

DISRUPTIVE ACTS THAT REQUIRE SECURITY MEASURES
DEFINITION OF ACT

DEFINITION OF ACT	STEPS TO TAKE
<p><u>ARSON/FALSE FIRE ALARMS/POSSESSION OF FIREWORKS</u></p> <p><u>ARSON</u> - The willful and malicious burning of, or attempt to burn any part of any building or any property of the Board of Education of Prince George’s County.</p> <p><u>FALSE ALARMS</u> – The act of initiating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe without cause.</p> <p><u>POSSESSION OF FIREWORKS OR EXPLOSIVES</u> – The act of unauthorized possession, use or threatened use of any fireworks, explosives, or other such instruments capable of inflicting bodily injury.</p> <p>Emergency operations for evacuation of the building are automatically initiated with the sounding of the alarm. The school shall not be reoccupied until authorization is given by the fire department officer-in-charge at the scene, with the following exception: in cases where a school official witnesses a false alarm being transmitted and knows it to be false, school authorities can have the school reoccupied without prior fire department approval.</p> <p>Code of Student Conduct classifies False Fire Alarms and Possession of Fireworks or Explosives as gross misconduct.</p> <p>The Board of Education views arson as GROSS MISCONDUCT, and as grounds for immediate suspension for as long as the balance of the school year, or expulsion.</p>	<p><u>Immediate</u> Upon discovery of the fire or explosion, nearest staff person sounds fire alarm and reports location and nature of the fire to the principal’s office immediately. Emergency operations for evacuation of the building are automatically initiated with the sounding of the alarm.</p> <ul style="list-style-type: none"> • Principal or designee notifies the Prince George’s County FIRE DEPARTMENT, BUREAU OF FIRE AND RESCUE COMMUNICATIONS (911) immediately. According to Section 29.18 (d) of the Fire Code, “ This requirement applies even though the fire may have been extinguished or the fire may have occurred at a time when the building was not occupied.” <p><u>Required Reporting Procedures</u></p> <ul style="list-style-type: none"> • Principal notifies: <ul style="list-style-type: none"> 1. Prince George’s County Fire Department by Telephone (911). 2. Department of Security Services by telephone (301-499-7000). • Incident Report Form (#10) to be filed with the Department of Security Services by the end of the first school day following the incident. <p><u>Follow-Up Action</u></p> <ul style="list-style-type: none"> • Disciplinary steps should be taken with students involved in arson and/or false fire alarms in accordance with the Code of Student Conduct. • Arson investigations will be conducted by the Prince George’s County Fire Department Bureau of Fire Investigations. • False Alarms, trash can fires, other minor incidents not creating loss to structure or contents shall be investigated by the Department of Security Services.
<p><u>ASSAULTS</u></p> <p><u>BATTERY</u> – unlawful touching or any physical force or violence unlawfully applied to the person of another (e.g., jostling, throwing water or dirt at another, tearing clothes, seizing or striking another).</p> <p><u>PHYSICAL ATTACK AND/OR THREAT THEREOF</u> – The act of physically assaulting or threatening to assault any person on school property, including Board of Education owned vehicles, or while in attendance at any Board of Education sponsored and supervised activity.</p>	<p><u>Immediate</u></p> <ul style="list-style-type: none"> • Teacher or other school-based person witnessing battery render aid, if possible, and report it to the principal or investigator/counselor. • Principal notifies the appropriate medical authority, if necessary: <ul style="list-style-type: none"> severe injuries--call for ambulance minor injuries--administer First Aid at school. <p><u>Required Reporting Procedures</u></p> <ul style="list-style-type: none"> • Principal notifies: <ul style="list-style-type: none"> 1. Department of Security Services by telephone (301-499-7000) Investigator/counselor for all acts perceived to be of a serious nature, and all acts involving weapons. 2. Parents of student(s) involved.

