

Student Handbook



2008 - 2009

Baltimore County Public Schools Board of Education

**James Coleman
Frances A. S. Harris
Earnest E. Hines
Rodger C. Janssen**

**Ramona N. Johnson
JoAnn C. Murphy
Meg O'Hare
Joseph J. Pallozzi**

**Edward H. Parker
Valerie Roddy
David Uhlfelder
Daniel Breidenbaugh, Student Member**

Dr. Joe A. Hairston, Secretary/Treasurer and Superintendent of Schools

Grateful acknowledgment is extended to the following people who worked to produce this publication to benefit the students, parents, and staff of Baltimore County Public Schools.

Handbook Committee Chairs:

Patsy Holmes
Glenda Myrick

Attorneys:

Margaret-Ann Howie
Anjanette Dixon

2008-2009 Revision Committee:

Frank Abbott
Christine Beard
Cheryl Brooks
Victoria Cofield-Aber
Donald Fair
Michael Goldsmith
Alan Hill
Margaret Kidder

Jacqueline Lamp
Patricia Martin
Patrick McCusker
Laurel Moody
Lynne Muller
Glenda Myrick
Joe Noone
Rebecca Palardy

Raymond Pluemer
Dale Rauenzahn
Cheryl Scott
Tom Shouldice
Russell Valentine
Lynette Woodley

Student Handbook Layout and Cover Design:

Janet Dent

Board of Education
Baltimore County Public Schools
Student Handbook
2008 – 2009

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Superintendent's Message to Parents, Students, and Staff



Over the past several years, Baltimore County Public Schools has experienced a steady increase in student achievement – a goal all school systems strive to reach. The reason for this is simple: our focus, as described in our *Blueprint for Progress*, is on the academic success of all students.

Many elements contribute to our success, including talented teachers, caring administrators, hard-working students, involved family and community members, increased academic rigor, and effective use of technology. Another key and essential element described in our *Blueprint for Progress* is the maintenance of “a safe and orderly learning environment in every school.”

This *Student Handbook* provides students and parents with the information they need about their roles in fulfilling this goal. Based on the Board of Education’s disciplinary policy and supported by administrative rules and procedures, this *Handbook* encourages all students to take responsibility for their actions and to respect and value the rights of others.

I encourage all parents to review this important document with their children and to talk about the purpose of school and why education is vital to their future.

Working together during the 2008-2009 school year, I am confident that we can continue to build on our legacy of academic achievement and that we can continue to prepare all students for success in college, careers, and life.

Joe A. Hairston
Superintendent

Character Education

Baltimore County Public Schools — A Common Core of Values

The pluralism of the society has contributed to the richness of America. The many racial, religious, and ethnic groups have created diversity in all aspects of society, even diversity in value systems. Yet, it is possible within a pluralistic society to identify a series of values on which we all agree. Values clarification and cognitive moral education are still affecting education in the United States, and the modeling and teaching of both should be included in instructional programs to help develop good character in students. Key strategies included in the Baltimore County Public Schools' *Blueprint for Progress* designed to help develop good character in students are:

- Promote a multicultural perspective in curriculum and instructional strategies.
- Implement programs that will develop in students strong value systems and promote positive behavior and ethical decision making.

Character education includes the study and practical application of ethics and codes of conduct acceptable for society. It provides opportunities to develop skills necessary to determine right from wrong, to understand consequences, and to make appropriate choices. Building good character should be an ongoing process.

Character education is an important component of the Baltimore County Public Schools' continuous school improvement process. Character education is to be included in all instructional programs for all students. The modeling of good character is expected of all staff because it is a powerful means of developing and reinforcing good character in schools. Students who exhibit good character contribute to safe and orderly schools, to reduced discipline problems, to greater student achievement, and to higher student and staff morale.

The following values, based upon the Constitution of the United States and the Bill of Rights and listed in alphabetical order, serve as a common core of values that is suggested to be included in a school's Character Education Program:

Compassion	Integrity	Reasoned Argument
Courtesy	Justice	Respect for Others' Rights
Critical Inquiry	Knowledge	Responsibility
Due Process	Loyalty	Responsible Citizenship
Equality of Opportunity	Objectivity	Rule of Law
Freedom of Thought and Action	Order	Self-Respect
Honesty	Patriotism	Tolerance
Human Worth and Dignity	Rational Consent	Truth



Foreword

Baltimore County Public Schools offers many educational programs to help students become productive citizens. The academic, career, and social needs of students are best met when there is cooperation among the school, students, and parents/guardians. This *Student Handbook* helps students develop proper behaviors that will enhance their learning environment and make schools safe for everyone.

Baltimore County Public Schools will administer the discipline code fairly and impartially for all students.

Scope of Authority

Every student enrolled in a Baltimore County public school is responsible for appropriate behavior as outlined in this handbook when involved in:

- school activities on property owned by the Board of Education
- travel on school buses
- off-site school-sponsored activities
- on-site or off-site school-related problems which are the result or cause of disruptive behavior on school grounds, or
- violent acts of behavior, which occur off school property, that pose a threat to the safety of students and faculty or that disrupt the learning environment.

The student may be removed from school if, in the judgment of the principal, the student's presence in the building poses a threat to the safety of students and faculty or disrupts the learning environment.

(*Board of Education Policy 5550*)

Reportable Offenses

The school system is required to provide an appropriate educational program for every student who has been arrested by a law enforcement agency for a "reportable offense." School administrators will develop an appropriate educational program at the regular school, an alternative site, or through an alternative program, depending upon which site provides a safe school environment for school personnel and other students. Notice of the reportable offense charge alone may not be the basis for the suspension or the expulsion of the student. School administrators will also provide appropriate educational programming and related services to students with disabilities in accordance with the Individuals With Disabilities Education Act and the state's special education laws and regulations. (*Board of Education Policy 5561*)

Students' Rights and Responsibilities

The following is a short outline of Students' Rights and Responsibilities detailed in *Board of Education Policy 5600*. For the complete explanation of Students' Rights, see Policy 5600.

All students are responsible for:

- Attendance
- Dress and Grooming

All students have the right to:

- Due Process
- Privacy of Records
- Patriotic and Religious Exercises
- Student Governance
- Assembly
- Participation in Extracurricular Activities
- Participation in Interscholastic Athletics
- Use of School Facilities
- Personal Property
- Non-Discrimination
- Evaluate Instruction
- Age of Majority
- Free Speech and Expression
- Grievance

Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (20 U.S.C. §1232h) gives to parents/guardians, and students who are 18 or emancipated minors, certain rights regarding surveys, the collection and use of information for marketing purposes, and certain physical exams. These rights include the right to consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey"), if the survey is funded in whole or in part by a program of the United States Department of Education. These areas are:

1. Political affiliations or beliefs of the student or the student's parent/guardian
2. Mental and psychological problems of the student or the student's family
3. Sexual behavior or attitudes
4. Illegal, antisocial, self-incriminating, and demeaning behavior
5. Critical appraisals of other individuals with whom respondents have close family relationships
6. Legally recognized privilege such as with lawyers, physicians, and ministers

7. Religious practices, affiliations, or beliefs of the student or of the student’s parents/guardians
8. Income, other than as required by law to determine program eligibility.

