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| FREDERICK COUNTY PUBLIC SCHOOLS | | Reg. No. 400-8 |
| Subject: | DISCIPLINE | Date of Issue: 5/22/78 |
| Preparing Office: | Office of the Superintendent | Amended: 7/1/09 |

I. Policy 403

II. Procedures

A. Philosophy

All schools will have a safe, healthy, and inviting environment: one that fosters respect, responsibility, trustworthiness, fairness, caring, and good citizenship. We believe it is the responsibility of everyone associated with the school--students, parents, staff, and members of the community--to promote self-discipline and preserve the quality of our educational environment.

Disciplinary consequences are designed to change inappropriate behavior, encourage more effective habits of conduct and promote the development of self-discipline. While accountability is essential, inappropriate behavior cannot be effectively addressed solely through punishment.

Consistent with the belief that we continuously teach by example and that training is important in the development of good citizens, the school system adopts the principles of conflict resolution. The implementation of this program will assist in providing students, parents, staff, and the community with life-long skills necessary to create and maintain an environment that recognizes and rewards ethical, non-violent behavior.

In order to maintain a healthy, inviting school climate where desired learning and development will occur, all individuals will be expected to adhere to this philosophy or lose their right to remain in the school setting.

B. Process

Students will be subject to the established disciplinary regulations for any incident occurring on any property owned by the Frederick County Public School system, before, during, and after school hours and also while attending school-sponsored activities on or off school property. Students may also be disciplined for possessing prohibited items in vehicles located on school property. Students may also be disciplined for activities off of school property and not during school-sponsored activities if school administrators have a reasonable belief that the health and/or safety of the student or others in school may be in danger or that school operations or activities may be disrupted.

Disciplinary measures to be used by all schools are listed and staff members are designated who are to administer them. The school administrator has responsibility for taking the action based upon his knowledge of the facts of the incident and the needs of the student. The listing of minimum and maximum disciplinary action does not imply or require a progression of increasing severity. Some of the violations are criminal offenses and, if so, appropriate legal authorities would need to be informed.

C. Documentation

All discipline that results in suspension (for 1 or more days) will be maintained as part of the individual student's permanent record. The discipline record will consist of a description of the student's behavior that resulted in disciplinary action and a copy of the correspondence sent to the parent(s) informing them of the student's suspension or expulsion.

D. Disciplinary Measures

| | <u>Teacher</u> | <u>Administrator</u> |
|--|----------------|----------------------|
| 1. activity suspension ¹ | X | X |
| 2. bus suspension | | X |
| 3. class suspension | X | X |
| 4. detention after school..... | X | X |
| 5. in-school suspension | | X |
| 6. suspension pending parent contact | | X |
| 7. out-of-school suspension ² | | X |
| 8. parent-administrator conference | | X |
| 9. parent-teacher conference | X | |
| 10. parent-teacher-student conference | X | |
| 11. parent-teacher-administrator conference | X | X |
| 12. parent-teacher-student-administrator conference..... | X | X |
| 13. probation | | X |
| 14. recommendation for expulsion | | X |
| 15. refer to agency | | X |
| 16. refer to alternative program ³ | | X |
| 17. refer to counselor | X | X |
| 18. teacher-student conference..... | X | |
| 19. warning..... | X | X |
| 20. refer to police | | X |

¹ By the teacher primarily responsible for the activity

² By the administrator for a period up to ten (10) days; requests for extended suspension or expulsion must be approved by the superintendent or a designated representative.

³ In addition to the established alternative programs, the associate superintendent of curriculum, administration, and school improvement, or his/her designee in certain circumstances may approve the development of an alternative educational program(s) that incorporate instruction provided in the home or other community facility as a means of delivering ongoing instruction to students.

E. Definitions

Probation (Prob.)

- Trial period for a student to change undesirable behavior and still remain in the school.

In-school Suspension

- Exclusion within the school building by the principal of a student from the regular education program for up to but not more than ten school days. Make-up work is allowed for credit.