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<p><u>ASSAULTS</u> - continued</p> <p>Physical attack resulting in bodily injury, or upon investigation found to be clearly intended to so result.</p> <p>The Board of Education views these events as GROSS MISCONDUCT, and as ground for immediate suspension for as long as the balance of the school of the school year, or expulsion.</p>	<p>3. Principal and/or Department of Security Services notifies County Police Department immediately in all assaults requiring medical treatment other than minor First Aid, and cases Involving a weapon.</p> <ul style="list-style-type: none"> • Incident Report Form (#10) to be filed with the Department of Security Services by the end of the first school day following the incident. • It will not be necessary for principals to file an Incident Report for minor altercations provided: <ol style="list-style-type: none"> 1. The matter is resolved to the satisfaction of both parties by the school administrator; 2. No injuries were sustained by either party which required medical attention; 3. No weapons were involved; 4. The assault was not part of another offense, i.e., robbery, extortion, sex offense, etc. <p><u>Follow-up Action</u></p> <ul style="list-style-type: none"> • In cases of minor altercations (those not requiring medical treatment) involved students should be separated and provided with a "cooling off" period to be followed by a conference, including parents, to determine further course of action. • Peer mediation or other referral. • In cases of major altercations, suspension procedures should be followed in accordance with the Code of Student Conduct.
<p><u>VERBAL</u> - Threat to do bodily harm.</p>	<p><u>Immediate</u></p> <ul style="list-style-type: none"> • Teacher or other school administrator notified by a student of a verbal threat will: <ol style="list-style-type: none"> 1. Attempt to find out all the facts; 2. Evaluate seriousness of threat; 3. Report serious threat to principal. <p><u>Required Reporting Procedures</u></p> <ul style="list-style-type: none"> • Principal (after assessment of the incident) notifies the investigator/counselor or the Department of Security Services by telephone (301-499-7000) if the incident has possible ramifications for student unrest. The Department of Security Services will notify the police department if the incident has possible ramifications in the community. • Incident Report Form (#10) to be filed with Department of Security Services for incident judged by principal to be serious by the end of the first school day following the incident. <p><u>Follow-up Action</u></p> <ul style="list-style-type: none"> • Principal will counsel concerned parties and take appropriate disciplinary action. (See Code of Student Conduct)

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<p>FIGHTING - The act of hostile bodily contact among two or more students in or on school property, including Board of Education owned vehicles, or while in attendance at any Board of Education sponsored and supervised activity, which act is likely to result in physical harm and/or a substantial disruption of the educational environment. Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person, shall, upon investigation, be considered such an act.</p> <p>If a weapon is used during the fight, see also section on Weapons.</p> <p>Code of Student Conduct classifies such events as gross misconduct.</p>	<p><u>Immediate</u></p> <ul style="list-style-type: none"> Teacher or other school-based person should separate fighting students, if possible. If unable to do so, contact the office immediately requesting assistance. <p><u>Required Reporting Procedures</u></p> <ul style="list-style-type: none"> Principal or designee notifies parents of students involved. Incident Report Form (#10) to be filed with the Department of Security Services if there is an injury, a weapon is used, or the parents of the parties concerned wish criminal action, or principal deems necessary. <p><u>Follow-up Action</u></p> <ul style="list-style-type: none"> After a cooling off period, participants and parents should be counseled in a conference. If the situation warrants it, suspension procedures may be followed. (See Code of Student Conduct) Appropriate referral, if necessary.
<p>BOMB THREAT - a communication stating that an explosive device has been placed in a facility.</p> <p>FALSE ALARMS - The act of initiating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe without cause.</p> <p>Code of Student Conduct classifies this event as gross misconduct.</p> <p>(See Administrative Procedure 6114.7)</p>	<p><u>Immediate</u></p> <ul style="list-style-type: none"> Upon receiving a call wherein the caller states that a bomb has been placed in the school, the person taking the call will ask the following questions: <p style="text-align: center;">Bomb Threat Checklist</p> <ol style="list-style-type: none"> Location of the bomb? If possible, the specific area within the building. What floor? What room? What area? When is it set to go off? Has it been placed in the open? What type and size is the bomb? Is it disguised or concealed? How did it get into the building? (Mailed or carried) (Protect written messages from unnecessary handling.) Why was it put there? <p style="text-align: center;">Date _____ Time _____</p> <ul style="list-style-type: none"> The above questions are set forth as a guide to obtain some necessary information that may aid in the decision to evacuate or not evacuate. Based on content, caller's demeanor and other circumstances the threat must be assessed and a decision to evacuate made by the principal. It is advisable to inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people. Activate school emergency plan.

