behavioral expectations for all members of the school community. Educators and other adults in the school should teach students to behave in ways that conform to these policies and contribute to academic success. This is achieved by reinforcing positive behavior, preventing misbehavior before it occurs, supporting students in overcoming challenges, and fostering positive relationships among all members of the school community.

Research shows that students are more likely to accept responsibility for their actions and the consequences of their behavior when school discipline is administered fairly, equitably and consistently. Schools must also employ due process protections when enforcing discipline, and must not allow harsh or exclusionary discipline to disproportionately impact specific groups of students, including but not limited to students of color, students with disabilities, economically disadvantaged students, male students, and LGBTQ students.

### Student Responsibilities

Students share responsibility with school staff for maintaining an environment of mutual respect and dignity in the school. Students take an active role in making school a supportive, safe and welcoming place in these ways:

- Demonstrate pride in self, in the future, and in school by arriving on time, dressing appropriately and being prepared to focus on academics.
- Be respectful and courteous to fellow students, parents/guardians and school staff.
- Seek the most peaceful means of resolving conflict, and obtain the assistance of teachers, administrators, parent/guardian or school staff when unable to resolve conflicts.
- Follow school rules and policies, and contribute to a positive school climate by behaving appropriately, even when not specifically asked to do so.
- Recognize how self conduct affects other students and school staff, and make every reasonable effort to restore relationships and correct any harm caused to others in the school community.
- Seek access to and complete make-up work while out of school for disciplinary reasons.

### Staff Responsibilities

Students who have meaningful relationships with caring adults in the school are less likely to engage in disruptive behavior, be absent, or drop out of school. School staff members should take the initiative in developing positive, meaningful relationships with students. When disruptive behavior does occur, school staff will use professional discretion when applying these consequences/responses and interventions in a progressive manner, to teach students appropriate behavior and correct any harm that results from their behavior. Staff take an active role in making school a supportive, safe and welcoming place in these ways:

- Create and promote a positive, supportive, safe and welcoming school environment that is conducive to teaching and learning.
- Be respectful and courteous to students, parents/guardians and other school staff.
- Establish clear expectations for behavior, take an instructional approach to discipline, and acknowledge positive and appropriate conduct by students.
- Involve families, students and the community in fostering positive behavior and student engagement.
- Ensure that clear, developmentally appropriate and proportional consequences are applied for misbehavior as outlined in applicable discipline policies.
- Implement graduated, progressive consequences for recurring inappropriate behavior.
- Administer discipline rules fairly, consistently and equitably, regardless of race, ethnicity, culture, gender, color, national origin, ancestry, religion, age, disability, sexual orientation and/or gender identity.
- Remove students from the classroom only as a last resort, and return students to class as soon as possible.
- Promptly notify parents/guardians if their child is suspended and if there is any investigation by law enforcement or school resource officers related to school discipline.
- Make every reasonable effort to communicate with and respond to parents/guardians in a timely manner and in a way that is accessible and easily understood.
- Provide students who are suspended or expelled from school with make-up work and allow them to complete the work for credit so they do not fall behind academically.

### Parent and Community Responsibilities

Parents/guardians and community members play an important role in establishing a positive school climate where students will thrive. Parents can help students and staff members promote a supportive, safe and welcoming school environment in these ways:

- Talk with their child about appropriate conduct at school.
- Be respectful and courteous to other students, fellow parents/guardians and school staff.
- Read and be familiar with school policies, regulations and rules.
- Have regular contact with school staff and make every effort to ensure that their child maintains regular school attendance.
- Be involved in conferences, hearings and other disciplinary matters concerning their child.
- Help their child access supportive groups or programs designed to improve his/her conduct, such as counseling, after-school programs, and mental health services available in the school and community.
- Promptly share any concerns or complaints with school officials and work with school staff and administrators to address any behavioral problems their child may experience.

# HCPSS Student Code of Conduct

## Behavior-Related Offenses and Responses

In accordance with Policy 9200, the Board believes that disciplinary responses should encourage responsible actions, promote the development of self-discipline and change inappropriate behavior. Discipline will be administered using a continuum model that includes conferences, detention, alternative educational settings, student reassignment, suspension and expulsion.

**On the following four pages is a non-exhaustive list of possible responses to student behavior.** Factors to consider when determining the appropriate response may include patterns of behavior, impact on the school community and the overall severity of the infraction.

- Offenses included in the Student Code of Conduct apply to behaviors that occur on school property, at school-related activities, or when students are otherwise subject to the authority of the Howard County Public School System. Disciplinary action may be taken for off-campus incidents if the action could have an adverse effect on the order and general welfare of the schools.

In addition to the responses listed on the following pages, loss of credit for an assignment or course may be appropriate. Restitution for loss or damage may be requested and law enforcement will be involved when appropriate.

## Responses for Violations of Behavior and Discipline Policies

The professional staff at a school has the responsibility for taking appropriate actions when a student is involved in a situation that disrupts the learning environment of a school. When determining the consequences, they take the following into consideration:

- The age-appropriateness of the response.
- The severity of the incident.
- A student's previous violations and/or responses for the same or a related offense.
- If the offense interfered with the responsibility/rights/privileges/property of others.
- If the offense posed a threat to the health or safety of others.
- If the student has an Individualized Education Plan or a 504 Plan.
- The logical relationship between the offense and the response.
- The age-appropriateness of the consequence.
- Any specific responses articulated in Board of Education Policy.

**Alternative Education Setting** – A setting outside of the home school designed to accommodate the needs of students who have demonstrated the need for significant academic or behavioral support (Policy 9200). Alternative education settings include but are not limited to:

- **Evening School** – An interim disciplinary placement providing educational opportunities for selected middle and high school students that takes place after normal school hours.
- **Gateway Program** – An alternative education program within the Homewood Center, established for students with significant behavioral and academic difficulties whose needs cannot be met in the home school.
- **In-school Alternative Education Program** – An alternative education program within a comprehensive school that provides participating students with academic and behavioral support, opportunities to learn conflict resolution and anger management strategies, social skills instruction, intensive case

management services, and enhanced family outreach and support services.

**Corporal Punishment** – The Board of Education prohibits the use of corporal punishment, which is defined as physical punishment or undue physical discomfort inflicted on the body of a student for the purpose of maintaining discipline or to enforce school rules.

**Detention** – The placement of a student in a supervised school setting during the school day, before or after school, and on Saturdays.

**Restricted Access** – Limitation of a student's presence on school property.

**In-school Intervention** – The opportunity afforded a student, after the student is removed to an alternate location within the school, to continue to:

- Appropriately progress in the general curriculum.
- Receive the special education and related services specified on the student's IEP if the student is a student with a disability in accordance with COMAR 13A.05.01.
- Receive instruction commensurate with the program afforded to the student in the regular classroom.
- Participate with peers as they would in their current education program to the extent appropriate.

**Suspension** – the denial of a student's right to attend regular classes or school for a specified period of time for cause. Suspension includes extended suspension, in school suspension, short-term suspension or long-term suspension.

- **In-School Suspension** – The removal of a student within the school building from the student's current education program to another location within the school building for up to but not more than 10 school days in a school year for disciplinary reasons as determined by the principal.
- **Short-Term Suspension** – The removal of a student from school for up to but not more than three school days for disciplinary reasons as determined by the principal.
- **Long Term Suspension** – The removal of a student from school for 4–10 school days for disciplinary reasons as determined by the principal.
- **Extended-Suspension** – The exclusion of a student from school for 11–45 school days for disciplinary reasons as determined by the Superintendent/Designee.

**Expulsion** – The exclusion of a student from the student's regular school program for 45 school days or longer as determined by the Superintendent/Designee.

**New for 2017–18:** In accordance with Maryland Law, students in prekindergarten, kindergarten, grade 1 and grade 2 may not be expelled from school unless required by federal law. Students in these grades may be suspended for up to five school days only if the school administration, in consultation with a school psychologist or other mental health professional, determines that there is an imminent threat of serious harm to other students or staff that cannot be reduced or eliminated through interventions and supports.

**Copies of entire policies are available at [www.hcpss.org](http://www.hcpss.org) or can be requested from Public Information at 410-313-6682.**

# HCPSS Student Code of Conduct

The following examples constitute a listing of possible responses and interventions that may be used by a staff member in responding to a student's inappropriate behavior. The responses within each level are examples and are not listed in a particular order of use.