The right to *receive notice* and an *opportunity* for a student to *opt out of*:

1. Any other protected information survey, regardless of funding
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health or safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening required under State Law, and
3. Activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

The right to *inspect*, upon request, and before the administration or use:

1. Protected information surveys of students
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes, and
3. Instructional material used as part of the educational curriculum.

Baltimore County Public Schools will notify directly parents/guardians and eligible students of their rights under school system procedures at least annually. Parents/guardians or eligible students who believe that their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-5920

Annual Notification of Parents’ Rights

Release of Directory Information and News Photography Release

State law and the Family Educational Rights and Privacy Act (“FERPA”) affords parents/guardians and a student who is 18 years old or attending an institution of post-secondary education (“eligible student”) certain rights with respect to the student’s education record. In accordance with the law, the Baltimore County Public Schools (hereinafter, “BCPS”) is providing parents/guardians and eligible

students with this Annual Notification of Rights. These rights are:

Confidentiality

Parents/guardians or eligible students have the right to consent to disclosure of personally identifiable information contained in the student’s education record, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the BCPS as an administrator, supervisor, instructor, or support staff. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, BCPS will disclose without consent a student’s education record to another school or to a school district in which the student seeks or intends to enroll.

Directory Information

FERPA requires that BCPS, with certain exceptions, obtains written consent prior to the disclosure of personally identifiable information from a student’s education record. However, BCPS may disclose appropriately designated “directory information” without written consent, unless advised to the contrary as outlined below.

The following information has been designated by BCPS as “directory information” and can be released without parental consent: student’s name, address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s/guardian’s or eligible student’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws¹ require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide to *military recruiters*, upon request, name, address, and telephone listing — *unless the parent/guardian or eligible student has advised the LEA that they do not want this information disclosed without their prior written consent.*

You are hereby advised that directory information (as noted above) and information requested from military recruiters (name, address,

and telephone listing), may be withheld from disclosure at the parent's/guardian's or eligible student's request. **You may refuse disclosure by completing and returning the Directory Information, Military Recruiters, Or Institutions of Higher Education Opt Out Form to your child's school within five school days or by putting your request in writing and sending it to the school's principal by October 1 of each school year or within 30 days of enrollment in the school.**

¹Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (20 U.S.C. 6301, et seq.), and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (10 U.S.C. 503), the legislation that provides funding for the Nation's armed forces

Access to Records

All BCPS students' records shall be available to parents/guardians or eligible students for review and inspection in conferences with appropriate school personnel. If a student is 18 years of age or older, rights afforded to and required of the parent/guardian shall thereafter only be afforded to and required of the student. Maryland law provides that a student's education record may be released by BCPS to other educational or specified governmental agencies, to a person involved in approved research projects, to comply with a judicial order or a lawfully issued subpoena, or in a health or safety emergency. School system procedures concerning the release of students' records can be found in Superintendent's Rule 5230: *Student Records*.

Request to Amend a Student's Record

A parent/guardian or eligible student may request the school's principal to amend the education record that they believe is inaccurate or misleading or violates the privacy rights of the student. The request should be made in writing to the school principal, should clearly identify the part of the record to be changed, and should specify why it is inaccurate, misleading, or violates the student's privacy. If the principal refuses to amend the student's record in accordance with the request, he/she will inform the parent/guardian or eligible student of the refusal and advise the parent/guardian or eligible student of the right to a hearing. Additional information regarding the hearing procedure will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

BCPS Review of Student's Record

A parent/guardian or an eligible student has the right to inspect and review the student's education record within 45 days of the day the principal receives a request for access. A parent/guardian or eligible student should submit to the school principal a written request that identifies the education record they wish to inspect. The school principal, or his/her designee, will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the student's record may be inspected.

Videotaping on School Property Including School Buses

BCPS possesses the ability to videotape students on school property and to videotape students (including audiotape) while on its school buses. At the discretion of the superintendent, or his designee, videotapes may be used for disciplinary purposes.

News/Photography

Students may be photographed, videotaped, and/or audiotaped while participating in school-sponsored activities when such activities are of interest to the news media. School staff will monitor all media activities in schools. School administrative staff will deny access to news media if their presence is deemed disruptive to the school day or to students or if photographing, videotaping, and/or audiotaping students are not appropriate, given the nature of a particular news story. **You may refuse to permit media-related photographing, videotaping, and audiotaping of your child by completing and returning the Release of Information for News Media Opt Out Form to your child's school within five school days or by putting your request in writing and sending it to the school's principal by October 1 of the school year or within 30 days of enrollment in the school.** Parents/guardians or eligible students who believe that their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Drug Education, Counseling, and Detection

All school personnel must be aware of the distinction between students who are violating the law and those who are seeking help. The law regarding drug abuse clearly provides penalties for convicted

violators. Members of the school community are subject to these laws on and off school grounds. School personnel have the same responsibility as every other citizen to uphold the law.

Voluntary Admission of Drug Use

If a student who is neither under the influence nor in possession of drugs voluntarily acknowledges drug use, it is possible that the student is asking for help. Therefore, punishing the student may not help that student and could discourage other students from admitting that they have drug problems. Under current law, there is no need to report the matter to the police.

Presence of Material Evidence

If suspected illegal drugs are found by school personnel, the matter, as required by law, must be reported to the Vice/Intelligence/Narcotics Control Section of the Baltimore County Police Department.

Required Counseling and Education

Before being readmitted to the day school program of instruction, all students expelled for a drug and/or alcohol offense must fulfill the following requirements:

1. The expelled student must participate in a drug and alcohol screening process conducted by the Baltimore County Bureau of Substance Abuse. The level of counseling will be determined by the outcome of the screening.
2. The student must attend and successfully complete both a mandated counseling and drug education program prior to readmission to the regular day school program.

Discipline Code

The offenses and penalties as shown in the Discipline Code are divided into three categories. Category I: Local school administrators should use their own discretion in determining the advisability of suspension as a positive means of correcting student behavior. The local school is encouraged to exercise the option of using appropriate alternatives. Offenses listed in Categories I, II, and III are also cited in the *Baltimore County Board of Education Policy on Conduct 5550*. The general philosophy of suspension, assignment to an alternative program, or expulsion is contained in *Board of Education Policy 5560*.

