

GLOSSARY OF TERMS

Out-of-School Suspension Categories

<i>Term</i>	<i>Definition</i>
Arson, Fire, Explosives	<p>Arson/Fire (Suspension Code 501)—Setting or attempting to set a fire or helping others to set a fire without intent to endanger others; setting a fire or helping others to set a fire with intent to endanger others or destroy property.</p> <p>False Alarm/Bomb Threat (Suspension Code 502)—Initiating a warning of a fire or other catastrophe without cause, either over a phone or in person (e.g., pulling a fire alarm, misuse of 911); discharging a fire extinguisher without cause; making a bomb threat or threatening a school shooting.</p> <p>Explosives (Suspension Code 503)—Possessing an incendiary or explosive device, material, or any combination of combustible or explosive substances, other than a firearm, that can cause harm to people or property (e.g., firecrackers, smoke bombs, flares; but NOT “snap pops,” which should be treated as a disruption); detonating or possessing and threatening to detonate an incendiary or explosive device or material, as described above.</p>
Attack	<p>Attack on Adult (Suspension Code 401)—Physically attacking an MCPS staff member or other adult, including intentionally striking a staff member who is intervening in a fight or other disruptive activity</p> <p>Attack on Student (Suspension Code 402)—Physically attacking a student; engaging in shoving, pushing, or otherwise being physically aggressive toward another (e.g., body check, intentionally bumping, but NOT horseplay); engaging in a fight or dangerous play that is spontaneous and/or short, and results only in minor cuts, scrapes, and bruises; engaging in a fight which may be large, preplanned, extended, gang related and/or resulting in major injuries, or otherwise especially serious based on the listed factors.</p> <p>Serious Bodily Injury (Suspension Code 408)—Engaging in behavior that unintentionally causes serious bodily injury, or loss of consciousness; engaging in behavior that intentionally causes serious bodily injury, or loss of consciousness.</p> <p>Sexual Attack (Suspension Code 601)—Engaging in behavior toward another that is physically, sexually aggressive.</p>

<i>Term</i>	<i>Definition</i>
Dangerous Substances	<p>Alcohol (Suspension Code 201)—Being under the influence of alcohol; using or possessing alcohol; distributing/selling alcohol.</p> <p>Inhalants (Suspension Code 202)—Being under the influence of inhalants; using or possessing inhalants; distributing/selling inhalants.</p> <p>Drugs/Controlled Substances (Suspension Code 203)—Unauthorized use, possession, or being under the influence of non-illegal drugs (e.g., prescription or non-prescription medication); using, possessing or being under the influence of illegal drugs; distributing or selling non-illegal or illegal drugs (such as Juuls, Vapes, e-cigarettes, and Edibles).</p> <p>Tobacco (Suspension Code 204)—Using or possessing tobacco in any form (such as Juuls, Vapes, e-cigarettes, and Edibles).</p>
Disrespect, Disruption	<p>Disrespect (Suspension Code 701)—Making inappropriate or offensive gestures, verbal or written comments, or symbols to others (e.g., verbal put-downs, cursing, talking back); repeatedly or persistently defying or refusing to follow directions of teachers, staff, or administrators.</p> <p>Disruption (Suspension Code 704)—Engaging in minor behavior that distracts from the learning environment; persistently or habitually engaging in minor behavior that distracts from the learning environment (e.g., talking out of turn, throwing small items, horseplay); engaging in moderate to serious behavior that distracts from teaching and learning and directly affects the safety of others (e.g., throwing harmful items; sending or posting incendiary texts/social media messages; videos; disrupting a fire drill; interrupting an exam; verbal abuse of staff).</p> <p>Sexual Harassment (Suspension Code 602)—Unwelcome sexual advances; requests for sexual favors; and/or other inappropriate verbal, written, or physical conduct of a sexual nature; directed toward others; inappropriate use of electronic devices/social media in such context.</p>
Fighting	<p>Fighting (Suspension Code 405)— Physically attacking another; engaging in shoving, pushing, or otherwise being physically aggressive toward another (e.g., body check, intentionally bumping, but NOT horseplay); engaging in a fight or dangerous play that is spontaneous and/or short, and results only in minor cuts, scrapes, and bruises; engaging in a fight which may be large, preplanned, extended, gang related and/or resulting in major injuries, or otherwise especially serious based on the listed factors.</p>
Theft	<p>Theft (Suspension Code 803)—Taking or obtaining property of another without permission and/or knowledge of the owner; persistently or habitually taking or obtaining property of another without permission and/or knowledge of the owner; taking or obtaining property of another without permission and/or knowledge of the owner, where the theft is especially serious based on the listed factors.</p>