<b>LEVELS OF RESPONSES</b>	
<b>LEVEL 1</b>	<p><b>Examples of Classroom, Support and Teacher-Led Responses</b></p> <p>These responses are designed to teach appropriate behavior, so students are respectful, and can learn and contribute to a safe environment. Teachers are encouraged to try a variety of teaching and classroom management strategies. When appropriate, teachers may engage the student's support system to ensure successful learning and consistency of responses, and change the conditions that contribute to the student's inappropriate or disruptive behavior. These responses should be used in a progressive fashion.</p> <ul style="list-style-type: none"> <li>• Classroom-based responses (e.g., verbal correction, written reflection/apology, reminders/redirection, role play, daily progress sheet)</li> <li>• Parent outreach (Contact parent via telephone, note, email or text)</li> <li>• Student conference with teacher</li> <li>• Peer mediation</li> <li>• Check in with school counselor/resource specialist</li> <li>• Loss of privileges</li> </ul>
<b>LEVEL 2</b>	<p><b>Examples of Classroom, Support and Removal Responses</b></p> <p>These responses are designed to teach appropriate behavior, so students behave respectfully, can learn, and contribute to a safe environment. Many of these responses engage the student's support system, and are designed to alter conditions that contribute to the student's inappropriate or disruptive behavior. These responses aim to correct behavior by stressing its severity and acknowledging potential implications for future harm while still keeping the student in school. These responses should be used in a progressive fashion.</p> <ul style="list-style-type: none"> <li>• Classroom-based responses (e.g., verbal correction, written reflection/apology, reminders/redirection, role play, daily progress sheet)</li> <li>• Parent outreach (Contact parent via telephone, note, email or text)</li> <li>• Parent/guardian and student conference with teacher</li> <li>• Peer mediation</li> <li>• Temporary removal from class</li> <li>• Loss of privileges/removal from extracurricular activities</li> </ul>
<b>LEVEL 3</b>	<p><b>Examples of Support, Removal and Administrative Responses</b></p> <p>These responses engage the student's support system to ensure successful learning, and to alter conditions that contribute to the student's inappropriate or disruptive behavior. These responses aim to correct behavior by stressing its severity and acknowledging potential implications for future harm while still keeping the student in school. These responses may involve the short-term removal of a student from the classroom. Such a removal should be limited as much as practicable without undermining its ability to adequately address the behavior. These responses should be used in a progressive fashion.</p> <ul style="list-style-type: none"> <li>• Parent/guardian and student conference (with administrator)</li> <li>• Temporary removal from class</li> <li>• Loss of privileges/removal from extracurricular activities</li> <li>• Behavioral contract</li> <li>• Campus clean-up</li> <li>• In-school intervention</li> <li>• Detention/Extended school day</li> <li>• In-school suspension</li> </ul>
<b>LEVEL 4</b>	<p><b>Examples of Support, Removal, Administrative and Out-of-School Exclusionary Responses</b></p> <p>These responses address serious behavior while keeping the student in school, or when necessary, due to the nature of the behavior or potential implications for future harm, remove a student from the school environment. They promote safety of the school community by addressing self-destructive and dangerous behavior, and should be used in a progressive fashion.</p> <ul style="list-style-type: none"> <li>• Parent/guardian and student conference (with administrator)</li> <li>• Loss of privileges/removal from extracurricular activities</li> <li>• In-school intervention</li> <li>• In-school suspension</li> <li>• Restricted access</li> <li>• Short-term external suspension</li> <li>• Referral to Student Support Team</li> <li>• Request for alternative education setting</li> </ul> <p>Written parent/guardian notification required</p>
<b>LEVEL 5</b>	<p><b>Examples of Long-term Administrative, Out-of-School Exclusionary and Referral Responses (May be Administrator or District Staff-led)</b></p> <p>These responses remove a student from the school environment for an extended period of time because of the severity of the behavior and potential implications for future harm. They may involve the placement of the student in a safe environment that provides additional structure and services. These responses promote the safety of the school community by addressing self-destructive and dangerous behavior, and should be used in a progressive fashion.</p> <ul style="list-style-type: none"> <li>• Referral to Student Support Team</li> <li>• Request for alternative educational setting</li> <li>• Long-term out-of-school suspension</li> <li>• Extended-out-of-school suspension</li> <li>• Expulsion</li> <li>• Recommend for further action</li> </ul> <p>Written parent/guardian notification/documentation required</p>

# HCPSS Student Code of Conduct

KEY	LEVEL 1 Classroom, Support and Teacher-Led Responses	LEVEL 2 Classroom, Support and Removal Responses	LEVEL 3 Support, Removal and Administrative Responses	LEVEL 4 Support, Removal, Administrative and/or School Exclusionary and Referral Responses	LEVEL 5 Support, Removal, Administrative and/or School Exclusionary and Referral Responses
	← <b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b> →

<b>Academic Dishonesty/Plagiarism</b>	Academic dishonesty through cheating, copying, plagiarizing or altering records, or assisting another in such actions. Plagiarizing, such as by taking someone else's work or ideas (for students grades 6–12); forgery, such as faking a signature of a teacher or parent; or cheating. Action taken by a student that is deemed inappropriate based on information, rules, guidelines or procedures found in Policy 8120. **				
<b>Alcohol Violation</b>			Possession or use of any alcoholic substance, including constructive possession and possession with intent to sell, deliver or distribute. (Policy 9230) **		
<b>Arson/Fire Violation</b>			Attempting to, aiding in, or setting fire to (or in) a school building or to other school property. **		
<b>Assault and/or Battery on Staff</b> (includes threat against and/or physical attack on staff)				<p><b>Assault</b> – Any willful attempt or threat to inflict harm upon another person or any display of force or expression that would give the victim reasonable fear of harm. An assault may be physical, oral or written. <b>Battery I</b> – The unlawful touching of another person by the aggressor or by some substance put into motion by the aggressor, which is not consented to by the other person.</p> <p><b>Battery II</b> – Battery I accompanied by circumstances which reflect the student's blatant disregard for the safety of staff members or other persons evidenced by, but not limited to, the student's intentional conduct, disregard of directions, or the fact that the battery resulted in serious bodily harm. (Policy 9270) **</p>	
<b>Bullying, Cyberbullying, Harassment or Intimidation</b>	Intentional conduct, including verbal, physical, or written conduct, or an intentional electronic communication that creates a hostile educational or work environment by substantially interfering with a student's or employee's educational or employment benefits, opportunities, or performance, or with their physical or psychological well-being and is: 1. A real or perceived power imbalance; or, 2. Repeated; or, 3. Motivated by an actual or a perceived personal characteristic including race, national origin, immigration status, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, family structure, or physical or mental ability or disability; or, 4. Threatening or seriously intimidating; or, 5. Occurs on school property, at a school activity or event, or on a school bus; or, 6. Sent via electronic communication; or, 7. Substantially disrupts the orderly operation of a school or workplace. (Policy 1060)				
<b>Bus Misbehavior</b>	Failure to comply with expected student behaviors while on school buses or to interfere with safe transport of students is a violation of this policy. (Policy 9200) **				
<b>Class Cutting</b>	Failing to attend a class, after arrival at school, without an excused reason. Missing class for more than 20 minutes will be treated as an absence for that class (Policy 9010). Persistently failing to attend a scheduled class, after arrival at school, without excused reasons.				
<b>Destruction of Property/Vandalism</b>	Causing accidental or intentional damage, destruction or defacement (including graffiti) to school/other's property. **				
<b>Discrimination</b>		Conduct and/or behavior related to race, color, creed, national origin, religion, physical or mental disability, age, gender, marital status, or sexual orientation, that creates a hostile or offensive educational environment or substantially interferes with an educational environment; or otherwise limits a student's ability to participate in or benefit from their educational program. (Policy 1010)			
<b>Disrespect</b>	Making intentional and harmful gestures, verbal or written comments, including profane language, or symbols to others. Being insubordinate: repeatedly or persistently disrespectful in defiance of authority.				
<b>Disruption</b>	Intentionally engaging in behavior distracting from the learning environment or school related activities including behavior that originates off campus and/or affects the safety of others. (This can include the use of technology and social media.)				

\*\*Apply extended suspension and expulsion only to Grades 6–12.