Suspension Pending Parent Contact (Susp. PPC)

- Temporary removal of a student from classes and/or activity by the principal until the school administrator has conferred with the parent.

Suspension (Susp.)

- Temporary removal of a student from classes and/or activities by the principal for up to and including ten (10) days. Make-up work is allowed for credit. The student has the responsibility to request make-up work from the teacher within two (2) days upon return to school and to have it completed within a reasonable time, as determined by the teacher.

Extended Suspension (Ext. Susp.)

- Temporary prohibition of student attendance by the superintendent/designee for eleven (11) or more days. A plan for make-up work will be developed or the student may be required to enroll in an alternative education program so that the student may continue to earn credit.

Expulsion (Exp.)

- (separate and exclusive from suspension) The removal of the student from the student's regular school program, either for a specified period of time or permanently, as determined by the superintendent/designee.

Possession

- Possession includes, but is not limited to, having control over, or the right to use, even if the control or right is shared with others. Possession does not require ownership.

Constructive Possession

- Constructive possession of alcohol and drugs/drug paraphernalia is defined as failure to remove oneself as quickly and safely as possible from a person, area, or situation when the student is aware that drugs/alcohol are illegally possessed.

Restitution

- Maryland law requires restitution in the form of monetary reimbursement (up to \$2500) or schoolwork projects from students or their parents when the student damages school or personal property. (See also Regulation 400-75 "Restitution for Damage to School Property.")

Search and Seizure

- A school administrator may make a search of a student, his/her locker, automobile, or personal property when the administrator has reasonable belief that the student has in his/her possession an item, the possession of which is a criminal offense, violates civil laws, or violates school rules.

F. Respect for the Personal Rights of Others

Caring, Respect, Responsibility

All of us have a responsibility to treat one another with courtesy and respect. If students become angry or upset with anyone, they should make use of the resources available to them in school to reach a peaceful resolution to their problems.

These resources include: guidance counselors, school support teachers, and administrators. These supportive and peaceful methods may not always provide an immediate solution to conflicts but they frequently provide a more permanent resolution and teach valuable skills useful throughout one's lifetime. Should a student choose not to follow the appropriate methods of conflict resolution, the following consequences will occur.

NOTE: A mandatory parent conference is required for any violation in this section. Where appropriate, the use of conflict resolution and peer mediation techniques should be applied. It may also be necessary to make a law enforcement referral.

| | DISCIPLINARY ACTION | | | | | |
|---|--|-----------|----------------|-----------|--------------------|-----------|
| | High Schools | | Middle Schools | | Elementary Schools | |
| | Min. Days | Max. Days | Min. Days | Max. Days | Min. Days | Max. Days |
| | <i>*Parent conference at school is mandatory. **Refer to definition of Possession.</i> | | | | | |
| 1. Assault The unlawful attempt, coupled with a present ability, to commit a violent physical attack upon a person. This includes threatening language or gestures without actually touching another person. | 1* | Exp.* | Prob.* | Exp.* | Prob.* | Exp.* |
| 2. Sexual Assault Physical sexual attack upon another person. | 3* | Exp.* | 1* | Exp.* | Prob.* | Exp.* |
| 3. Battery Any willful and unlawful use of force or violence upon another person. | 3* | Exp.* | 1* | Exp.* | Prob.* | Exp.* |
| 4. Fighting Mutual aggression in which both parties have contributed to the situation by verbal and/or physical action. | 3* | Exp.* | 1* | Exp.* | Prob.* | 10* |
| 5. Verbal Abuse Disrespectful and/or inappropriate language directed toward another person. | Prob.* | 10* | Prob.* | 10* | Prob.* | 10* |
| 6. Hazing Any action taken or situation created that causes or is reasonably likely to cause harassment, physical harm, serious mental or emotional harm, extreme embarrassment, ridicule, or loss of dignity to another person for purposes of initiation into a student organization or activity. | 1* | Exp.* | 1* | Exp.* | Prob.* | Exp.* |
| 7. Bullying/Intimidation An incident or a pattern of behavior, which results in a person feeling intimidated or harassed by another. Note: For purposes of this regulation, bullying may also include those offenses, which occur through electronic mechanisms (i.e. cyber bullying) when such behavior impacts the health or safety of students and/or proves disruptive to the educational environment. Cross-reference regulation 400-48. | Susp.PPC | Exp.* | Susp.PPC | Exp.* | Prob.* | Exp.* |