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<p><u>BOMB THREAT</u> – continued</p> <p><u>FALSE ALARMS</u> - continued</p>	<p><u>Bomb Threats</u></p> <ul style="list-style-type: none"> • Things to try to determine during call: <ol style="list-style-type: none"> 1. Age - approximate age of caller. 2. Accent - local, foreign, drawl, etc. 3. Reason for threat - does caller sound angry with someone or something? 4. Background noises - music, other people talking, etc. 5. Disposition – calm, hysterical, etc. 6. Sex - male/female - disguised voice. <p>Person receiving call should give all information immediately to the principal, who should proceed immediately in reporting the threat.</p> <p><u>Required Reporting Procedures</u></p> <ul style="list-style-type: none"> • Principal notifies: <ol style="list-style-type: none"> 1. County Police Department by telephone (911). 2. Department of Security Services (301-499-7000). <p><u>Follow-up Action</u></p> <ul style="list-style-type: none"> • Incident Report Form (#10) to be filed with the Department of Security Services by the end of the first school day following the incident.
<p><u>DISCOVERY OF AN INCENDIARY/EXPLOSIVE OR SUSPICIOUS PACKAGE</u></p> <p><u>ACTUAL OR SUSPECTED DEVICE</u></p> <p>See Administrative Procedure 6114.7)</p>	<p><u>Immediate</u></p> <ul style="list-style-type: none"> • Person discovering device reports location to principal. • Students and personnel in the immediate area of the device will be evacuated first - the area will be cordoned off - and then the remainder of the school will be evacuated, using a PA announcement. • Under no circumstances shall the suspected device be moved or touched except by <u>County Fire Department Bomb Squad personnel</u>. • Area is to be left as is. <p><u>Required Reporting Procedures</u></p> <ul style="list-style-type: none"> • Principal notifies: <ol style="list-style-type: none"> 1. The County Police Department (911). 2. Prince George's County Fire Department (911). 3. Department of Security Services (301-499-7000). • Incident Report Form (#10) to be filed with the Department of Security Services by the end of the first school day following the incident. <p><u>Follow-up Action</u></p> <ul style="list-style-type: none"> • Fire/Bomb Squad personnel will assume control and jurisdiction over the incident.

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<p><u>DISCOVERY OF AN INCENDIARY /EXPLOSIVE OR SUSPICIOUS PACKAGE</u> - continued</p> <p><u>ACTUAL OR SUSPECTED DEVICE</u> - continued</p>	<ul style="list-style-type: none"> • The decision to dismiss students if necessary will be made by the Deputy Superintendent after consultation with the principal. • The decision to reoccupy the facility is the sole authority of fire department personnel.
<p><u>BREAKING AND ENTERING</u></p> <p>The unlawful entering of a building belonging to or occupied by the Board of Education with the intent to steal, destroy or vandalize property.</p> <p>Code of Student Conduct classifies such acts as gross misconduct.</p>	<p><u>Immediate</u></p> <ul style="list-style-type: none"> • Custodian or other school based person discovering a breaking and entering notifies principal immediately. • Principal assures that crime scene is not disturbed before police and security personnel arrive on the scene. <p><u>Required Reporting Procedures</u></p> <ul style="list-style-type: none"> • Principal immediately notifies by telephone: <ol style="list-style-type: none"> 1. County Police Department (911). 2. Department of Security Services (301-499-7000). • Incident Report Form (#10) to be filed with the Department of Security Services by the end of the first school day following the incident. • Incident Report Form (#10) to be filed with the Maintenance Department in order for repairs to be done, or for self-insurance purposes when property is missing.