Alcoholic Beverages and Drugs

As set forth in Policy 5540, the possession, use, distribution, or conspiracy to distribute alcoholic beverages or illegal drugs in any quantity is prohibited on school property owned by the Board of Education, on school buses, or at off-site, school-sponsored activities. The possession, use, or distribution of controlled paraphernalia as outlined in *Article 27 of the Annotated Code of Maryland* is prohibited on school property or at off-site, school-sponsored activities. Students who violate the provisions of *Board of Education Policy 5540, Alcoholic Beverages and Drugs*, shall be expelled in accordance with the procedures outlined in *Board of Education Policy 5560, Suspension or Expulsion*.

Definitions for alcoholic beverages, other illegal substances, and paraphernalia are found in the *Board of Education of Baltimore County Policies and Rules Manual*. Policies and rules are available on the BCPS Web site at www.bcps.org.

Tobacco

The use of tobacco or cigarette rolling paper is listed as offenses in Categories I and II. For purposes of uniformity in handling tobacco or cigarette rolling paper usage cases, all schools will process violations in a given school year on a four-step progression. Offense No. 1 will normally require a minimum of a parent/guardian conference, although suspension may result. During this conference, the parent/guardian will be reminded that possession of a tobacco product or cigarette rolling paper by a minor is illegal according to Maryland laws. Offense No. 2 will require temporary suspension from the school. Offense No. 3 will result in a temporary suspension with a warning that the fourth violation will result in a suspension to the Superintendent of Schools.

Unauthorized Persons

The Board of Education, board president, superintendent, principal, or a person designated in writing by any of the above has the right to seek the immediate removal of unauthorized persons from the school property. An unauthorized person is one who is described as a person who “does not have lawful business to pursue at the school or who acts in a manner that disrupts or disturbs the normal educational function of the institution.” This includes students who are under suspension, reassignment, or expulsion. Expelled students may receive counseling services at the schools from which they have been expelled after obtaining special permission from the principals of those schools.

The principal has the authority to tell an unauthorized person that he or she cannot come on school property at any time, thus barring him or her from school premises. This includes all school-sponsored activities, on or off campus. If a person has been barred by the principal, he or she is subject to immediate arrest if he or she fails to leave or returns after being told by the principal or his/her designee that he or she is barred. Staff members may ask for identification from any person and may ask him or her why he or she wishes to come onto school property. Further, they may ask an unauthorized person to leave. If a person, previously barred by the principal, is asked to leave by a staff member, he or she must do so or be subject to arrest.

Disruptive Behavior

Students who violate the provisions of *Board of Education Policy 5550, Disruptive Behavior*, are subject to suspension, long-term suspension, assignment to an alternative program, or expulsion in accordance with the procedures outlined in *Board of Education Policy 5560, Suspensions, Assignment to Alternative Programs, or Expulsions*.

Student Harassment

Harassment is unwanted and inappropriate verbal, written, or physical conduct directed toward others.

Bullying is a form of harassment. Bullying occurs when one or more people target a person or several people for threatening, repetitive, negative actions resulting in feelings of powerlessness on the part of the victim(s).

Hazing is also a form of harassment. Hazing is defined as doing any act or causing any situation which recklessly or intentionally subjects a person to the risk of serious bodily injury for the purpose of initiation into a student organization of a school, college, or university; to harass by exacting unnecessary or demeaning physical work by way of intimidation. Harassment of a racial, sexual, religious nature, disability, or national origin, verbal or nonverbal, that limits a student's ability to participate in or benefit from an educational program is strictly prohibited by federal law and will not be tolerated in the Baltimore County Public Schools.

Students who engage in behaviors that constitute harassment will be disciplined according to the procedures set forth in this *Handbook* and the *Education That Is Multicultural Bylaw* which says that "throughout Maryland in every local school system, educational efforts in curriculum, instruction, and assessment must reflect multicultural education." Students who believe that they are victims of

harassment should report any such incidences promptly, and may employ the Title IX grievance procedure. Students may report harassment without fear of harmful consequences. Students, parents/guardians, close adult relatives, and/or teachers may complete a **Harassment or Intimidation (Bullying) Reporting Form**. This form may be obtained from a school administrator or on the Baltimore County Public Schools Web site at www.bcps.org under students, parents, and the Office of Student Support Services. Completed forms should be given to the principal of the school or the principal's designee.

Telecommunications

As set forth in *Board of Education Policy 6166, Instruction: Telecommunications Access to Electronic Information, Services, and Networks*, students shall use telecommunications for educational purposes only.

Students shall be held responsible for appropriate behavior as specified in the terms and conditions in the *Telecommunications Acceptable Use Policy for Students* (see page 17). Signing of the *Telecommunications Acceptable Use Policy Form* (see page 19) verifies that students understand and will abide by the policy.

If you do not want your child to use BCPS telecommunications to access electronic networks for educational purposes at school, you may opt out by completing and returning the *Telecommunications Acceptable Use Policy Form* to your child's school within five school days or providing written notice to the school's principal by October 1 of the school year or within 30 days of enrollment in school. The terms and conditions of the *Telecommunications Acceptable Use Policy* for students are incorporated into the *Board of Education Policy 5550, Disruptive Behavior*.

Medication: Prescription and Non-Prescription

All prescription and nonprescription medications that need to be taken during the school day must be given to the school nurse and administered by the nurse or delegated school official. A written order signed by a physician/nurse practitioner/dentist/physician's assistant/osteopath is required for prescriptions and non-prescription medications. Parental permission for administering either prescription or non-prescription medication must be provided as set forth in *Board of Education Policy 5420, Medication: Prescription and Non-Prescription*.

Preventive Intervention Student Worksheet

Preventing problems with others is a goal for students of all ages. Often, the best way to solve a problem is to prevent it. Students know when they or their friends are having problems getting along. This is the time for them to seek help. There are school programs and resources designed to help students solve their problems. The following worksheet provides ideas and resources to help students solve problems and set positive behavior goals for themselves.

A. How can I solve my problem without violating school rules and regulations?

- Stop and think
Identify the problem. _____
How could this cause trouble for me? _____
Do I need assistance? _____
Who can help me? _____

- Choices that may work for me
Take my own time-out.
Walk away.
Ignore the problem.
Talk it over.
Arrange for a private conference with _____.
Talk to my parents/guardians.
Consider the source.
Consider the consequences.
Other _____

B. Who can help me?

Name	Position	How to Contact
_____	Teacher	_____
_____	School Counselor	_____
_____	Administrator	_____
_____	Other	_____

Offenses

The following examples are given for some of the offenses which are divided into three categories.