# HCPSS Student Code of Conduct

KEY	LEVEL 1 Classroom, Support and Teacher-Led Responses	LEVEL 2 Classroom, Support and Removal Responses	LEVEL 3 Support, Removal and Administrative Responses	LEVEL 4 Support, Removal, Administrative and Out-of-School Exclusionary and Referral Responses	LEVEL 5 Suspension, Expulsion and Referral Responses
	← <b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b> →

<b>Dress Code Violation</b>	Wearing attire that is disruptive to the school environment, that promotes illegal or harmful activities, or that could endanger the health or safety of that student or others during school hours and school related activities. (Policy 9210)			
<b>Drug Violation</b>				Possession or use of (including constructive possession and possession with the intent to sell, give, or distribute) any inhalants or other intoxicants; controlled dangerous substances including prescription drugs, over-the-counter medicines/products look-a-likes, and substances represented as controlled dangerous substances; or drug paraphernalia. (Policy 9230) **
<b>Electronics, Computer/Communication Misuse</b>	Any unauthorized use of computers, software, internet, network or other technology; accessing inappropriate websites; misuse of account credentials; disrupting the normal operation of a technology system. (Policy 3040, Policy 8080) **			
<b>Electronics, Personal Communication Device</b>	Behavior not in compliance with the responsible use of the Technology Agreement policy 8080 and or Personal Communication Device guidelines laid out in the Student Handbook. Inappropriate use of any electronic device carried, worn or transported by a student to receive or communicate messages.			
<b>Explosives</b>			Possession, sale, distribution, detonation or threat of detonation of an incendiary or explosive material or device. **	
<b>Extortion</b>		The process of obtaining property from another, with or without that person's consent, by wrongful use of force, fears or threat. **		
<b>Failure to Serve Assigned Consequences</b>	Failure to serve detention, suspension or other assigned consequences. **			
<b>False Alarms/ Bomb Threats</b>			Initiating a warning of a fire or other catastrophe without valid cause or discharging a fire extinguisher. Making a bomb threat or threatening a school. **	
<b>Fighting</b>	A hostile confrontation with physical contact involving two or more students			
<b>Gambling</b>	Wagering money or property.			
<b>Gang Activity</b>			Committing, attempting to commit, or soliciting of two or more crimes; or acts by a juvenile that would be a crime if committed by an adult. (Policy 9290) **	
<b>Hazing</b>				Participation in any intentional or reckless act directed against another for the purpose of initiation into, affiliation with, or maintenance of membership in an organization. (Policy 1060)
<b>Indecent Exposure</b>		Exposure to sight of the private parts of the body in a lewd or indecent manner.		
<b>Leaving School Grounds Without Permission</b>			Leaving school grounds during regular school hours without written or verbal permission from a parent or someone listed on the emergency procedure card. **	
<b>Physical Attack</b>			Unwelcome, aggressive action, with physical contact, directed at another person, student or non-student, on school grounds or at a school-related activity; or substantially disrupts the orderly operation of a school or workplace. **	

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# HCPSS Student Code of Conduct

KEY	LEVEL 1 Classroom, Support and Teacher-Led Responses	LEVEL 2 Classroom, Support and Removal Responses	LEVEL 3 Support, Removal and Administrative Responses	LEVEL 4 Support, Removal, Administrative and Out-of-School Exclusionary and Restorative Responses	LEVEL 5 Out-of-School Exclusionary and Restorative Responses
	← 1	2	3	4	5 →

<b>Serious Bodily Injury</b>			Causing an injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or mental faculty. (Policy 9200)		
<b>Sexual Activity</b>		Behavior of a sexual nature including public displays, consensual sexual activity, possession of pornographic materials. **			
<b>Sexual Discrimination</b>		Includes sexual harassment, sexual assault and sexual violence and is characterized by unwelcome conduct of a sexual nature that interferes with a student's ability to learn, study, work, achieve, or participate in school activities or with an employee's/third party's term, condition or privilege of employment/relationship with the school system. Sexual discrimination can be committed by a student, employee or third party. (Policy 1020) **			
<b>Stalking</b>				A malicious course of conduct that includes approaching or pursuing another where the person intends to place, knows or reasonably should have known the conduct would place another in reasonable fear of; serious bodily injury or death; assault in any degree; sexual assault in any degree; or which might cause a third party to suffer from any of the above actions.	
<b>Tardiness</b>	Reporting late to school or class when the day/period begins. Missing class more than 20 minutes equals one class absence. Extended tardiness may be counted as a partial or full day absence from school. (Policy 9010)				
<b>Theft</b>	Taking or obtaining the property of another without permission or knowledge of the owner.				
<b>Threat to Students</b>	Threatening language (verbal or written/electronic; implicit or explicit) or physical gestures directed toward another student or group of students.**				
<b>Tobacco Violation</b>			Possession or use, or sale, of any tobacco or tobacco products, cigarette rolling papers, or electronic cigarette products. (Policy 1050)		
<b>Trespassing Violation</b>			Entrance onto school property by a currently registered student at the school who has been suspended or expelled from the property or student who has been denied access to the property as a result of administrative action. (Policy 3020)		
<b>Truancy</b>	An absence for a school day or any portion of a school day for any reason other than those cited as lawful and/or failure to bring a note written by a parent to verify a lawful absence. (Policy 9010)				
<b>Weapons Violation (Firearms, Other Guns, Other Weapons)</b>			Possession of an object or implement capable of causing harm or used to cause harm to another. This includes all guns, knives, and any implement, visible or concealed, possessed under a circumstance that would reasonably lead a person to believe it was a weapon or would be used as a weapon. Weapons are prohibited on school property, school buses, vehicles on school property and at school-related activities. (Policy 9250) **		

\*\*Apply extended suspension and expulsion only to Grades 6-12.



# High School Student Activities

## High School Student Activities

### Academic Eligibility for High School Extracurricular Activities

The Board of Education has established academic criteria that must be met by all high school students to participate in school-sponsored extracurricular activities. Extracurricular activities are available to students beyond the regular school day, and are voluntary and not required for the satisfactory completion of a particular class. Policy 9070 governs minimum academic eligibility for student participation in all extracurricular activities for which there is an HCPSS contracted coach/sponsor. There are no academic eligibility standards for participation in extracurricular activities when participation is required as part of a course and for clubs and activities with a sponsor not contracted by HCPSS.

For high school, a full-time student earns academic eligibility to participate in extracurricular activities, including athletics, by maintaining a 2.0 weighted grade-point average (GPA), calculated using credit or non-credit courses, with no more than one failing grade for the marking period that governs eligibility for that activity. This provision does not apply to incoming 9th grade students for fall eligibility. Incomplete grades must be converted to a letter grade to determine eligibility (Policy 8020 Grading and Reporting: High School). If a student withdraws from a course, the grades at the time of withdrawal will be used in determining academic eligibility.

Each extracurricular activity is governed by only one marking period. A student must have earned academic eligibility prior to the start of the activity as determined by the last report card. Once academic eligibility has been earned for a particular activity, the student remains academically eligible for the duration of that activity season (e.g., basketball season). Eligibility is reviewed at the end of each successive marking period for yearlong activities or activities that do not have a particular time frame.

See Policy 9070 for complete information.

### Interscholastic Athletic Program

The school system offers a wide variety of athletic opportunities for high school students. The entire athletic schedule for all schools is linked from the school system website at: [www.hcpss.org/athletics](http://www.hcpss.org/athletics).

#### Fall

Cheerleading  
Boys' Cross Country  
Girls' Cross Country  
Girls' Field Hockey  
Football  
Boys' Golf  
Girls' Golf  
Allied Soccer\*  
Boys' Soccer  
Girls' Soccer  
Girls' Volleyball

#### Winter

Boys' Basketball  
Girls' Basketball  
Allied Bowling\*  
Cheerleading  
Boys' Indoor Track  
Girls' Indoor Track  
Wrestling

#### Spring

Baseball  
Allied Golf\*  
Boys' Lacrosse  
Girls' Lacrosse  
Allied Softball\*  
Girls' Softball  
Boys' Tennis  
Girls' Tennis  
Boys' Outdoor Track  
Girls' Outdoor Track

\*Allied sports is approved athletic competition between two or more high schools for students with disabilities and general education students who have never been a member of a junior varsity or varsity interscholastic athletic team.