| | DISCIPLINARY ACTION | | | | | |
|---|---------------------|-----------|----------------|-----------|--------------------|-----------|
| | High Schools | | Middle Schools | | Elementary Schools | |
| | Min. Days | Max. Days | Min. Days | Max. Days | Min. Days | Max. Days |
| 8. Gang Activity Any group of three (3) or more persons who share an ongoing relationship and whose purposes include the commission of illegal acts or acts in violation of school system regulations. Students who are in violation will be subject to disciplinary action in addition to applicable criminal and civil penalties. Refer to regulation 400-87 for more specific information. | Prob.* | Exp.* | Prob.* | Exp.* | Prob.* | Exp.* |

*Parent conference at school is mandatory. **Refer to definition of Possession.

G. Responsibility and Respect for Property
Fairness, Citizenship, Trustworthiness

All of us have the right to expect our property to be secure, and all of us have the responsibility to respect the property of others. This includes property belonging to students, staff, and the board of education. Should a student choose not to respect others' rights or property, the following consequences will occur.

| | | | | | | |
|--|--|------|--|------|--|------|
| 1. Extortion The obtaining of property from another, with or without that person's consent, by a wrongful use of force, fear, or threat. The parent or guardian shall be liable for all damages so caused by the student. | 1 (with restitution as required by law) | Exp. | 1 (with restitution as required by law) | Exp. | Prob. (with restitution as required by law) | Exp. |
| 2. Theft The unlawful taking of property or obtaining property by false pretense. The parent or guardian shall be liable for all damages so caused by the student. | Prob. (with restitution as required by law) | Exp. | Prob. (with restitution as required by law) | Exp. | Prob. (with restitution as required by law) | Exp. |
| 3. Willful Damage of School Property Willfully cutting, defacing, or otherwise injuring in any way any property, real or personal, belonging to the school district. The parent or guardian shall be liable for all damages so caused by the student. | Prob. (with restitution as required by law) | Exp. | Prob. (with restitution as required by law) | Exp. | Prob. (with restitution as required by law) | Exp. |
| 4. Willful Damage to Property Belonging to Others Willfully cutting, defacing, or otherwise injuring in any way any property, real or personal, belonging to another. The parent or guardian shall be liable for all damages so caused by the student. | Prob. (with restitution as required by law) | Exp. | Prob. (with restitution as required by law) | Exp. | Prob. (with restitution as required by law) | Exp. |
| 5. Unauthorized Access to Computer Networks Hacking (to gain illegal or unauthorized access to a file or network) or use of another user's account. The student's computer privileges may be revoked. | Prob. | Exp. | Prob. | Exp. | Prob. | Exp. |

H. Responsibility for Maintaining Public Decency and Ethical Behavior

Trustworthiness, Caring, Respect

The nature of the school experience demands the highest standards of integrity on the part of all involved. Students have the responsibility to conduct themselves in a manner that demonstrates respect for themselves, each other, the school staff, and the school community. Positive values and attitudes are imperative for student success in the school community as well as in life. Students who choose not to behave in this manner face the following consequences:

| | DISCIPLINARY ACTION | | | | | |
|--|--|-----------|----------------|-----------|--------------------|-----------|
| | High Schools | | Middle Schools | | Elementary Schools | |
| | Min. Days | Max. Days | Min. Days | Max. Days | Min. Days | Max. Days |
| | <i>* Parent conference at school is mandatory. ** Refer to definition of Possession.</i> | | | | | |
| 1. Gambling The playing of a game of chance for stakes. | Prob. | 10 | Prob. | 10 | Prob. | 10 |
| 2. Plagiarism – Cheating The unauthorized use of another person's work or talents or the providing of one's own work to another for an unauthorized purpose. Any grade or credit earned by those involved will be disallowed. | Prob. | Exp. | Prob. | Exp. | Prob. | Exp. |
| 3. Vulgarity/Profanity Language that is inappropriate, disgusting, or repulsive to the senses. | Prob. | 10 | Prob. | 10 | Prob. | 10 |
| 4. Offensive Social Behavior Activities that are an infraction of acceptable social actions. | Prob. | 10 | Prob. | 10 | Prob. | 10 |
| 5. Sexual Activity¹ Inappropriate behavior of a sexual nature, including indecent exposure, consensual sex, and other sexual activity not identified as sexual assault or harassment. | 3* | Exp.* | 1* | Exp.* | Prob.* | Exp.* |
| 6. Harassment/Intimidation Intentional negative actions on the part of one or more students that cause discomfort with identity issues in regard to race, color, national origin, gender, disability, sexual orientation, religion, or other identifying characteristics, and that interfere with a student's ability to participate in or benefit from the school's educational programs. | Susp.PPC | Exp.* | Susp.PPC | 10* | Prob.* | 10* |
| 7. Sexual Harassment¹ Unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature, directed toward others. | Susp.PPC | Exp.* | Susp.PPC | Exp.* | Prob.* | Exp.* |

¹ Offenders will be required to participate in an educational activity. This activity, designed by the school administrator, counselor, or school team, and approved by the building principal, is intended to educate, sensitize, and instill openness, tolerance, and non-discrimination. Cross-reference regulation 400-48.

I. Responsibility for Maintaining Public Health and Safety

Citizenship, Responsibility, Caring

The school community considers the health and safety of our students extremely important. Violations in this area are not only a threat to the individual, but also the school community. Therefore, in order to protect the individual student and the total school environment, health and safety violations are considered serious.

The police shall be notified when a student is in possession of a firearm or weapon or is distributing, using, or believed to be under the influence of drugs, alcohol, or inhalants as described in this section.

Any student who is involved with dangerous drugs or alcohol must schedule a substance abuse assessment with an appropriate provider or agency before returning to school.

| | DISCIPLINARY ACTION | | | | | |
|---|---------------------|-----------|----------------|-----------|--------------------|-----------|
| | High Schools | | Middle Schools | | Elementary Schools | |
| | Min. Days | Max. Days | Min. Days | Max. Days | Min. Days | Max. Days |
| <p>1. Drugs, Narcotics, Controlled Dangerous Substances, Inhalants, or Alcohol ** Possession, use, being under the influence to any degree, or being party to an actual or attempted transaction of any of the substances which are or have the appearance of drugs (prescription or non-prescription used outside of their legal medical purposes); narcotics; controlled dangerous substances; drug paraphernalia; inhalants; or alcohol. Steroids are considered a drug.</p> | 5* | Exp.* | 3* | Exp.* | Prob.* | Exp.* |
| <p>2. Sniffing or Inhaling Harmful Substances The deliberate sniffing or inhaling of substances releasing toxic vapors which cause intoxication, excitement, or dulling of the brain or nervous system.</p> | 5* | Exp.* | 5* | Exp.* | Prob.* | Exp.* |
| <p>3. Alcohol ** Possession, use, or being under the influence to any degree of any alcoholic product while on school grounds or at school-sponsored activities.</p> | 5* | Exp.* | 3* | Exp.* | Prob.* | Exp.* |
| <p>4. Distribution Dispensing, conspiring, or packaging to dispense, with or without the exchange of money, drugs, narcotics, controlled dangerous substances, drug paraphernalia, inhalants, alcohol, or any substance having the appearance of these items.</p> | Ext.Susp.* | Exp.* | 5* | Exp.* | 5* | Exp.* |

*Parent conference at school is mandatory. **Refer to definition of Possession.