Category I - Examples of offenses that may result in suspension:

Arson/Fire/Explosives

- a. Possession and/or igniting of matches or lighters (when not a part of the instructional program)

Attacks/Threats/Fighting

- b. Fighting

Attendance

- c. Leaving school grounds without permission
- d. Unexcused lateness (class/classes)
- e. Unexcused lateness (school day)
- f. Unexcused absence or truancy (class/classes)
- g. Unexcused absence or truancy (school day)

Dangerous Substances

- h. Nonprescription violation (possession of nonprescription medications)
- i. Use and/or possession of tobacco or cigarette rolling paper

Disrespect/Insubordination

- j. Failure to follow a direction such as, but not limited to, failure to report to office when directed by school staff to do so
- k. Harassment (nuisance phone calls to students or staff members; continued comments or passing of unofficial notes to another individual that he/she does not wish to hear or receive)
- l. Refusing to cooperate with school rules and regulations
- m. Refusing to cooperate with school transportation regulations
- n. Refusing to do assigned work
- o. Refusing to serve detention
- p. Using obscene or abusive language

Personal Health

- q. Personal health, when a student knowingly uses his or her state of health to threaten the health of others

Other

- r. Academic dishonesty (cheating on tests, copying term papers, forging signature of teacher and/or parent/guardian)
- s. Gambling
- t. Unauthorized sale or distribution in school of items, goods, or services not related in any way to the school operation (e.g., sale of football pools)
- u. Use of electronic communication devices, such as a pager (beeper), portable telephone, or any wireless communication device (which is not part of the educational program) during regular instructional school hours. Regular instructional hours are defined as beginning at the opening bell for the school day and concluding at the dismissal bell for the school day. Students involved in before-school, after-school and weekend instructional activities shall not use electronic communication devices within the assigned areas of the activity from the beginning of the scheduled activity until its conclusion. The device must be turned off and stored in the locker, book bag, automobile, or purse during school hours and while being transported on the bus. The ban on the use of electronic devices applies to buses used for all school-related activities.

Category II - Examples of offenses for which the student may be suspended, assigned to an alternative program, and which may result in expulsion:

Arson/Fire/Explosives

- a. Fire alarm/false fire report
- b. Possession and/or detonation of an incendiary or explosive material or device, including live ammunition (firecracker or greater)

Attacks/Threats/Fighting

- c. Extortion or taking money or possessions from another student(s) by threat or causing fear and intimidation
- d. Physical attack(s) on a student
- e. Threat(s) on individual(s)

Dangerous Substances

- f. Distribution, attempt to distribute, or possession with the intent to distribute a non-controlled substance that is represented as a controlled dangerous substance

- g. Nonprescription violation (misuse of nonprescription medications) including failure to have medications administered by school nurse or delegated personnel
- h. Possession, use, or distribution of controlled and/or drug paraphernalia
- i. Prescription violation (possession of prescribed medication)
- j. Purchase of a non-controlled substance that has been represented to be a controlled dangerous substance
- k. Use and/or possession of tobacco or cigarette rolling paper, repeated offense

Disrespect/Insubordination

- l. Conspiracy or planning between two or more persons to commit a Category III offense
- m. Disruptive behavior that results in the interference with the normal school program, including repeated Category I or II offenses
- n. Harassment for any reason
- o. Interfering with another student's right to attend school or classes
- p. Participating in and/or inciting a school disruption

Sex Offenses

- q. Inappropriate behavior of a sexual nature
- r. Indecent exposure

Weapons

- s. Possession of a look-alike weapon of any kind
- t. Possession of a pocket knife

Other

- u. Destruction and/or vandalism of school property, personal property of students and/or faculty. This includes receipt, sale, possession, or distribution of property stolen from Baltimore County Public Schools. Restitution is required, either monetary or school work project.
- v. Exchange of money for an illegal purpose
- w. Reckless endangerment resulting in injury to a person
- x. Theft and/or knowingly possessing stolen property
- y. Trespassing
- z. Violation of the Telecommunications Acceptable Use Policy

Category III - Examples of offenses that shall result in assignment to an alternative program or expulsion:

Arson/Fire/Explosives

- a. Arson (Expulsion only)
- b. Bomb threat

Attacks/Threats/Fighting

- c. Striking a staff member who is intervening in a fight or other disruptive activity (intentional or unintentional)
- d. Physical attack(s) on a staff member (Expulsion only)
- e. Violent behavior which creates a substantial danger to persons or property

Dangerous Substances

- f. Distribution and/or sale of alcohol
- g. Distribution and/or sale of controlled dangerous substances [illegal drugs] (Expulsion only)
- h. Possession of alcohol
- i. Possession of controlled dangerous substances (illegal drugs)
- j. Prescription violation (misuse of prescribed medications) including failure to have medications administered by school nurse or delegated personnel
- k. Use of a controlled dangerous substance (illegal drugs), under the influence of a controlled substance, or showing evidence of having used a controlled substance
- l. Use of alcohol, under the influence of alcohol, or showing evidence of having consumed alcohol
- m. Use of any intoxicants which cause a loss of self-control or inebriation and which shall include glue and solvents

Sex Offenses

- n. Sexual assault (Expulsion only)

Weapons

- o. Possession and/or use of a firearm on school property (one-year expulsion)
- p. Possession or use of any other gun or rifle (loaded or unloaded, operable or inoperable) which shall include, but not be limited to, pellet gun, paintball gun, stun gun, BB gun, flare gun, nail gun* (Expulsion for use)

- q. Possession or use of a real weapon of any kind which shall include, but not be limited to, switchblade knife, hunting knife, star knife, razors (including straight or retractable razor), nunchaku, spiked glove, spiked wristband, any mace derivative, tear gas device, or pepper spray product (Expulsion for use)
- r. Use of a look-alike gun or rifle (loaded or unloaded, operable or inoperable)*
- s. Use of a look-alike weapon of any kind which shall include, but not be limited to, switchblade knife, hunting knife, star knife, pocket knife, razors including straight or retractable razor, nunchaku, spiked glove, or spiked wristband
- t. Use of a pocketknife or any object as a weapon

Other

- u. Robbery
- * **Exemption:** The use of permanently inoperable rifles by JROTC students shall not be a violation of this policy during instructional time and at any other times when under the direct supervision of JROTC instructors.

Due Process During Student Disciplinary Actions

Short-term Suspension

The principal of each school, in accordance with the rules of the Board of Education, shall have the right to suspend temporarily, for cause, for a period of not more than ten (10) school days, any student in the school under his/her direction.

Due process requires that prior to any suspension, a student shall receive verbal or written notification of the charges against him/her, the conduct which forms the basis of the charges, and the policy, rule, or regulation violated. If the student denies the charges, he/she shall have the right to an explanation of the evidence supporting the charge and an opportunity to present his/her side of the story. A student whose presence in school poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school provided that, as soon as practical thereafter, the student shall be informed of the nature of the charges against him/her and the evidence supporting him/her, and be given the opportunity to present his/her side.

While suspended, the student shall not be permitted to participate in any school activity on property owned

by the Board of Education or any offsite school-sponsored activities.