### High School Clubs

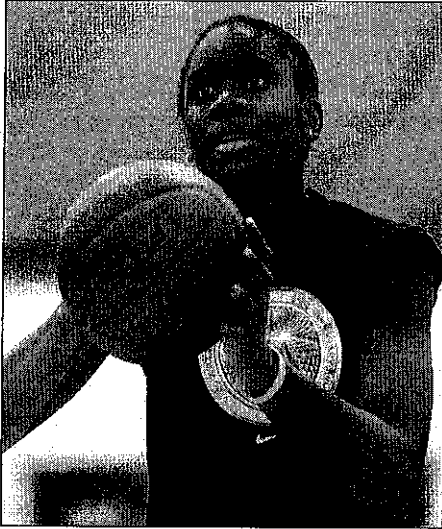
High school students are encouraged to participate in athletics, clubs or other extracurricular activities. Each high school offers many clubs to meet a wide variety of interests. Any student who wants to start a new club should speak to a staff member or guidance counselor. Every club must have a staff sponsor/advisor. Some high school clubs include:

Alpha Achievers	Impact
Animation Club	Instrumental Music (Marching, Concert, Jazz, Orchestra)
Best Buddies	International Club
BSAP African American Awareness Club	It's Academic
Chess Club	Los Leones
Color Guard	Madrigals
Computer Club	Math Club
Concert Choir	Mock Trial
Debate Team	National Art Honor Society
DECA	Peer Mediation
Drama	Robotics
Environmental Club	SHOP (Students Helping Other People)
Fellowship of Christian Athletes	Step Team
Future Business Leaders of America	Student Government Association
Future Educators of America	Tech Crew
Games Club	
Gay-Straight Alliance	

A student who plans to participate in athletics and his/her parent are responsible for certifying the student's academic eligibility by signing a Howard County Public School System participation form prior to participation. ...

Athletic coaches are responsible for verifying the academic eligibility of each athlete participating on their team(s) prior to the first practice session. Contracted sponsors of other extracurricular activities are responsible for verifying the academic eligibility of each participating student prior to the first activity.

# High School Student Activities



## Interscholastic Athletics

### Student Eligibility

Student eligibility for high school athletics is governed by State regulations, COMAR 13A.06.03. These regulations are implemented by The Maryland Public Secondary Schools Athletic Association (MPSSAA), which establishes procedures for regular season sports programs and state tournaments. In addition, each school district may adopt more restrictive rules for their own programs, including participation standards to ensure that student athletes are making satisfactory progress toward graduation, per COMAR 13A.06.03.01-02.

In general, high school students may participate in interscholastic sports upon the consent of their parents and guardians and after being found physically fit by a qualified physician. Student athletes must maintain amateur status, and may participate on teams outside schools if membership on the outside team does not conflict with participation in the school program. Participants must be registered at the MPSSAA member high school where they play. Students in Grades 9, 10, 11 and 12 may participate in interscholastic athletic contests for a maximum of four seasons in any one sport. Students 19 years old or older and high school graduates are ineligible, per COMAR 13A.06.03.02.

### Equal Opportunity

Students may not be excluded on the basis of sex or disability from overall equal opportunity to participate in athletic programs, per COMAR 13A.06.03.04(A).

## Violations, Penalties and Appeals

A student who violates interscholastic sports regulations will be penalized by having his or her eligibility to participate suspended. The length of the suspension is determined by the number of violations committed by the student, and for three or more violations, additional penalties may also be imposed, per COMAR 13A.06.03.05.A (2).

A student found in violation may appeal the penalty and request a hearing before the Appeals Committee of the MPSSAA. The decision of the Appeals Committee may also be taken to the State Superintendent who may, on a discretionary basis, appoint a special committee to uphold, deny or modify the appeal. The decision of the special committee is final, per COMAR 13A.06.03.05(B).

## Honor Roll

A student's weighted marking period GPA is used to determine honor roll attainment. Weighted GPAs are rounded to two decimal places.

Principal's Honor Roll	Straight As
Gold Honor Roll	3.4 GPA or higher
Silver Honor Roll	3.0-3.39 GPA

In addition, to make honor roll, a student may have no more than one C and no grades of D or E.

## National Honor Society

The National Honor Society offers membership to high school students who meet eligibility standards in all four areas of scholarship, leadership, service and character. High school juniors and seniors with a 3.40 weighted cumulative grade point average are given an opportunity to verify their leadership and service experiences, and school staff provide evidence of character displayed in school and extracurricular situations. A five-member faculty council evaluates the submitted information and chooses the students to whom membership in NHS is offered. To continue membership once inducted into NHS, a student must maintain the level of scholarship, leadership, service and character set by the chapter for admission.

## Student Driving and Parking on School Grounds

Permission for students to drive and park vehicles on school system property is a privilege, not a right. In order to be granted this privilege, students must obtain a student parking permit each school year, which requires students and parents/guardians to annually attend a driver safety session and to pay the \$15 fee for the parking permit. Students must also comply with all school rules related to driving and parking on school property in order to retain this privilege.

## Guidelines for High School

### Dances

High school administrators and staff support the students' need for social interaction and opportunities to develop positive social skills. It is our intent to offer students an opportunity to enjoy a social outlet in a safe and appropriate atmosphere. In order to ensure the safety and appropriateness of that atmosphere, a group of students, parents, staff members and administrators created the following set of guidelines for students' behavior at high school dances. They are:

1. All students must purchase their own ticket to the dance during lunch shifts. No tickets will be sold at the door. Tickets are non-transferable. The Guidelines for High School Dances document must be signed in order to purchase tickets. Outside guests are only allowed at the Homecoming Dance and Prom, and their sponsoring student must complete a Guest Form when purchasing the ticket. Each student may only bring one outside guest per event. Guests may be no older than 20 years of age unless they are enrolled in a HCPSS school. Students may be asked to show identification when checking in at the dance.
2. Aside from Prom, dances are held at school for up to a three-hour period of time between the hours of 7 until 10 p.m. or 8 until 11 p.m. Students will not be admitted more than one hour after the starting time. Once students leave the dance, they may not return. Students must have arrangements to leave school property/dance location within fifteen minutes of the end of the dance. Students who fail to do so may forfeit their privilege to attend future dances.

# Policies – Student Responsibilities and Behavior

3. Students may not bring any coats, book bags, purses or other similar items into the dance. Items are to be checked at the coat check prior to entering the dance. Sponsoring groups may charge a small fee for the Coat Check as a fundraising activity. All Personal Communication Device Guidelines as contained in the Student/Parent Handbook will be in effect for school dances.

4. All HCPSS and school policies are in effect at dances, whether held on school property or at other locations. High school administrators and the sponsoring groups will work to provide staff chaperones at the ratio of one staff member chaperone for every 25 tickets sold. Failure to provide sufficient chaperones may result in the cancellation of the dance. Non-staff chaperones may observe the dance if accompanied by a staff member.

5. The sponsoring organization will provide a well-lighted dance floor and determine the level of lighting necessary to maintain a safe and acceptable atmosphere. The DJ or band providing music for the dance as well as a play list of music to be played must be approved in advance by the school administration. Dances may be videotaped by school staff.

6. Students are expected to dance in a manner that is acceptable and appropriate for a school activity. These expectations will be communicated to students and parents. Expectations include:

- Wearing clothing that meets the county dress code (shoes must be worn at all times)
- Keeping both feet on the floor at all times
- Maintaining an upright, vertical position
- Avoiding any dancing that suggests a sexual act, including "grinding" of genital areas.

Staff chaperones are the final judges of what is appropriate dancing. Any student who violates these expectations will be removed from the dance without warning. Any behavior that constitutes a violation of Policy 1020, Sexual Harassment, or Policy 1040, Safe and Supportive School Environments, will be addressed accordingly. The student may, however, remain in the school or at

the location of the event to participate in other activities, if available, at the discretion of a school administrator.

7. Administrators will communicate expectations for student conduct and supervision and safety plans to all students, staff and chaperones prior to the dance.



## Policies

The following are summaries of policies related to student responsibilities and behavior. The most current copies of the policies are available at [www.hcpss.org](http://www.hcpss.org), or through the Public Information Office at 410-313-6682.