DISCIPLINARY ACTION

| | High Schools | | Middle Schools | | Elementary Schools | |
|--|--------------|------|--|--|---|------|
| | Min. | Max. | Min. | Max. | Min. | Max. |
| | Days | Days | Days | Days | Days | Days |
| <i>*Parent conference at school is mandatory. **Refer to definition of Possession.</i> | | | | | | |
| 5. Tobacco * | | | | | | |
| <p>** Possession or use of any type of tobacco product on school property and at any school-related or school-sponsored activities on or off campus.</p> <p>Tobacco products include, but are not limited to, any substance containing tobacco, including cigarettes, cigars, smoking tobacco, snuff, chewing tobacco, or smokeless tobacco.</p> <p>(Refer to the Tobacco Education Program Contract on pg. 13.)</p> | | | | | | |
| | | | 1 st Offense: Mandatory parent conference with administrator and referral to Health Dept. for Tobacco Education Program. | 1 st Offense: Mandatory parent conference with administrator and referral to Health Dept. for Tobacco Education Program. | 1 st Offense: Mandatory parent conference with administrator and school nurse. | |
| | | | 2 nd Offense: Tobacco citation by SRO. Letter sent home to parent with notification to school nurse. Student must meet with school nurse for tobacco health consultation. | 2 nd Offense: Tobacco citation by SRO. Letter sent home to parent with notification to school nurse. Student must meet with school nurse for tobacco health consultation. | 2 nd Offense: Mandatory participation in Health Dept. Tobacco Education Program. | |
| | | | 3 rd Offense: Tobacco citation by SRO. | 3 rd Offense: Tobacco citation by SRO. | 3 rd Offense: Tobacco citation by SRO. | |
| | | | 4 th or Subsequent Offense: Tobacco citation by SRO. Disciplined for continued willful disobedience. | 4 th or Subsequent Offense: Tobacco citation by SRO. Disciplined for continued willful disobedience. | 4 th or Subsequent Offense: Tobacco citation by SRO. Disciplined for continued willful disobedience. | |

6. Drugs, Drug Paraphernalia, Alcohol, Tobacco – STUDENT ATHLETES

Distribution, possession (including constructive possession), use, being under the influence to any degree or being party to an actual or attempted transaction of any of the substances which are or have the appearance of drugs (prescription or non-prescription used outside of their legal medical purposes), alcohol, narcotics, controlled dangerous substances, inhalants, or drug paraphernalia on/off school property, under or not under school supervision. In addition, students may not possess or use tobacco in any form on or off school property at any time.

Refer to Regulation 400-86
 “Student Athletes-Disciplinary Consequences for Alcohol, Tobacco, Drugs, and Drug Paraphernalia Offenses”

7. Drugs, Drug Paraphernalia, Alcohol, Tobacco–STUDENT LEADERS (Non-Athletes)

Distribution, possession, use, being under the influence to any degree or being party to an actual or attempted transaction of any of the substances which are or have the appearance of drugs (prescription or non-prescription used outside of their legal medical purposes), alcohol, narcotics, controlled dangerous substances, inhalants, or drug paraphernalia on/off school property, under or not under school supervision, by students participating in extracurricular or co-curricular activities. In addition, student may not possess or use tobacco in any form on or off school property at any time.

A student found in possession and/or use of drugs, drug paraphernalia, alcohol, or tobacco during the school day or under school supervision and any place beyond the school day shall be excluded from the extracurricular, co-curricular, club, or student representative activity for a minimum of twenty (20) school days. The co-curricular activities are those listed in the course catalog as requiring participation in the after school activity as a part of the grade. Presently listed are: Marching Band, Concert Band, Jazz Band, Choir, Orchestra, Theater Arts, and Music Studies. Makeup work will be arranged by the teacher at the request of the student.