Long-term Suspension, Assignment to an Alternative Program, or Expulsion

Long-term suspension is for greater than ten (10) school days and less than forty-five (45) school days. Assignment to an alternative program and expulsion require the withdrawal of a student from the day school. Suspension for greater than ten (10) school days, assignment to an alternative program, or expulsion may be made by the Superintendent of Schools or his designee at the recommendation of the principal. The school should use appropriate resources prior to making such a recommendation, except in cases of acts of behavior that warrant immediate suspension with a recommendation for a long-term suspension, assignment to an alternative program, or expulsion. Pending action by the superintendent, the principal may temporarily suspend a student in accordance with the procedures previously stated for short-term suspensions.

Following receipt of the suspension notice and other appropriate data, the superintendent, or his designee, shall determine whether a suspension longer than ten (10) school days is warranted. A letter to the principal must communicate the decision to have a hearing promptly. If it is determined that a suspension beyond ten (10) school days is not advisable, the principal shall process the suspension as he/she would regularly process a short-term suspension.

A thorough school report (in the suspension packet) must be promptly submitted to the superintendent's designee. The superintendent's designee shall conduct a hearing with the student and his/her parent/guardian within ten (10) school days of the date of the temporary suspension by the principal. The student and the parent/guardian shall be notified in writing of the time and place of the hearing, the nature of the charges, the evidence and witnesses upon which the charges are based, the policy, rule, or regulation violated, and the fact that the hearing may result in the student's suspension for longer than ten (10) school days, assignment to an alternative program or expulsion. The notice shall also inform the student and the parent/guardian that the student may have witnesses and a representative or attorney appear on his/her behalf. At the hearing, the student shall have the right to review all documentary evidence. If the evidence is in testimonial form, the student may examine any witness statements. Written witness statements and other hearsay evidence are acceptable, but not given the same weight as live testimony. The student may

question witnesses and have witnesses testify or give written statements on his/her behalf.

If, upon consideration of all of the evidence presented at the hearing, the superintendent's designee concludes that a long-term suspension, assignment to an alternative program, or expulsion is warranted, he/she may impose assignment to an alternative program, an expulsion or continue the suspension as long as necessary. The student's placement shall be reviewed every two quarters for high school students or every quarter for middle and elementary school students. The superintendent's designee shall notify the student and parent/guardian verbally and in writing of his/her findings and decision. This conversation and letter shall also advise the parent/guardian and student of their right to appeal this decision to the Board of Education by sending such a request in writing to the superintendent within ten (10) school days of the decision of the superintendent's designee.

While assigned to an alternative program, reassigned, or expelled, the student shall not be permitted to participate in any school activity on property owned by the Board of Education or any offsite school-sponsored activities except those associated with approved counseling and alternative educational programs. Seniors who are under reassignment or expulsion shall not be permitted to participate in any graduation-related activity, including the home school commencement program.

Alternative Programs

Students on assignment, expulsion, or long-term suspension from day school will be offered an alternative program administered by the Office of Alternative Education, Dropout Prevention, and Summer School. A student's day school academic program cannot be replicated in the alternative program because course availability is restricted by enrollment. Alternative middle and high schools have a set capacity which will result in limited availability. Transportation is provided to alternative day schools. An alternative program, such as evening high school, has all standard courses. A maximum of five credits can be attained. Students who wish to take more than two courses must attend a second evening center or Saturday school. Students must provide their own transportation to evening and Saturday schools. Seniors may participate in the alternative program's graduation.

Special Education

School administrators, in accordance with federal and state laws, may discipline special education students. Discipline of special education students may include suspension, assignment to an alternative

program, or expulsion. Such disciplinary action must be considered in light of the student's disability. In considering such disciplinary action, the special education procedural safeguards will be followed.

Student Discipline Appeals and Mitigation

Appeal Process

Upon appeal, the Board of Education or a designated committee thereof shall hear the matter promptly, but in no event later than fifteen (15) school days from the receipt of notice of appeal in the superintendent's office. Each party has the opportunity to present witnesses and be represented by counsel. Unless the student, parent/guardian requests a public hearing, the hearing shall be conducted out of the presence of all persons, except those whose presence is deemed necessary or desirable by the Board. The appeal to the Board of Education shall not operate as a stay of the decision of the superintendent, and the decision of the Board is final.

The function of the Board is to hold a hearing to determine whether the testimony and exhibits presented support the charge upon which the alternative program assignment or expulsion was based. The Board delegates to the Superintendent of Schools the responsibility for determining the duration of an assignment or expulsion and considering readmission. The superintendent shall consider mitigating circumstances in making such decisions.

Consideration of Readmission/Mitigation Process

Immediately following the final determination of an alternative program assignment or expulsion and all appeals are waived or exhausted, the Executive Director of Student Support Services may consider, in consultation with the appropriate parties, mitigating circumstances to determine the duration of an alternative program assignment or expulsion and consider readmission to the appropriate day school program. A written request must be sent to the Executive Director of Student Support Services.

The Executive Director of Student Support Services may consider the following circumstances in the consideration of early readmission: the student's disciplinary history; present effort in the academic program, including attendance and citizenship; whether the offense for which the student was reassigned or expelled caused disruption; whether the readmission would cause a disruption to the school program; health

and safety issues; implications for the school; and/or recommendations of the school staff.

The process of mitigation may take two to four weeks from the date of receipt of the letter by the Executive Director of Student Support Services requesting the mitigation. During this time, the student should attend an alternative education program and be in the process of completing any requirements for reinstatement, such as the substance abuse program, if required.

Appendix

Abridged Statement of Students' Rights and Responsibilities

The complete text of the statement of Students' Rights and Responsibilities is available in the Board of Education of Baltimore County (Board) *Manual of Policies and Regulations*. This manual may be found in each school library or online at <http://www.bcps.org/system/policies/rules/>.

Student Responsibilities:

Responsibility for Attendance

Students have the responsibility to comply with the attendance procedures of the school they are attending in addition to those regulations established by the Board and the law of the State of Maryland.

If a student is absent for one of the lawful reasons, the teacher will allow the student to make up work missed whenever possible. The responsibility for making up work rests with the student. An absence for any reason other than those cited as lawful are presumed as unlawful and may constitute truancy.

A student may be denied the right to make up missed work in case of truancy.

All absences must be accounted for in writing on the day the student returns to school.

Student Rights:

1. The Right of Due Process

A student has a right to an education and any disciplinary measure which deprives him/her of this right must be applied with great discretion. The student has responsibilities which are inseparable from and inherent in his/her rights. One of the most important responsibilities is obedience of a school policy or rule. Suspensions, reassignments, and expulsions are measures to be used in the discipline of students.

2. The Right to Privacy of Records

One student record is maintained for each student from his/her entrance into school through the twelfth grade. Inspection of the student's record shall be available to the student's parents/guardians or to the eligible student within 45 calendar days of a written request to see the record, including at least the following:

- A. Personal data
- B. Student's school attendance data
- C. Annual performance
- D. Data summary prekindergarten
- E. Annual secondary school performance
- F. Data summary 9-12
- G. State mandated and local school system testing
- H. Disciplinary record
- I. Health screening
- J. Record of physical examination
- K. Maryland student withdrawal/transfer record

Unless there is a court order to the contrary, custodial and noncustodial parents have equal access to school-related information, including the student's educational record.