### Alcohol, Other Drugs, Prescription Medication and Over the Counter Products (Policy 9230)

The possession, use, or distribution of alcoholic beverages and other drugs on school premises or at school-related or school-sponsored activities is prohibited. Prescription medication and over-the-counter products require written medication orders and are to be administered in accordance with school system Health Services procedures. Legal searches and seizures related to this policy may be conducted on school property. Confidentiality is guaranteed for students who seek counseling for drug or alcohol abuse problems.

For a first offense, a student found using or in possession of alcoholic beverages or other drugs will be suspended from school for not more than 10 school days and will be suspended from attendance at, participation in, and practice for, all extracurricular and school activities for no less than 10 school days. Exclusion from commencement exercises is only applicable if it occurs during the suspension from school. The student will be referred for mandatory counseling in a licensed addictions program.

A second offense results in a referral to the Superintendent/Designee for an extended suspension of 11 to 45 school days and suspension from attendance at, participation in, and practice for all extracurricular activities for the period of suspension. Exclusion from commencement exercises is only applicable if it occurs during the

suspension from school. The student will be referred for mandatory counseling in a licensed addictions program.

A third violation results in a referral to the Superintendent/Designee for a suspension of 11 to 45 school days or expulsion.

Possession or use of prescription medication or over-the-counter products in the absence of, or inconsistent with, a written medication order, will result in a suspension of not more than 10 school days for a first offense. A school administrator may consider a lesser consequence than suspension under certain circumstances.

A second offense may result in suspension from school for not more than 10 school days and from attendance at, participation in, and practice for all extracurricular and school-related activities during the course of the suspension. The student may be referred for mandatory counseling in a licensed addictions program.

A lesser consequence can be considered based on the consequence for the first offense.

A third offense may result in a suspension of 11 to 45 school days and suspension from attendance at, participation in, and practice for all extracurricular and school-related activities for the period of suspension or expulsion. The student may be referred for mandatory counseling in a licensed addictions program. Consequences for a third offense are also dependent on the consequences assigned for the first two offenses.

Students who distribute or intend to distribute alcohol or other drugs on school property will be referred to the Superintendent/Designee for a suspension of 11 to 45 school days or expulsion. If suspended, the student also will be suspended from attendance at, participation in, and practice for all extracurricular and school-related activities for the period of suspension. The student will be referred for mandatory counseling in a licensed addictions program.

A second violation results in an extended suspension of 45 days or expulsion.

A school administrator may consider a lesser consequence than suspension if the student distributes an over-the-counter product that can be clearly identified. If this condition is not met, the administrator

# Policies – Student Responsibilities and Behavior

will suspend the student for not more than 45 school days.

Second or subsequent offenses result in an extended suspension of 45 school days or expulsion and suspension from attendance at, participation in, and practice for all extracurricular and school-related activities for up to 30 days. The student will be referred for mandatory counseling in a licensed addictions program.

## **Attendance** (Policy 9010)

Regular daily attendance is vital to the continuity of classroom instruction and participation in school activities. Therefore, students are required to be in school or to be attending a school activity each day school is in session. In recognition that situations do arise that necessitate absence from school, the Board of Education allows students to be lawfully absent for a death in the family, illness, a court summons, hazardous weather as determined by the Superintendent, work release, religious obligation, declared State emergencies, suspension, or for other emergencies or set of circumstances which in the judgment of the Superintendent or designee constitutes a good and sufficient cause for absence.

## **Bullying, Cyberbullying, Harassment, or Intimidation**

(Policy 1060)

The Board prohibits acts of bullying, cyberbullying, harassment, or intimidation because these behaviors compromise the learning environment and well-being of students, staff, and community.

Bullying may include the following specific behaviors:

- A real or perceived power imbalance.
- Repeated behaviors targeting an individual/group.
- Hitting, kicking, shoving, spitting, hair pulling or throwing something.
- Getting another person to hit or harm the student.
- Teasing, name-calling, critical remarks, or threatening, in person, by email or text message.
- Bullying by demeaning and making the target of jokes.
- Rude and/or threatening gestures.
- Intimidation, extortion or exploitation.
- Spreading rumors or harmful gossip.
- Cyberbullying.
- Hazing.

Students, parents, employees and service providers are responsible for reporting violations of this policy that occur on school property, on a school bus, or at a school-sponsored activity or event off school property. Incidents of cyberbullying occurring from a student's home that impact another student's well-being at school may also be reported.

All reports of bullying, cyberbullying, harassment and intimidation will be documented and the student making the report, or an appropriate adult, should complete and submit a Bullying, Harassment, or Intimidation Reporting Form, available on the school system website under Forms. The victim and witnesses will be informed that confidentiality cannot be insured because it is not possible to predict what will be discovered as a result of the investigation. The offender will be informed that retaliation against any victim or bystander is strictly prohibited and that progressive consequences will occur if the activity continues.

Appropriate support services will be provided to a student or staff member exhibiting bullying behaviors or to the victim or bystander. A student or staff member who violates this policy may be required to participate in appropriate counseling or intervention. Consequences range from a parent conference to expulsion.

## **Electronic Harassment Violation**

(not part of Policy 1060)

Using a computer or portable communication device to cause another student/staff member to reasonably fear for his/her safety is prohibited. This includes engaging in conduct that would constitute sexual harassment; to disseminate data with malicious intent to psychologically torment or harass; to make any statement intended to provoke or likely provoke a third party to stalk or harass someone; building a fake profile or website; posing as someone in an electronic chat room, an electronic mail message, or an instant message; repeatedly following the student online or into an electronic chat room; posting or encouraging others to post private, personal, or sexual information pertaining to the individual on the Internet or signing up an individual for inappropriate internet sites.

## **Report Bullying**

Incidences of alleged bullying may be reported using a printed form (available in each main school office, school counseling office, media center, and health services office or at [www.hcpss.org/parents/school-culture-and-climate/report-bullying/](http://www.hcpss.org/parents/school-culture-and-climate/report-bullying/)) or through Sprigeo, an online reporting system, at <https://app.sprigeo.com/>.

## **Civility** (Policy 1000)

The Board has set clear expectations for civil behavior that supports a safe, engaging, and supportive environment on school property and at school-related activities. Unacceptable behaviors include but are not limited to:

- Rude, insulting, or demeaning language and/or actions.
- Persistently unreasonable demands.
- Repeatedly interruptive behavior.
- Displays of temper.
- Threatening and/or abusive gestures and behavior.

Each individual is responsible for behaving in a civil manner and for cooperating in resolving incidents of uncivil behavior.

When resolution is not reached through mutual agreement, either party may cite this policy and notify the other party that they are ending the conversation or the interaction and remove themselves from the situation (for instance, ending a phone call, walking out of the room, or requesting the other individual leave the room).

## **Discrimination** (Policy 1010)

The Board is committed to providing an educational and work environment that is free from discrimination, fosters equitable opportunities, and values diversity and commonality. To that end, the Board prohibits discrimination on the basis of race, color, creed, national origin, immigration status, religion, physical, mental, or educational disability, pregnancy, age, gender, gender expression, gender identity, genetic information, sexual orientation, marital status, veteran status or socioeconomic status in the educational program, including co-curricular and extracurricular activities, and in the workplace.

# Policies – Student Responsibilities and Behavior

Furthermore, the Board recognizes its responsibility to promote the worth and dignity of all individuals through curriculum, instruction, professional development, and resource selection. Employees and third parties share responsibility for the health, safety, and general welfare of students and for contributing to an environment free from discrimination.

It is a violation of this policy for any student, employee, or third party to engage in acts of discrimination in schools, school system offices, or at school-related activities. It is a violation of this policy to engage in retaliation with regard to allegations of discrimination. Violations of this policy are cumulative; subsequent offenses may affect the nature and severity of the consequences.

## Gangs, Gang Activity, and Similar Destructive or Delinquent Group Behavior (Policy 9290)

The Board prohibits any gang activity and any similar destructive or delinquent group behavior on school property, on school buses or at school-sponsored functions. This includes reprisal or retaliation against individuals who report gang activity or individuals who are victims, witnesses, bystanders or have reliable information about gang activity.

All suspected violations of this policy will be investigated by school administration. Violations of this policy are cumulative; subsequent offenses may affect the nature and severity of the consequences.