<p><u>DRUGS</u> (Including Alcohol)</p> <p>GENERAL:</p> <p><u>POSSESSION, USE OR DISTRIBUTION OF A CONTROLLED DANGEROUS SUBSTANCE</u> - Unlawful possession, use or distribution of any controlled dangerous substance and /or controlled paraphernalia as defined in Article 27 Section 277 of the Annotated Code of Maryland.</p> <p><u>ALCOHOLIC BEVERAGES</u> - The use or possession of alcoholic beverages in any form on school property, including Board of Education owned vehicles, or while in attendance at any Board of Education sponsored and supervised activity is prohibited.</p> <p>POSSESSION of such a substance implies that a student has same on his person or with his personal property, or has under his control such substance by placement of and knowledge of the whereabouts of same on Board of Education property, or other property on which he or she is presently by virtue of being within the jurisdiction of school authorities.</p> <p>(Note: Voluntary disclosure of possession or use, in a counseling situation is exempt by law.)</p>	<p><u>Immediate</u></p> <ul style="list-style-type: none"> • Non-counseling situation: Teacher or other school-based person notifies the principal of suspicions regarding illegal drug possession. • Counseling situation: In a counseling situation, where the student has voluntarily come for assistance, existing stated guidelines will be followed by the teacher (Resolution No. 1971-50, Maryland State Board of Education Guidelines for Drug Abuse Counseling.) The teacher must respect the law of confidentiality. If the substance has been given to the teacher, it must be turned over to the principal for release to the Department of Security Services. <p><u>Required Reporting Procedures</u></p> <ul style="list-style-type: none"> • Non-counseling situation: Principal notifies the investigator/counselor or the Department of Security Services by telephone (301-499-7000). The Department of Security Services will initiate legal action or refer case to the County Police Department for possible legal action. • Incident Report Form (#10) to be filed with the Department of Security Services by the end of the first school day following the incident.

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<p><u>DRUGS</u> (Including Alcohol) - continued</p> <p>GENERAL – continued</p> <p>A controlled dangerous substance as defined by state and federal laws.</p> <p>All drug violations are considered a gross misconduct.</p>	<ul style="list-style-type: none"> • Suspected drugs will be turned over to School Security for disposition. <p><u>Follow-up Action</u></p> <ul style="list-style-type: none"> • Non-counseling situation: Legal action to be taken by County Police Department or School Security. • Use or possession of controlled dangerous substance <u>must</u> result in a Request for Expulsion. (See Code of Student Conduct) • Counseling situation: Refer to Drug Education Office.
<p><u>USE</u> (Of Drugs)</p> <p>USE of such a substance implies that a student is reasonably known to have assimilated same (e.g., smoking marijuana, taking a pill, etc.) or is reasonably suspected to be under the influence of same while under the jurisdiction of school authorities.</p>	<p><u>Immediate</u></p> <ul style="list-style-type: none"> • It a teacher or other school based person suspects that a student is under the influence of a drug, that information should be brought to the attention of the principal. • The principal assesses the situation and secures medical assistance, if needed, following the same procedures that are used for any sick or injured student (i.e., parent notification, hospital treatment, etc.). <p><u>Required Reporting Procedures</u></p> <ul style="list-style-type: none"> • Principal notifies: <ol style="list-style-type: none"> 1. Parent(s) of suspected user. 2. Parent(s) of suspected user. 3. Investigator/counselor or Department of Security Services by telephone (301-499-7000). • Incident Report Form (#10) to be filed with the Department of Security Services by the end of the first school day following the incident. <p><u>Follow-up Action</u></p> <ul style="list-style-type: none"> • Use of possession of controlled dangerous substance must result in a Request for Expulsion. (See Code of Student Conduct)
<p><u>DISTRIBUTION</u> (Drugs)</p> <p><u>DISTRIBUTION</u> of such a substance implies the transfer of such substance to any other person, with or without the exchange of money or other valuables. Includes possession with intent to distribute.</p> <p><u>POSSESSION WITH INTENT TO DISTRIBUTE</u> - Possession of a quantity of greater than individual use; or packages so as to indicate the intent to distribute (i.e. multiple packages, several doses, etc.)</p>	<p><u>Immediate</u></p> <ul style="list-style-type: none"> • Teacher or other school-based person should relate all observed activity or suspicions to the principal. • Principal will notify Security who will notify police. <p><u>Required Reporting Procedures</u></p> <ul style="list-style-type: none"> • Principal notifies: <ol style="list-style-type: none"> 1. Investigator/counselor or the Department of Security Services by telephone (301-499-7000) to request investigative assistance.

