

**Administrative Procedures for Policy #1115 (Administration)
Regarding Disruptive Behavior on the
Property of Calvert County Public Schools**

- I. Definitions
 - A. Danger/dangerous – exposure to injury, loss, pain, or other peril or risk
 - B. Disruptive – the act of causing disorder, interruption, or delaying the continuity of the work or learning environment; to impede the usual course or harmony of the work or learning environment
 - C. Intimidating – aggressive behavior that causes another to be fearful
 - D. School property – Any Calvert County Public Schools building and/or grounds, and any CCPS leased or owned vehicles, and vehicles contracted for official school business. This includes any location used for co- or extra-curricular activities, including any field trips.
 - E. Threat – something that is a source of danger; a declaration of an intention to inflict harm
 - F. Trespass – a wrongful interference with the possession of property (personal property as well as real property).
- II. Reporting Incidents and Restoring Order
 - A. Individuals may not trespass on school property at any time, whether or not the property is being used for official school business; display dangerous, disruptive, intimidating or threatening behavior on school property; or otherwise prevent the orderly conduct of Calvert County Public Schools’ business or activities.
 - B. In the event that an individual acts in ways prohibited by this policy, the following steps may be taken to restore a safe and orderly environment:
 - 1. When an individual(s) observes behavior prohibited by this policy, he or she shall immediately notify the building administrator or the staff member responsible for securing the building if a building administrator is not present (e.g. on weekends or in the evenings).
 - 2. The building administrator or staff member responsible for securing the building may verbally intervene, if it is deemed safe to do so, in an attempt to eliminate the disruption.
 - 3. If increased support is needed to eliminate the disruption, the staff member may request additional assistance, including additional staff, law enforcement and/or emergency services. The safety of students, employees and other individuals in the immediate area shall be the primary consideration when determining the need for additional support.
 - C. When order is restored and as soon as practicable after the event, the building administrator or staff member responsible for securing the building will notify the Superintendent’s Office.
- III. Consequences
 - A. Any individual who acts in ways prohibited by this policy and/or does not have lawful business to pursue on school property may be subject to the following:

1. Immediate removal from school property;
 2. Appropriate legal charges;
 3. Disciplinary action, as appropriate, under policies 1112 Regarding Student Discipline or 1750 Regarding Employee Discipline; and/or
 4. Extended denial of access to school property.
- B. Denial of Access to School Property
1. The Superintendent or designee shall have the right to deny individuals access to school property.
 2. When the address of the individual is known, written notification will be sent to that address informing the individual of the Superintendent or designee's decision and rationale. If the letter is sent by a designee, a copy will also be sent to the Superintendent.
 3. If the address of the individual is not known, reasonable efforts will be made to notify the individual of the Superintendent or designee's decision. These efforts may include phone or in-person contact.