Whenever a report of ongoing or threatened gang-related violence appears accurate and reliable, law enforcement officials will be contacted. Students who violate this policy may be referred to law enforcement officials and may be subject to criminal or other legal action.

## Grading and Reporting

(Policies 8010 and 8020)

The Board of Education is committed to ensuring that all students meet or exceed rigorous performance standards. Accordingly, grading and achievement information must be determined in a consistent manner and regularly reported to students and their parents. Grading and promotion within the school system is based on the degree of success the individual student has achieved in the

educational program. Decisions regarding promotion, retention and acceleration are made based on a student's performance and academic progress over the entire school year.

The grading system for kindergarten through Grade 8 includes evaluation, effort, and instructional codes and/or comments. When the performance of any K-8 student is below grade level, the teacher, with appropriate participation of parents, will develop strategies and apply appropriate interventions to assist the student.

The decision to retain or accelerate a student is based on a number of factors, which are listed in the policy.

An elementary student who is not performing on grade level in reading and mathematics will automatically be considered for retention.

Middle school students must meet the following requirements or automatically be considered for retention. To pass from one grade to the next, a middle student must pass all courses and receive a final grade of not lower than "C" in English, social studies, reading, mathematics and science. A student who does not meet this requirement may be recommended to attend summer school. Any student below grade level in reading and/or mathematics at the end of eighth grade will be required to participate in appropriate interventions.

In high school, a 5-letter grading system is used to indicate the achievement of each student in relation to attainment of course objectives. No plus or minus signs are used for official records. The following factors are used in determining level of achievement:

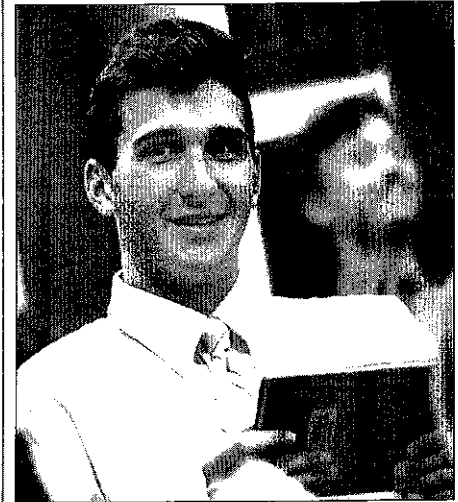
- Competence
- Assignments and preparation
- Participation
- Daily classroom work habits

**Note:** High school midterm and final examinations may not be taken before the scheduled dates, under any circumstances.

Weighted GPA will be used for academic eligibility for extracurricular activities, National Honor Society, honor roll, and any other activity requiring the reporting of a grade point average.

School staff will communicate with students and parents on a regular basis the level

of academic performance in the essential curriculum (Grades K-8) or in relation to attainment of course objectives (Grades 9-12) as measured by county, teacher-made and other assessments, and by teacher observations via individual conferences, progress reports and report cards.



## Responsible Use of Technology and Social Media (Policy 8080)

Students must act in a responsible, civil, ethical and appropriate manner when using technology for HCPSS-sanctioned activities. Students may not reveal personally identifiable information (e.g., home phone numbers, addresses or social security numbers) except in specific circumstances where such information is required to complete academic assignments. In such circumstances, prior written consent from the parent or legal guardian of the student is required.

To ensure student safety and acceptable standards of technology use, all students will be given instruction on the responsible use of technology and social media.

Students will access only those network resources for which they have obtained permission, using the account assigned to them.

Students will not create, access, share, download, store or print content that:

- Depicts profanity, obscenity, the use of weapons, terrorism, or violence.
- Promotes use of tobacco, drugs, alcohol, or other illegal or harmful products.
- Contains sexually suggestive messages.
- Is sexually explicit or obscene.



# Policies – Student Responsibilities and Behavior

- Depicts gang affiliation.
- Contains language or symbols that demean an identifiable person or group or otherwise infringe on the rights of others.
- Causes or is likely to cause a disruption to school activities or the orderly operation of the school.
- Contains rude, disrespectful or discourteous expressions inconsistent with civil discourse or behavior.
- Constitutes bullying, cyberbullying, harassment or intimidation in violation of Policy 1040 Safe and Supportive

Schools, or Policy 1060 Bullying, Cyberbullying, Harassment, or Intimidation.

If a student, while using HCPSS-sanctioned technology or social media, discovers that another student may be the target of bullying, stalking or other harmful behavior, the student must report the findings to a teacher or administrator. The school system reserves the right to enable or disable interactive features on social media to remove content that is inconsistent with the stated purpose,

mission, and guidelines posted for the use of social media. The school system may access, monitor, archive, audit, purge or disclose the public contents of material that is created, stored or accessed through personal social media when possible and permitted by law.

Failure by any student to comply with this policy will result in the temporary or permanent termination of technology access privileges, in addition to any applicable disciplinary action or financial obligation.

## Personal Communication Device Guidelines

1. Students must comply with class and school rules and all relevant HCPSS Board Policies.
2. Administration, faculty and staff may request at any time that students turn off and put away technology devices. Failure to do so may result in disciplinary action and possible revocation of privileges.
3. Individuals assume full responsibility for their non-HCPSS owned technology devices. This includes the device's safety, security and maintenance.
4. Schools may designate approved personal communication device zones/times on school grounds. However, personal communication devices may not be used in locker rooms or bathrooms at any time.
5. Students must obtain consent from staff and participants before taking, uploading or sharing photos, recording audio, or capturing video during the school day.
6. Any disruption to class or other educational activity may result in disciplinary action.
7. Privileges for personal communication devices vary according to grade level:

**Elementary school students** are permitted to have personal communication devices in their backpacks during the school day. They must be turned off during school hours. They may use their personal communication devices before or after school hours. Students may use personal communication devices in the front office or classroom with the permission of the classroom teacher/administrator.

**Middle school students** are permitted to carry personal communication devices with them during the school day. They must be turned off or in silent mode at all times. These devices may not disrupt instruction times and should be put away (in a pocket, backpack, notebook or locker). Instructional time is defined as from the sound of the class late bell to the sound of the class dismissal bell. Students may use their personal communication device before or after school hours, during lunch and hallway/transition times. Due to the size of middle school hallways, middle school principals may choose to limit the use of personal communication devices during hallway transitions in an effort to maintain a safe environment.

**High school students** are permitted to carry personal communication devices with them during the school day. They must be turned off or in silent mode at all times. These devices may not disrupt instructional times and should be put away (in a pocket, backpack, notebook or locker). Instructional time is defined as from the sound of the class late bell to the sound of the class dismissal bell. High school students may use their personal communication devices before or after school hours, during lunch and during hallway/transition times.

## Student Access to Digital Tools

Throughout the school year, your child will have access to a number of educational digital tools for instruction and HCPSS sanctioned activities. HCPSS has contracted with several essential digital tools and online service providers that comply with student privacy laws, such as Canvas, Google Apps for Education, and eTexts. These digital tools provide teachers and students a variety of ways to engage in the teaching and learning process. Some of the digital tools will enable students and teachers to enter and share digital content. While using these services, students will learn about safe and effective positive digital citizen practices for interacting online.

Additional authorized supplemental digital tools or online services may be used to enhance instruction. Supplementary digital tools are only authorized if the vendor's terms of service and privacy policy are consistent with federal and state student data privacy protections. To learn more about HCPSS authorized digital educational tools and link to their terms of service and privacy policy, please visit: [www.hcpss.org/digital-tools](http://www.hcpss.org/digital-tools). Each teacher's Canvas course page will reflect the supplemental digital tools being used by the class. If there is a specific supplementary digital tool that you do not want your child to use, please contact your child's teacher or the school administrator.

# Policies – Student Responsibilities and Behavior

## Safe and Supportive Schools

(Policy 1040)

The Board of Education is committed to providing a safe, engaging and supportive school climate. Behaviors that compromise this commitment, interfere with school operations, or are otherwise contrary to the basic mission of public schools will not be tolerated.

Any behaviors that interfere with or threaten the physical, emotional, mental or academic well-being of students or employees will be addressed through the application of the appropriate Board policy and the HCPSS Student Code of Conduct, even when they do not occur on school property or at a school-related activity.

Students, employees and third parties engaging in these behaviors are subject to disciplinary and/or legal action. Students who violate this policy may also be subject to appropriate educational interventions and/or counseling.