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<p><u>DISTRIBUTION</u> (Drugs) - continued</p>	<ol style="list-style-type: none"> 2. Department of Security Services notifies County Police if warranted. <ul style="list-style-type: none"> • Incident Report Form (#10) to be filed with the Department of Security Services by the end of the first school day following the incident. <p><u>Follow-up Action</u></p> <ul style="list-style-type: none"> • To be conducted by the Department of Security Services and county police. • Distribution of a dangerous controlled substance must result in Request for Expulsion. (See Code of Student Conduct)
<p><u>LARCENY</u> - the unlawful taking and carrying away property of another with the intent to deprive the lawful owner of its use.</p> <p><u>SCHOOL PROPERTY</u> Code of Student Conduct classifies this event as gross misconduct.</p>	<p><u>Immediate</u></p> <ul style="list-style-type: none"> • School based person discovering school property missing notifies principal and indicates steps taken to locate the item. <p><u>Required Reporting Procedures</u></p> <ul style="list-style-type: none"> • In cases where the value of the property <u>exceeds \$50.00</u> and in all cases which the property has a serial number: <ol style="list-style-type: none"> 1. Principal notifies County Police Department (301-336-8800) and the Department of Security Services (301-499-7000) by telephone. 2. Incident Report Form (#10) to be filed with the Department of Security Services by the end of the first school day following the incident. 3. A copy of the Incident Report Form (#10) to be filed with the Risk Management Office by the end of the first school day following the incident. • In cases where the value of the property is <u>less than \$50.00</u>: <ol style="list-style-type: none"> 1. Incident Report Form (#10) to be filed with the Department of Security Services and Risk Management Office by the end of the first school day following the incident. 2. Notify Security Services (301-499-7000). <p><u>Follow-up Action</u></p> <ul style="list-style-type: none"> • Appropriate disciplinary action is taken in accordance with the Code of Student Conduct. • Appropriate criminal charges, if necessary.
<p><u>LARCENY</u> - continued</p> <p><u>PRIVATE PROPERTY</u> The Code of Student Conduct classifies these events as gross misconduct.</p>	<p><u>Immediate</u></p> <ul style="list-style-type: none"> • School based person receiving report of the taking of personal property shall attempt to find out all the facts and report them to the principal. <p><u>Required Reporting Procedures</u></p> <ul style="list-style-type: none"> • In cases where the value of the property <u>exceeds \$50.00</u>:

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<p><u>SEX OFFENSES</u> - continued</p>	<ul style="list-style-type: none"> • The principal shall immediately be notified of the alleged offense and the principal shall immediately notify the county police and the Department of Security Services. No questioning of the victim shall be conducted by school personnel. Every effort will be made to remove the victim to an area where they will be assured privacy pending the arrival of the police. Parents of the victim should be notified and asked to respond to the school. This will assist the police as a parent or guardian is required to be present for any medical examination. • Security personnel shall assist the county police in their investigation when requested to do so. The crime scene shall be preserved until turned over to the county police for processing. <p><u>Required Reporting Procedures</u></p> <ul style="list-style-type: none"> • Principal notifies: <ol style="list-style-type: none"> 1. County police (301-336-8800). 2. Department of Security Services (301-499-7000). 3. Parents /guardians of victim. • Incident Report Form (#10) to be filed with the Department of Security Services by the end of the first school day following the incident. <p><u>Follow-up Action</u></p> <ul style="list-style-type: none"> • To be conducted by the County Police Department and the Department of Security Services. • Appropriate disciplinary action is taken in accordance with the Code of Student Conduct.