Note: A student violating these rules, who is involved in an athletic and a non-athletic activity as described above, will be disciplined in both.

DISCIPLINARY ACTION

| | High Schools | | Middle Schools | | Elementary Schools | |
|--|--------------------|-----------|---|--------------------|--------------------|--------------------|
| | Min. Days | Max. Days | Min. Days | Max. Days | Min. Days | Max. Days |
| 8. Weapon Possession | | | | | | |
| ** Possession of any instrument that the school administrative staff deems could cause or is intended to cause bodily harm. This category could include but is not limited to a knife, brass knuckles, BB gun, pellet gun, or look-alike weapon. | 3* | Exp.* | Prob.* | Exp.* | Prob.* | Exp.* |
| 9. Firearm Possession | | | | | | |
| ** For purposes of definition under this regulation, a firearm is defined under Section 921(a) of Title 18 of the U.S.C. | Permanent Removal* | | Removal for remainder of current school year plus 1 year expulsion* | Permanent Removal* | 1 year Exp.* | Permanent Removal* |
| Possession of a firearm on school property is inclusive of vehicles parked on school property. | | | | | | |

*Parent conference at school is mandatory. **Refer to definition of Possession.

Note: The Federal Gun Free Schools Act of 1994 and §7-305 of the Education Article-Maryland Annotated Code mandate that each local educational agency remove from school for a period of not less than one (1) year any student who is determined to have brought a firearm to school. Exceptions to the year-long rule can be made on a case-by-case basis by the superintendent. However, special regulations and procedures for students identified under IDEA or 504 shall be followed.

10. Serious Acts by Student Leaders

Students holding leadership positions or representing the school through academics, athletics, and/or activities, such as a club or organization, who commit an offense classified as a serious unlawful act in the community or a serious suspendable offense.

Student may be removed from the position. Arrest, conviction, or legal judgment is not required.

11. Violent Offenses Off Campus

"Violent offenses" include, but are not limited to, committing or attempting to commit murder, rape, or assault with a deadly weapon.

If a student is charged with committing an act of violence off of school property or during non-school hours, an assessment team will, as soon as practicable, convene to review the student's behavior and condition. The assessment team will promptly report, in writing, to the superintendent its conclusions and recommendations regarding the student and the most appropriate educational placement or program. During this assessment period, and where appropriate, the student shall receive home teaching. Home teaching will not be provided during school closings.

Note: VIOLATIONS LISTED BELOW SHALL RESULT IN THE NOTIFICATION OF THE FIRE MARSHALL

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|--|-------------|-------|-------------|-------|--------|-------|
| 12. Explosive Devices and Fireworks The possession or detonation of any explosive device or fireworks. | 3* | Exp.* | Prob.* | Exp.* | Prob.* | 10* |
| 13. Bomb Threat False notification of impending explosion or presence of a bomb. | Ext. Susp.* | Exp.* | Ext. Susp.* | Exp.* | Prob.* | 10* |
| 14. Arson/Fire Attempting to set, aiding in setting, or setting fire to a building or other property. | Ext. Susp.* | Exp.* | Ext. Susp.* | Exp.* | Prob.* | Exp.* |
| 15. False Fire Alarm Illegally activating a fire alarm or issuing a false fire alarm. | Ext. Susp.* | Exp.* | Ext. Susp.* | Exp.* | Prob.* | 10* |
| 16. Discharging Fire Extinguishers Willfully and maliciously discharging a fire extinguisher. | 3* | Exp.* | 3* | Exp.* | Prob.* | 10* |

J. Respect for School Administrative Procedures

Fairness, Citizenship, Responsibility

In any organization, and especially in a school, rules are established to protect the rights of everyone and to maintain a level of order that encourages academic and personal growth and success.