## Sexual Discrimination (Policy 1020)

The Board of Education of Howard County is committed to providing an educational and work environment that is free from sexual discrimination. To that end, the Board of Education prohibits discrimination on the basis of sex in its educational program, co-curricular and extracurricular activities, and in the workplace, as required by law.

Employees and third parties share responsibility for the health, safety and general welfare of students; for contributing to a school environment free from sexual discrimination; and for maintaining appropriate relationships with students. Employees, students and third parties may be subject to disciplinary action or consequences for inappropriate behavior of a sexual nature, even when the behavior does not rise to the level of sexual discrimination as defined by prevailing federal and state laws.

It is a violation of this policy for any student, employee or third party to engage in sexual discrimination or to engage in retaliation with regard to complaints of sexual discrimination.

Sexual discrimination includes sexual harassment, sexual assault and sexual violence and is characterized as unwelcome conduct of a sexual nature

that interferes with a student's ability to learn, study, work, achieve, or participate in school activities or with an employee's/ third party's term, condition or privilege of employment/relationship with the school system. Sexual discrimination can be committed by a student, employee or third party.

Sexual harassment is unwelcome behavior of a sexual nature. Examples of sexual harassment include, but are not limited to: offensive language verbally or in writing, including electronic formats; visual harassment such as derogatory posters, photography, cartoons, drawings, clothing or gestures; unwelcome sexual advances; spreading rumors about or evaluating someone for their sexual behavior; taunting or ridiculing someone because of perceived or actual sexual orientation; or pressuring someone for sexual activity.

Sexual assault is unwanted sexual contact or threat. Examples of sexual assault include, but are not limited to: unwanted touching of a person's body in a sexual way without the person's consent such as patting, pinching, or impeding or blocking a person's physical movement, or engaging in unwelcome sexual contact.

Sexual violence is any type of contact that occurs without the explicit consent of the recipient such as fondling, forced sexual intercourse, sexual battery, rape, molestation or incest.

A student who chooses to file a sexual discrimination complaint must do so orally or in writing with a teacher, school counselor, school-based administrator, or the Title IX Coordinator for action in accordance with established procedures.

Written complaints are to be completed using the Bullying, Harassment, or Intimidation (BHI) Reporting Form. All such reports must be filed with or forwarded to the Title IX Coordinator who will oversee and support the investigation.

In each phase of complaint resolution, every reasonable effort shall be made to maintain the confidentiality and protect the privacy of all parties. These efforts may be limited by the school system's legal and regulatory obligation to investigate and address allegations of sexual discrimination.

Upon completion of an investigation of a complaint received, the investigator will send a prompt, written report of the findings and actions to be taken, if any, to the appropriate parties. Such reporting will follow established confidentiality guidelines.

Violations of this policy are cumulative; subsequent offenses may affect the nature and severity of the consequences. Use and/or exhaustion of these procedures is not a prerequisite for the filing of complaints with the federal Office for Civil Rights.

The HCPSS Title IX Coordinator, Anne Roy, may be contacted at 410-313-6654 and [Anne\\_Roy@hcpss.org](mailto:Anne_Roy@hcpss.org). The full policy and associated procedures may be found at: [www.hcpss.org/f/board/policies/1020.pdf](http://www.hcpss.org/f/board/policies/1020.pdf). Additional information may also be found at: [www.hcpss.org/schools/sexual-discrimination-harassment/](http://www.hcpss.org/schools/sexual-discrimination-harassment/).



# Policies – Student Responsibilities and Behavior

## Student Assault and/or Battery on Staff (Policy 9270)

In order for learning to take place, the school environment must be safe and orderly. Therefore, any assault and/or battery by a student on a school staff member is strictly forbidden. An assault may be physical, oral or written. Battery I is the unlawful touching of another person by the aggressor and Battery II involves unlawful touching plus a display of blatant disregard for the safety of the staff member or others.

Consequences for an assault violation range from a minimum of in-school suspension to expulsion. A battery I violation results in a referral to the Superintendent/Designee for a suspension of not more than 45 days. A first battery II offense results in a referral to the Superintendent/Designee for an extended suspension between 11 and 45 school days or expulsion. A second battery II offense also results in a referral to the Superintendent/Designee for extended suspension between 11 and 45 school days or expulsion. A student who violates this policy is ineligible to participate in extracurricular activities for the duration of a suspension or expulsion.

## Student Discipline (Policy 9200)

The Board of Education recognizes that student discipline should reflect a continuum of progressive discipline strategies and a restorative approach with the goal of meeting students' varied behavioral and developmental needs in a fair, equitable, and consistent manner that fosters positive behaviors.

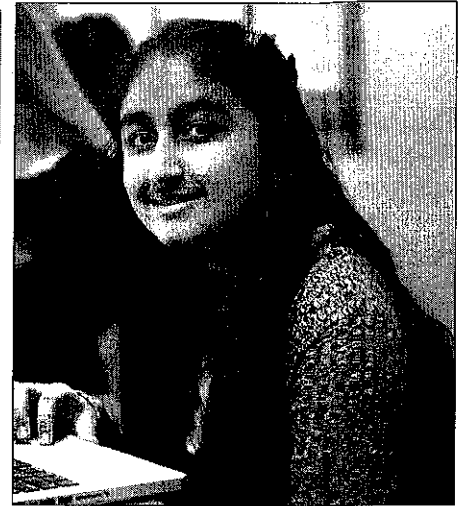
Student behavior is the shared responsibility of the school, the student and the home. The professional staff at a school has the responsibility for taking appropriate action when a student is involved in a situation that is not conducive to a safe, engaging and orderly environment.

Disciplinary consequences should be progressive in nature and designed to change inappropriate behavior, encourage responsible actions and promote the development of self-discipline. The student has the right to due process. The Board of Education has approved the following forms of discipline:

- Alternative Educational Setting – A location outside of the designated

home school designed to accommodate the needs of students who have demonstrated the need for significant academic or behavioral support.

- Detention – The placement of a student in a non-standard, supervised setting during the school day, before or after school or on Saturdays.
- Restricted Access – Limitation of a student's presence on school property.
- In-school Intervention – The opportunity afforded a student, after the student is removed to an alternate location within the school, to continue to:
  - Appropriately progress in the general curriculum.
  - Receive the special education and related services specified on the student's IEP if the student is a student with a disability in accordance with COMAR 13A.05.01.
  - Receive instruction commensurate with the program afforded to the student in the regular classroom.
  - Participate with peers as they would in their current education program to the extent appropriate.
- Suspension – The denial of a student's right to attend regular classes or school for a specified period of time for cause. Suspension includes extended suspension, in school suspension, short-term suspension or long-term suspension.
  - In-School Suspension – The removal of a student within the school building from the student's current education program to another location within the school building for up to but not more than 10 school days in a school year for disciplinary reasons as determined by the principal.
  - Short-Term Suspension – The removal of a student from school for up to but not more than three school days for disciplinary reasons as determined by the principal.
  - Long Term Suspension – The removal of a student from school for 4–10 school days for disciplinary reasons as determined by the principal.
  - Extended-Suspension – The exclusion of a student from school for 11–45 school days for disciplinary reasons as determined by the Superintendent/Designee



- Expulsion – The exclusion of a student from the student's regular school program for 45 school days or longer as determined by the Superintendent/Designee. Expulsion may occur when the Superintendent/Designee 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, staff, or others.

This policy applies during school hours as well as at other times and places, including but not limited to, school buses, school-sponsored events, field trips, athletic functions, and any other activity where school administrators have jurisdiction over students. Other procedures may apply when a student is receiving special education services or has a 504 plan.

Disciplinary action may also be taken for off-campus incidents in accordance with Policy 9280, Students Charged with Community or Reportable Offenses as well as violations of Policy 1060, Bullying, Cyberbullying, Harassment or Intimidation. Any student who is suspended from school is precluded from attendance at or participation in extracurricular or school-related activities during the period of the suspension or expulsion. When a graduating senior is suspended for 10 days or less, and the period of suspension includes the day of commencement, the student may appeal directly to the Superintendent.