<p><u>STUDENT DEMONSTRATIONS</u></p> <p><u>AUTHORIZED, LEGAL DEMONSTRATIONS</u></p>	<p><u>Immediate</u></p> <ul style="list-style-type: none"> • Non-school - Planned in advance with approval of principal. (See Administrative Procedure 5150 for Student, Involvement, Rights and Responsibilities, Section 11A, 2 and 3). <p><u>Required Reporting Procedures</u></p> <ul style="list-style-type: none"> • Principal notifies the Department of Security Services by telephone (301-499-7000) <u>prior</u> to the legal demonstration. No reporting form is necessary.
<p><u>STUDENT DEMONSTRATIONS</u></p> <p><u>UNAUTHORIZED, ILLEGAL DEMONSTRATIONS</u></p>	<p><u>Immediate</u></p> <ul style="list-style-type: none"> • Teacher or other school based person notifies principal immediately of rumored demonstration or demonstration in progress. <p>Principal should asses the situation:</p> <p style="padding-left: 40px;">Number of persons involved; Issues; Type of demonstration (sit-in, walk-out, boycott or picket); Whether or not immediate police response is necessary at that time.</p>

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<p><u>STUDENT DEMONSTRATIONS</u> - continued</p> <p><u>UNAUTHORIZED, ILLEGAL DEMONSTRATIONS</u> - continued</p>	<p><u>Required Reporting Procedures</u></p> <ul style="list-style-type: none"> • Principal notifies Department of Security Services by telephone (301-499-7000) with assessment of suspected or in progress demonstration. • Department of Security Services based on principal's assessment notifies police if deemed necessary. • Incident Report Form (#10) to be filed with the Department of Security Services by the end of the first school day following the incident. <p><u>Follow-up Action</u></p> <ul style="list-style-type: none"> • To be conducted by the Office of Student Affairs/Peer Mediation in consultation with Security Services and the principal.
<p><u>TRESPASSING</u> - An unlawful entering by unauthorized person or persons onto school property.</p> <p>Article 27, Section 277 A</p> <p>Education Article 26-102</p> <p>Disorderly Conduct</p>	<p><u>Immediate</u></p> <ul style="list-style-type: none"> • Principal determines whether or not the person(s) is/are trespassing and assesses whether or not support is needed from County Police Department. • Principal notifies trespasser to leave school property. <p><u>Required Reporting Procedures</u></p> <ul style="list-style-type: none"> • Principal notifies by telephone: <ol style="list-style-type: none"> 1. County Police Department (911) if the situation warrants it. 2. The Department of Security Services (301-499-7000). • Incident Report Form (#10) to be filed with the Department of Security Services by the end of the first school day following the incident. <p><u>Follow-up Action</u></p> <ul style="list-style-type: none"> • If individual creates disruption, or refuses to abide by policies a letter may be sent requesting prior appointment before entering the school.
<p><u>VANDALISM AND/OR DESTRUCTION OF PROPERTY</u> - The act or attempted act of willful destruction or defacement of school or private property either on the school grounds, or during a school activity, function, or event off school grounds.</p> <p>Vandalism resulting in substantial damage to school property, or personal property on the school grounds, or during any school sponsored event on or off campus.</p> <p>The Board of Education views the above as gross misconduct, and as grounds for immediate suspension for as long as the balance of a current semester, or the balance of the school year, or expulsion.</p>	<p><u>Immediate</u></p> <ul style="list-style-type: none"> • School based person, upon discovering destruction of property, brings this information to the attention of the principal or the Department of Security Services. • Principal assesses damage and determines if Maintenance needs to respond immediately. <p><u>Required Reporting Procedures</u></p> <ul style="list-style-type: none"> • Principal notifies County Police Department and the Department of Security Services (301-499-7000). • Incident Report Form (#10) to be filed with the Department of Security Services by the end of the first school day following the incident. <p><u>Follow-up Action</u></p> <ul style="list-style-type: none"> • Investigate as necessary by the Department of