The overwhelming majority of students in Frederick County attend school daily, are respectful, and are attentive to those in positions of authority and, if they make a mistake, are honest and contrite about their error and successfully take the steps necessary not to make the same mistake again.

Students who are disrespectful, truant, or insubordinate face the following consequences:

| | DISCIPLINARY ACTION | | | | | |
|--|---------------------|-----------|----------------|-----------|--------------------|-----------|
| | High Schools | | Middle Schools | | Elementary Schools | |
| | Min. Days | Max. Days | Min. Days | Max. Days | Min. Days | Max. Days |
| 1. Defiance of Authority The willful refusal or failure to follow a legal direction/order given by a staff member or school resource officer. | Prob. | 10 | Prob. | 10 | Prob. | 10 |
| 2. Continued Willful Disobedience Repeated refusal or failure to follow school rules and regulations. | 1 | Exp. | 1 | Exp. | Prob. | Exp. |
| 3. Disruptive Behavior Actions which interfere with the effective operations of the school. | Prob. | Exp. | Prob. | Exp. | Prob. | Exp. |
| 4. False Identification Refusal to give identification or giving false identification when requested to do so by a staff member or school resource officer. | 1 | 10 | 1 | 10 | Prob. | 10 |
| 5. Forgery The false making or the material altering of a document with the intent to defraud. | Prob. | 10 | Prob. | 10 | Prob. | 10 |
| 6. Leaving Campus Leaving campus during school hours without proper clearance. | Prob. | 10 | Prob. | 10 | Prob. | 10 |
| 7. Misbehavior on School Buses Bus drivers are responsible for the orderly conduct of students while they are on the school bus. Continued disorderly conduct or severe misbehavior shall be sufficient reason for the principal to deny the student transportation on a school bus. | Prob. | 10 | Prob. | 10 | Prob. | 10 |

**Parent conference at school is mandatory. **Refer to definition of Possession.*

| | DISCIPLINARY ACTION | | | | | |
|--|---------------------|-----------|----------------|-----------|--------------------|-----------|
| | High Schools | | Middle Schools | | Elementary Schools | |
| | Min. Days | Max. Days | Min. Days | Max. Days | Min. Days | Max. Days |
| <i>*Parent conference at school is mandatory. **Refer to definition of Possession.</i> | | | | | | |
| 8. Student Attire Students shall be clean and neatly dressed in such a manner that will be decent and not hazardous to the health and safety of the student or others, and not disruptive to the educational program of the school. For health reasons, bare feet will not be allowed. | Prob. | 10 | Prob. | 10 | Prob. | 10 |
| 9. Violation of Suspension Being present on a school campus or at a school activity while on suspension. | 1 | 10 | 1 | 10 | Prob. | 10 |
| 10. Trespassing Unauthorized presence on school property, including while on suspension. | Prob. | Exp. | Prob. | Exp. | Prob. | Exp. |
| 11. Visiting Other Campus The unauthorized presence during school hours on a school campus other than the assigned campus. | Prob. | 10 | Prob. | 10 | Prob. | 10 |
| 12. Refusal to Allow Search and Seizure Willful refusal to cooperate with a school administrator at any time during a search of the student's person or property. | Ext.Susp | Exp. | Ext.Susp. | Exp. | Prob.* | Exp. |
| 13. Class Cutting Absence from class without permission. | Prob. | 10 | Prob. | 10 | Prob. | Prob.* |
| 14. Truancy Absence from school without permission. Chronic offenders will be referred to a pupil personnel worker and may receive court intervention. | Prob. | 10 | Prob. | 10 | Prob. | Prob.* |

| DISCIPLINARY ACTION | | | | | |
|---------------------|-----------|----------------|-----------|--------------------|-----------|
| High Schools | | Middle Schools | | Elementary Schools | |
| Min. Days | Max. Days | Min. Days | Max. Days | Min. Days | Max. Days |

*Parent conference at school is mandatory. **Refer to definition of Possession.