# Policies – Student Responsibilities and Behavior

## Student Dress Code (Policy 9210)

Student dress and appearance are the basic responsibility of students and their parents/guardians as long as they are consistent with the school system's responsibility to ensure that school environments are healthy, safe and conducive to student learning. It is a violation of this policy for any student to wear attire that interferes with the educational mission of the schools, is disruptive to the school environment, or that could endanger the health or safety of that student or others during school hours and school activities. This includes, but is not limited to, attire that:

- Unduly exposes or reveals skin or undergarments. This may include: tank tops; halter tops; tops that are strapless, low cut or expose the midriff; pants worn low or loose that expose skin or undergarments.
- Causes or is likely to cause a substantial or material disruption to school activities or the orderly operation of the school. This may include buttons, display bands, armbands, flags, decals or other badges of symbolic expression.
- Covers the head, including hats, sunglasses, bandanas, hoods and visors, or head coverings of any kind.
- Depicts profanity, obscenity, the use of weapons or violence.
- Promotes use of tobacco, drugs, alcohol, or other illegal or harmful products.
- Promotes, implies or contains sexually suggestive messages.
- Depicts gang affiliation.
- Contains language or symbols that demean an identifiable person or group or infringe on the rights of others.
- Contains rude, disrespectful, or discourteous expressions inconsistent with civil discourse and behavior.
- May damage school property.

Attire worn for medical reasons or required in practicing a religious belief is permitted. Student attire will support a healthy and safe academic school environment.

Any student failing to comply with the direction of an administrator is subject to disciplinary action in accordance with Policy 9200 Discipline and the Student Code of Conduct.

## Student Representation

(Policy 2010)

The Board of Education recognizes the value of contributions of students



in the regular meetings of the Board and encourages this participation by establishing the position of Student Member to the Board of Education of Howard County and by establishing the position of student representative in each high school. The Student Member is elected by a plurality of student voters in Grades 6 through 11 countywide and serves a one-year term beginning with the first regularly scheduled meeting of the Board in July. Student representatives are elected in their high schools and serve a one-year term.

## Students' Rights and Responsibilities (Policy 9020)

The rights and responsibilities of individuals are preserved through the protection and preservation of the rights of others. Students have a responsibility for their own learning, for their personal conduct and for the manner in which they exercise their rights. Students must accept the consequences of their actions. Students have the responsibility to participate in the educational program offered by their schools and, in doing so, are bound by the policies of the Howard County Public School System.

Students have specific responsibilities and rights related to school attendance, student expression, disciplinary action, due process, search and seizure, student records, student activities, use of school facilities, and non-discriminatory practices.

## Student Search and Seizure

(Policy 9260)

Authorized school officials have the right to search students, their possessions and automobiles during the school day and at

school-related activities when the school official has a reasonable belief that the student possesses an impermissible item. Additionally, authorized school officials may search property assigned to a student for school use, such as lockers, desks, electronic devices and cubbies at any time.

## Students Charged with Community or Reportable Offenses (Policy 9280)

The presence in school of a student who has been charged with a reportable offense or an offense related to membership in a criminal gang may compromise the safety and well being of students and/or staff, and may disrupt the educational process in the school. Students who are considered by school administrators to have engaged in community offenses may raise similar concerns.

Maryland law requires law enforcement agencies to inform the superintendents of local school systems when a student has been charged with a reportable offense or an offense related to membership in a criminal gang. The information is then shared with the principal of the school the student attends, who conducts an investigation.

A student may be disciplined under this policy when the school system has evidence of the offense in addition to the notice of charges and when the student's presence in school raises concerns for the safety and well being of students and/or staff or the order and general welfare of the school. If it is determined that the student poses no threat to the safety and well being of students and staff, no further action is necessary.

## Policies – Student Responsibilities and Behavior

However, if deemed appropriate, the student may be disciplined and/or assigned to an alternative educational placement pending adjudication. If the student is suspended from school, the principal will promptly inform the student's parent(s) of the suspension. If the decision is made to place the student in an alternative educational setting, the student may not participate in extracurricular and school-related activities of his or her home school during the time in the alternative placement. While in the alternative placement, the student's performance and status related to any legal proceedings will be reviewed on a quarterly basis. Adjustments are made as appropriate.

### Tobacco-Free Environment

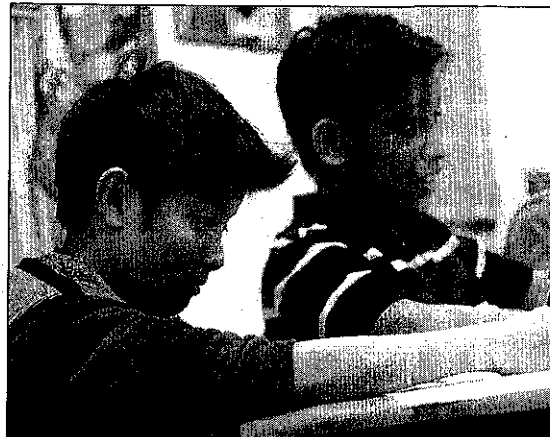
*(Policy 1050)*

The use or possession, or sale of any tobacco product, cigarette rolling papers, or electronic cigarette products by students is prohibited on school property (school buildings, school vehicles, school bus stops), at school-related activities, and on school trips to other areas or countries at all times.

For a first violation, the student and his/her parent will receive a referral form for a tobacco use cessation program administered by a public health agency or private provider. Failure to attend the tobacco use cessation program will result in a Level 3 Response as defined in the HCPSS Student Code of Conduct.

For a second offense, the student will be given a suspension from one to three school days. The student will have the option of enrolling in a tobacco use cessation program administered by a public health agency or private provider instead of serving the suspension. The school administrator will provide the parent with a referral form for that program. If the student chooses this option, proof of enrollment must be provided to the school administrator. If proof of enrollment is not provided within five school days, the student will be required to serve the designated length of suspension.

A student who violates this policy a third time may be given a suspension for three school days. The student will have the option of enrolling in a tobacco use cessation program administered by a public health agency or private



provider instead of serving the three-day suspension. The school administrator will provide the parent with a referral form for that program. If the student chooses this option, proof of enrollment must be provided to a school administrator. If proof of enrollment is not provided within five school days, the student will be required to serve the designated length of suspension.

For fourth and subsequent offenses, the student may be given a suspension for three to five school days. The student may choose to serve the suspension or to enroll in and complete a tobacco use cessation program administered by a public health agency or private provider. If the student chooses this option, proof of enrollment must be provided to the school administrator before the student can return to school. If proof of enrollment and completion are not provided, the student will be required to serve the designated length of suspension.

### Trespassing or Willful Disturbance

*(Policy 3020)*

The school system has the legal authority to take action when anyone willfully disturbs or otherwise prevents the orderly conduct of school system instruction, administration or activities. Additionally, Maryland law provides criminal penalties for any individual who trespasses on school property or fails to leave school property after being asked to do so by authorized personnel.

Any willful disturbance or interference with the orderly conduct of activities, including bodily harm or threats of bodily harm to an individual who is lawfully on school property; threats to a student or employee

by any means including in-person, by telephone, or by electronic means; or any willful damage or defacing of school property or building is a violation of policy and may be a violation of the law.

Any individual who is found to be on school property after receiving prior legal notice that his/her access to school system property has been denied, or who remains on the property after being asked to leave, is considered to be trespassing.

When an individual commits any of the offenses noted above, the building administrator may take several actions:

- Explain how the individual's behavior is unacceptable.
- Issue a warning letter to the individual.
- Issue a letter that summarizes the disruptive behavior and any prior discussions or warnings and which informs the individual that any further incidents will lead to a formal denial of access.
- Issue a denial-of access letter.

When a denial-of-access letter is issued to the parent of a student enrolled at the school, the letter will explain how the parent may continue to discuss legitimate school issues regarding his or her child.

### Weapons *(Policy 9250)*

The presence of weapons on school property poses a serious threat to the safety and well-being of students and staff. It is a violation of policy for persons to carry or possess any rifle, gun, knife or deadly weapon of any kind on any public school property. A weapon, as defined by school system policy, includes: any gun, dirk knife, bowie knife, switchblade knife, star knife, buck knife, hunting knife, throwing star, razor, metal knuckle, Nunchaku, explosive device, or any other object or implement intended to cause harm to another or used in such a way as to cause harm to another. Any student found in possession of a weapon on school property will be suspended and the police notified. Possession of a gun, or any implement possessed under a circumstance that would reasonably lead a person to believe it was a gun, will result in expulsion.