In most instances, except for the transfer of the student's record to a public school in Maryland, information in the student's record will not be disclosed to any person or agency outside the school without the written permission of the student's parent/guardian or the eligible student.

3. The Right to Patriotic and Religious Exercises

Patriotic

The Board shall provide for the display of the flag of the United States of America on the site of each school and for the display of the flag in each classroom. It shall be the responsibility of the principal of each school to provide for appropriate patriotic exercises in his/her school. Any student who wishes to be excused from participation in a flag salute shall be excused.

Religious

No attempt shall be made to prevent voluntary prayer or Bible reading on the part of any student as long as it does not interfere with normal activities required of the student.

The reading or reciting of appropriate inspirational passages that are not considered to be a part of a prayer or Holy Scripture and requiring a moment of silent meditation are quite appropriate for opening exercises.

4. The Right to Student Governance

Students have a right to organize and promote a form of student government that is acceptable to the majority of students in the school. All students academically eligible have the right to seek and hold office and to vote in student elections. Such rights shall not be abridged for reasons of race, gender, ethnicity, disability, national origin, religion, creed, socio-economic status, marital status, pregnancy, personal record, sexual orientation, or political belief. Students are ineligible to seek or hold office if they have more than one "E" for the preceding marking period. This ineligibility will continue until the marking period in which no more than one "E" is earned.

Representative student groups, such as student governments, have a right to meet during the regularly-scheduled school day at reasonable intervals.

No position taken by a student on an issue while acting in a capacity of the office, be it elected or appointed, may affect in any way grades or academic standing.

Student governance organizations, operation, scope, and amendment procedures shall be specified in a written constitution formulated with effective student participation. Where any of the stated rights of student governance are in conflict with an existing student government constitution, there must be a revision of the local school constitution. A local school constitution may not be in conflict with this Student Bill of Rights.

In each secondary school, a mechanism shall be established for the purpose of receiving recommendations and discussing concerns. The president of the student council shall be a part of this process.

5. The Right of Assembly

Students have the right to organize and assemble for discussion of issues and to demonstrate peacefully at such times and in such places within the school building or upon the school grounds as the principal of the school may designate after consultation with the students. Students wishing to assemble must share the responsibility of preventing truancy and infringing on the rights of fellow students who do not wish to participate. Students should be informed that it is the responsibility of the principal to protect students against the dangers inherent in a large and uncontrolled assemblage.

6. The Right to Participate in Extracurricular Activities

Students have the right to participate in extracurricular activities sponsored by their school and

shall not be excluded on the basis of race, sexual orientation, religion, creed, socio-economic status, marital status, pregnancy, personal record, political beliefs, gender, disability, or national origin. A school organization has the right to establish criteria, including conduct and achievement for membership provided such criteria are relevant to the purpose and activities of that group.

Organizations must be sponsored by qualified members of the school staff and may not engage in illegal or discriminatory practices. Membership on teams, performing groups, publication staffs, and other school-sponsored clubs shall be available without membership charge to students.

Organizations sponsoring social activities, such as dances and parties, may charge admission. School organizations are not required to subsidize the cost of student participation in social functions.

7. The Right to Participate in Interscholastic Athletics

School authorities have the right to establish and maintain minimal standards of achievement and conduct for participation in interscholastic athletics in compliance with the Board of Education and Maryland State Regulations.

8. The Right to Use of School Facilities

In the management of the use of school facilities, first priority will be given to the requirements of regular school sessions and other activities which are school related. Otherwise, the facilities shall be made available for any community, civic, educational, social, recreational, or religious purpose consistent with the Public School Laws of Maryland. The principal may refuse the use of any school facility if it is considered that the proposed usage will create or aggravate a danger to the peace and welfare of the community or the county. Administrative procedures have been established to implement this policy to ensure that scheduling is orderly, that adequate security and logistical preparation is made, that all sponsoring organizations understand their privileges and their obligations, and that Board of Education personnel consistently apply this policy and related procedural requirements.

9. The Right to Personal Property

The principal, the assistant principal, or the principal's designee of a public school may conduct a reasonable search of a student on the school premises if he/she has a reasonable belief that the student has in his/her possession an item, the possession of which constitutes a criminal offense under the laws of this

state. The search must be made in the presence of a third party.

The principal, the assistant principal, or the principal's designee of a public school may conduct a search of the physical plant of the school and every appurtenance thereof, including students' lockers. The right of the school official to search lockers must be published within the school.

10. The Right to Nondiscrimination

Decisions made by school authorities concerning all regular school and affiliated activities shall not be based on race, ethnicity, gender, age, national origin, religion, creed, disability, socio-economic status, marital status, pregnancy, political beliefs, or sexual orientation.

11. The Right to Evaluate Instruction

Each student has the right to attend school and gain an education as provided by law. Curricula, as well as procedures and practices, are adjusted to meet the needs of the community and the students. Schools' personnel must constantly review their positions on issues and the courses of study to ensure that they are fulfilling their responsibilities to both community and students. With the understanding that any evaluation by students of the educational process should improve their education, students should be given an opportunity to evaluate all courses, curricula, and instructional materials.

12. The Right Concerning Age of Majority Students

The Board of Education of Baltimore County, any of its agencies, or anyone acting in their behalf shall not abridge the rights of adult citizenship granted to students eighteen (18) years of age or older as specified in the *Annotated Code of Maryland*. Specifically, a student who has reached the age of majority is given the option of assuming the responsibility of accounting for his/her school absences, in writing, on the day of his/her return. This in no way diminishes the right of the principal or his/her designee to communicate with parents/guardians regarding any problem or question pertaining to the education of the students.

13. Responsibility for Dress and Grooming

Student dress and grooming are the responsibility of the students and the parents/guardians, unless there is a definite safety or health hazard, a hindrance or disruption to the educational processes, or a case of obscenity. Health considerations require the wearing of footwear in public buildings.

14. The Right of Free Speech and Expression

Students, through the mass media, are exposed to diverse opinions on an infinite number of topics. Students who have facts and opinions on topics should be allowed to express them in print as well as through conversation. However, student editors and writers must observe the same legal responsibilities as those imposed upon conventional newspapers and news media. Thus, no student shall distribute a student publication which:

- a) is obscene or abusive according to current legal definitions
- b) is libelous, according to current legal definitions
- c) creates a material and substantial disruption of the normal school activity or interferes with appropriate discipline in the operation of the school.

15. The Right to Grievance

Every effort should be made to settle disagreements at the local school level. The informal discussion of problems and the interchange of views between students and the professional staff of a school are encouraged in order to resolve as many disputes as possible informally.