15. Cell Phones and Other Portable Electronic Devices
 Student possession or use of portable electronic devices shall not:

- a. Disrupt the learning environment or approved school activity.
- b. Pose a threat to academic integrity.
- c. Violate confidentiality or privacy rights of others during the school day as well as during after-school activities or the safe transportation of students.
- d. Create safety concerns.

Except as provided by Regulation 400-18, portable electronic devices must be powered off at all times during the school day, while aboard a school bus or other school-sponsored vehicle, and during after-school activities.
 Note: Cross reference Reg. 400-18 – “Cell Phones and Other Portable Electronic Devices – Student Use”

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| Prob. | 10 | Prob. | 10 | Prob. | Prob. |
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| (Item may be confiscated and returned to student at end of school day or to the parent.) |
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16. Laser Pointers
 Students are not permitted to bring laser pointers into the school building. Laser pointers are prohibited and will be confiscated if brought onto school premises. Parents or guardians may retrieve the laser pointer from the school administrator.

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| Prob. | 10 | Prob. | 10 | Prob. | 10 |
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17. Reckless Driving
 Driving on school property in such a manner as to endanger persons or property. Offenders may have their driving privileges revoked by the school.

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| Prob. | Exp. | | | | |
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18. Parking
 Parking in an unauthorized area on school property. The student’s parking privileges may be revoked.

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| Prob. | Prob. | | | | |
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19. Computer Usage
 Unauthorized use of computers or use that violates the acceptable use regulation (400-73). The student’s computer privileges may be revoked.

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| Prob. | Exp. | Prob. | Exp. | Prob. | Exp. |
|-------|------|-------|------|-------|------|

NOTE: A coach or activity supervisor cannot establish rules more or less restrictive than those placed in policy and procedures. Coaches or supervisors may enforce other rules approved by the principal if placed in writing and signed by the student and parent.

Approved:

Original signed by

 Linda D. Burgee
 Superintendent

Frederick County Public Schools FCHD Tobacco Program Contract

PLEASE PRINT

School _____ Date _____

Student _____ Grade _____ Age _____

Address _____

Home Phone _____ Cell Phone _____ Administrator _____

As a violation of the FCPS Tobacco Policy, you have been assigned to a Frederick County Health Department (FCHD) Tobacco Program. The FCHD Tobacco Program will focus on the nicotine addiction and aiding the student in cessation.

1. It is the parent's responsibility to register the student for the FCHD Tobacco Program **within seven (7)** days of the date below. Contact the tobacco program coordinator @ 301-600-3293 for date, time, and room. Classes will be held at the Frederick County Health Department, 350 Montevue Lane, Frederick. (Map located on form back.)
2. Student will complete all assigned activities. Appropriate behavior is expected of each student throughout the entire session.
3. Failure to attend or complete the FCHD Tobacco Program will be handled as willful disobedience.

I have read and understand the rules and expectations for the FCHD Tobacco Program. Further, I consent to the release of information contained on this form to the FCHD Tobacco Program Coordinator.

Student Signature

Date

Parent /Guardian's Signature

Date

School Administrator's Signature

Date

DIRECTIONS TO FREDERICK COUNTY HEALTH DEPARTMENT

From points West and East, take I-70 to U.S. 15 North in Frederick

From points South, take I-270 North to U.S. 15 in Frederick

From points North, take U.S. 15 to Frederick

From Route 15, take the Rosemont Avenue Exit (turn right if coming north and left if coming south on 15).
Montevue Lane is a left-hand turn at the traffic lights in front of Fort Detrick (third light on Rosemont).

FCHD OFFICE USE ONLY

Student Name_____

Tobacco Education Program Assigned Dates_____

_____ Successfully Completed Program _____ **DID NOT** Successfully Complete Program

School Notified_____

Tobacco Program Coordinator Signature_____

Date _____

301-600-3293

Fax: 301-600-3298

jchausky@fredco-md.net