Procedures for channeling student complaints at the local school level shall be developed by the principal in cooperation with the student government representatives. Students shall be informed of the local procedures. If a student complaint involving the alleged violation of his/her student's rights and responsibilities or a Board of Education policy or rule cannot be resolved at the school level between the student and the principal within a five (5) school-day period, the student may appeal, in writing, to the appropriate area assistant superintendent who shall render a decision in writing within five (5) school days of such appeal. Appeal from a decision of an area assistant superintendent is to the Superintendent of Schools or his designee, who shall render a decision within ten (10) school days of such appeal. The appeal is thence to the Board of Education at the time of its next regularly-scheduled meeting.

Further appeal may be made to the State Board of Education if made in writing within thirty (30) days following the decision of the local board.

The Right to a Safe Learning Environment

The Board of Education of Baltimore County is committed to and continues to support a safe learning environment through its policies.

The relationship between students and employees of Baltimore County Public Schools must be of a professional nature. Employees may not date students or exploit the teacher/student relationship.

Students have a right to participate in all school and classroom activities in an atmosphere free from harassment. Students have a responsibility not to engage in behaviors of a sexual nature. School staff members are responsible for educating students about harassment, for investigating incidents of harassment, and for establishing consequences of such behaviors.

Telecommunications Acceptable Use Policy for Students

Purpose of Telecommunications

Telecommunications extend the classroom beyond the school building by providing access to information resources on local, state, national, and international electronic networks, such as the Internet. For students, telecommunications use in the Baltimore County Public Schools is for educational purposes, such as accessing curriculum-related information, sharing resources, and promoting innovation in learning. No personal use of any kind is permitted. Learning how to use this wealth of information and how to communicate electronically are information literacy skills which support student achievement and success in the 21st century.

Information Available

- Government publications and databases
- Museums and multimedia collections
- Maps and other geographic resources
- Encyclopedias and dictionaries
- Magazines and newspapers
- Library catalogs and community directories
- Homework and assignments
- Virtual reference services

Telecommunications Safety

Precautions will be taken to attempt to ensure that the Internet is a safe learning environment. Students will be supervised while using the Internet and will be instructed in the appropriate and safe use, selection, and evaluation of information. Also, software which attempts to block access to objectionable material will be accessible on computer networks used by students as required by the Children's Internet Protection Act.

Disclaimer

The accuracy and quality of the information cannot be guaranteed. No warranties for telecommunications access are expressed or implied; BCPS will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

Terms and Conditions

Students shall:

- ✓ Use telecommunications for educational purposes only.
- ✓ Communicate with others in a courteous and respectful manner.
- ✓ Maintain the privacy of an individual's personal information such as address, phone number, password(s), and respect the same privacy of others.
- ✓ Use only telecommunication accounts and passwords provided by BCPS.
- ✓ Report any incident of harassment to the supervising employee.
- ✓ Comply with copyright laws and intellectual property rights of others.
- ✓ Agree to the review of communications, data, and files by the Baltimore County Public Schools.
- ✓ Report violations of this *Telecommunications Acceptable Use Policy* to the supervising employee.

Students shall not:

- X Knowingly enter unauthorized computer networks or software to tamper with or destroy data.
- X Bypass the school system's filtering server.
- X Access or distribute abusive, harassing, bullying, libelous, obscene, offensive, profane, pornographic, threatening, sexually explicit, or illegal material.
- X Install unauthorized software on computers.
- X Use telecommunications for commercial, purchasing, or illegal purposes.
- X Connect personal telecommunications hardware, such as laptops or PDAs, to the BCPS network.
- X Use telecommunications in any other manner that would violate the school board's disciplinary policies.

Penalties

Violations of the *Telecommunications Acceptable Use Policy* may be a violation of law, civil regulations, or Board Policies and/or Superintendent's Rules 5550, 5570, 5600, or 6166. Suspension of telecommunications privileges, school disciplinary action, and/or legal action may result from infringement of this policy.

Safe Schools
1-877-636-6332
Tip Hotline

TELECOMMUNICATIONS PARENT NOTIFICATIONS

BCPS Use of Electronic Images During School-Sponsored Activities and/or Learning Experiences

BCPS shall permit photographs, videos, and/or sound recordings of students taken during school-sponsored activities and/or learning experiences to appear in, but not limited to, a school or system level Web site, pod cast, video production, the Education Channel production or broadcast, and commercial news broadcast media.

If you do not want your child's photograph, video image, or sound recording taken during school-sponsored activities and/or school learning experiences to be used by BCPS, you may opt out by completing the *Telecommunications Acceptable Use Policy Form* and returning it to your child's school within five school days or by providing written notice to the school's principal by October 1 of the school year or within 30 days of enrollment in the school.

BCPS Publication of Student's Intellectual Property During School-Sponsored Activities and/or Learning Experiences

BCPS shall publish/produce student's intellectual property created during school-sponsored activities and/or learning experiences to appear in, but not limited to, a school or system level Web site, pod cast, video production, the Education Channel production or broadcast, and commercial news broadcast media.

If you do not want your child's intellectual property created during school-sponsored activities and/or learning experiences to be used by BCPS, you may opt out by completing the *Telecommunications Acceptable Use Policy Form* and returning the form to your child's school within five school days or by providing written notice to the school's principal by October 1 of the school year or within 30 days of enrollment in the school.

STUDENT HANDBOOK 2008-2009 ACKNOWLEDGEMENT FORM

This form must be signed and dated by the student and his/her parent/guardian after reviewing the *Student Handbook*. **The student must return the signed form to school within five school days.**

School: _____

Student: _____
Last Name (please print) First Name (please print) Grade

I have received a copy of the 2008-2009 *Baltimore County Public Schools Student Handbook*. The handbook was reviewed with me and explained to me and I was given the opportunity to ask questions. I read and understand the disciplinary code listed in the handbook and the consequences for all offenses. I was informed that I could meet with an assistant principal to discuss the handbook in more detail.

Student's Signature Date

I have reviewed and discussed the handbook with my child.

Parent's/Guardian's Signature Date

TELECOMMUNICATION 2008-2009 ACCEPTABLE USE POLICY FORM

I have reviewed the *Telecommunications Acceptable Use Policy* for students in the 2008-2009 *Baltimore County Public Schools Student Handbook*. In accordance with Superintendent's Rule 6166, please check the appropriate box if you wish to permit or to withhold permission for the following. **Please return this form to your child's school within five school days or provide written notice to the school's principal by October 1 of the school year or within 30 days of enrollment in the school.**

Permit Do Not Permit

1. **My child to use BCPS telecommunications** to access electronic networks for education purposes at school.

2. **My child's photograph, video, and/or sound recording identified by my child's first and surname, during school-sponsored activities and/or learning experiences** to appear in, but not limited to, a school system level Web site, pod cast, video production, education channel production or broadcast, and commercial news broadcast media.

3. **BCPS to publish/produce my child's intellectual property, identified by my child's first and surname, created during school-sponsored activities and/or learning experiences** to appear in, but not limited to, a school or system level Web site, pod cast, video production, education channel production or broadcast and commercial news broadcast media.

Parent's/Guardian's Signature Eligible Student's Signature Date

**RELEASE OF INFORMATION FOR NEWS MEDIA
2008-2009 OPT OUT FORM**

If you do not wish to permit BCPS to photograph, videotape, and/or audiotape your child while he/she is participating in school-sponsored activities **of interest to the news media**, you may opt out by 1) completing this form immediately, signing in the appropriate place, and returning it to the school's principal within five school days, or 2) putting your request in writing and sending it to the school's principal by **October 1** of the school year or within 30 days of enrollment in the school.

Do Not Permit

My child to be photographed, videotaped, and/or audiotaped while participating in school-sponsored activities **of interest to the news media**.

(Parent/guardian's signature)

(Eligible student's signature)

(Date)

**DIRECTORY INFORMATION, MILITARY RECRUITERS, OR
INSTITUTIONS OF HIGHER EDUCATION
2008-2009 OPT OUT FORM**

Dear Parent/Guardian or Eligible Student (Age 18 or older):

If you do not permit BCPS to disclose *Directory Information*, you may opt out by 1) completing this form immediately, signing in the appropriate place, and returning it to the school's principal within five school days, or 2) putting your request in writing and sending it to the school's principal by **October 1** of the school year or within 30 days of enrollment in the school.

In accordance with the *No Child Left Behind Act of 2001* (20 U.S.C. Section 7908), the Baltimore County Public Schools provides, upon request, to military recruiters and to institutions of higher education, the names, addresses, and telephone listings of students enrolled in secondary schools. As the parent/guardian of a student or as an eligible student, you may request that the student's name, address, and telephone listing **not** be released without prior written consent from you. You may opt out by 1) completing this form immediately, signing in the appropriate place, and returning it to the school's principal within five school days, or 2) putting your request in writing and sending it to the school's principal by October 1 of the school year or within 30 days of enrollment in the school.

Requesting the omission of a student's information from directory information or lists supplied to the military or to institutions of higher education will exclude that student's information from release for the **current school year only** in the Baltimore County Public Schools.

I (we) hereby request that the name, address, telephone listing of _____
(Student's name)

attending _____
(School's name)

Release

Do Not Release

1. *Directory Information*, as defined in Superintendent's Rule 5320, from my child's education record, **unless noted below in number 2 and/or number 3.**

2. To military recruiters (opt out also found on Student Emergency Information Card).

3. To only institutions of higher education during the 2008-2009 school year while enrolled in a Baltimore County public school.

(Parent/guardian's signature)

(Eligible student's signature)

(Date)

Please return this completed Opt Out Form to the school's principal within five school days or your written request by October 1 or within 30 days of the student's enrollment.

Legal and Policy References

Annotated Code of Maryland

- Educ. Art. §§7-301 to -308: Attendance and Discipline of Students
- Educ. Art. §7-111: Access to Military Recruiters
- Educ. Art. §§26-101 to -103: School Security
- Crim. Law Art. §4-102: Deadly Weapons on School Property
- Crim. Law Art. §§4-201 to -209: Handguns
- Crim. Law Art. §6-301: Malicious Destruction
- Crim. Law Art. §§4-501 to -503: Destructive Devices
- Crim. Law Art. §3-607: Hazing
- Crim. Law Art. §5-101 et seq.: Controlled Dangerous Substances, Prescriptions, and Other Substances
- Crim. Law Art. §7-101 et seq.: Theft and Related Crimes
- Crim. Law Art. §§10-113 to -120: Alcoholic Beverage Violation
- Crim. Law Art. §10-108: Possession of Tobacco Product by Minor; Use of False Identification
- Crim. Law Art. §§10-201 to -204: Disturbing the Peace, Disorderly Conduct, and Related Crimes
- Crim. Law Art. §6-409: Refusal or Failure to Leave Public Building or Grounds
- Crim. Proc. Art. §§11-601 to -618: Restitution and Other Payments

Code of Maryland Regulations Title 13A, State Board of Education

- 13A.02.04-Tobacco-Free School Environment
- 13A.05.01-Provision of a Free Appropriate Public Education
- 13A.06.03-Interscholastic Athletics in the State
- 13A.08.01-.02-Students

Board of Education Policies and Superintendent Rules

([http://www.bcps.org/system/policies rules/](http://www.bcps.org/system/policies_rules/))

- 5100 Sub Series: Enrollment and Attendance
- 5200 Sub Series: Promotion and Retention
- 5300 Sub Series: Activities
- 5400 Sub Series: Services to Students
- 5500 Sub Series: Conduct
- 5600 Sub Series: Students' Rights and Responsibilities
- Policy and Rule 4005: *Dating or Sexual Relations Between Staff and Students*
- Policy and Rule 6166: *Telecommunications Access to Electronic Information, Services, and Networks*

United States Code

- Controlled Substances Act, 21 U.S.C. §§801, et seq.
- Gun-Free School Zones Act of 1990, 18 U.S.C. §§921, et seq.
- Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§7101, et seq.
- The Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. §1232g
- The Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. §1232h
- Elementary and Secondary Act of 1965 (ESEA) 20 U.S.C. 7801
- No Child Left Behind Act of 2001, 20 U.S.C. §§6301, et seq.
- Section 544 of the National Defense Authorization Act for Fiscal Year 2002, 10 U.S.C. §503
- Section 507 of the USA Patriot Act of 2001, P.L. 107-56; 115 Stat. 272)

Miscellaneous

- 1984 and Beyond A Reaffirmation of Values
- A Report of the Task Force on Values Education and Ethical Behavior of the Baltimore County Public Schools, Dec. 1983
- Blueprint for Progress: Realizing the Vision

Notice of Nondiscrimination

The Baltimore County Public Schools does not discriminate on the basis of race, ethnicity, gender, age, national origin, religion, creed, disability, socio-economic status, marital status, pregnancy, political belief, or sexual orientation, and does comply with Title VI, Title VII, Title IX, and Section 504 of the Rehabilitation Act of 1973 in all of its educational programs. All courses are open to both male and female students. For further information, contact the Office of Equal Employment Opportunity, (410) 887-4159, or the Office of Special Education for Compliance and Placement, (410) 887-3660, Baltimore County Public Schools, 6901 Charles Street, Towson, Maryland 21204. There is a Compliance Officer responsible for identifying, preventing, and remedying prohibited harassment concerning students. Complaints of harassment should be directed to: Executive Director of Student Support Services, 9610 Pulaski Park Drive, Suite 219, Baltimore, Maryland 21220, (410) 887-4360.



6901 Charles Street, Towson, Maryland 21204