<i>Term</i>	<i>Definition</i>
Threat	<p>Threat to Adult (Suspension Code 403) - Threatening language (verbal or written/electronic; implicit or explicit) or physical gestures directed toward a staff member or any other adult.</p> <p>Threat to Student (Suspension Code 404)-Threatening language (verbal or written/electronic; implicit or explicit) or physical gestures directed toward a student.</p> <p>Extortion (Suspension Code 406) - Using a threat, fear, or force (without a weapon) to get a person to turn over property; using a threat, fear, or force (with a weapon) to get a person to turn over property.</p> <p>Bullying (Suspension Code 407) - Unwanted, demeaning behavior among students that meets the criteria for prohibited conduct in Policy JHF and includes— (1) an imbalance of power (individuals who bully use their physical, emotional, social, or academic power to control, exclude, or harm others); and (2) repetition (bullying behaviors happen more than once or are highly likely to be repeated based on evidence gathered).</p> <p>Harassment (Suspension Code 407) - Actual or perceived negative actions that meet the criteria for prohibited conduct in Policy JHF and offends, ridicules, or demeans another individual with regard to an individual’s actual or perceived personal characteristics</p> <p>Cyberbullying (Suspension Code 407) -Bullying that meets the criteria for prohibited conduct in Policy JHF <i>and</i> is transmitted by means of a portable communication device through electronic communication that allows individuals to view or share content. (1) Cyberbullying includes sending, posting, or sharing personal or private information about someone, causing embarrassment or humiliation. (2) Cyberbullying may be subject to disciplinary action when there is a connection back to the school setting, it creates risk of harm to other students while they are at school, or it interferes with the educational environment, regardless of whether the instructional environment is in person or virtual.</p>
Weapons	<p>Firearms (Suspension Code 301) - Possession of a firearm as defined in 18 U.S.C. §921 (e.g., handgun).</p> <p>Other Guns (Suspension Code 302) - Possessing, using, and/or threatening to use firearm facsimiles, gun-like toys, and/or other similar items such as a water gun; possessing, using, or threatening to use a non-firearm gun (such as a BB, pellet, cap, or airsoft gun), or a gun-like toy modified to resemble a firearm.</p> <p>Knives and Other Weapons (Suspension Code 303)—Possessing a knife or other implement that could cause serious bodily harm, without intent to use as a weapon; possessing a knife or other implement that could cause serious bodily harm, with intent to use as a weapon; using or threatening to use a knife or other implement as a weapon with intent to cause serious bodily harm.</p>

<i>Term</i>	<i>Definition</i>
Other	<p>Class Cutting (Suspension Code 101)—Failing to attend a class after arrival at school without an excused reason; persistently failing to attend a scheduled class after arrival at school without excused reasons.</p> <p>Academic Dishonesty (Suspension Code 801)—Plagiarizing, such as by taking someone else’s work or ideas (for students in Grades 3–12); forgery, such as by faking a signature of a teacher or parent/guardian; or cheating; sharing or otherwise distributing information contained on assessments or other graded work; tampering with, or assisting another to tamper with, the MCPS computer network or exams; repeatedly or widely distributing information contained on assessments or other graded work.</p>

Terms Related to Out-of-School Suspension Reporting

<i>Term</i>	<i>Definition</i>
Total Students Enrolled	The number of students in each of the indicated categories.
Percent Students Enrolled	For the student groups, this indicates the percentage of students as compared with the total population of the school.
Number Students Suspended	The number of students suspended in each student category. It is an unduplicated count of students, meaning a student is counted only once regardless of the number of times that student may have be suspended.
Percent Students Suspended	For the student groups, this indicates the percentage of students suspended as compared to the population of the individual student group.

Serious Incident Categories and Definitions

<i>Term</i>	<i>Definition</i>
Academic Dishonesty	The intentional misrepresentation of one's work toward educational progress, which can include cheating or other forms of dishonesty. Plagiarism refers to the use of another's ideas, information, language, or writing, when done without proper acknowledgment of the original source.
Accident	An unintentional incident that causes disruption in the school day.
Alcohol	Distribution—The distribution of the substance, the possession of the quantity of a substance in excess of that which would be reasonable for personal use, or the act of distribution of the substance to others. Possession—Having on one's person the substance in question.
Arrest	Action by the police to take a student into custody with the intent to press formal charges.
Arson	Willful and malicious fire setting or the threat of same.
Bomb	An explosive, incendiary, or toxic material combined with a delivery or detonating apparatus, or a device modified to do so, or a look-alike.
Bomb Threat	The threat that an explosive device exists that would harm the functions of the school day.
Bullying	<p>In accordance with Maryland law, conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being, and is—</p> <p>(1) Either (a) motivated by an actual or a perceived personal characteristic, including race, ethnicity, color, ancestry, national origin, religion, immigration status, sex, gender expression, sexual orientation, family/parental status, marital status, age, physical or mental disability, poverty and socioeconomic status, language, or other legally or constitutionally protected attributes; (b) sexual in nature; or (c) threatening or seriously intimidating;</p> <p>and</p> <p>(2) Either (a) occurs on school property, at a school-sponsored activity or event, or on a school bus; or (b) substantially disrupts the orderly operation of a school.</p> <p>Cyberbullying is a form of bullying, harassment, and intimidation. "Cyberbullying" means a communication transmitted by means of an electronic device, and includes the use of social media sites. Cyberbullying shall include any future applications that fall under "electronic communication." "Electronic Communication" means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer or tablet.</p> <p style="text-align: center;">MD. ANN. CODE, EDUCATION § 7-424.</p>

<i>Term</i>	<i>Definition</i>
Bus Incident	Any incident that occurs on a school bus and/or interferes with the route responsibilities.
Computer Abuse	The misuse of technology as outlined in MCPS Regulation IGT-RA, <i>User Responsibilities for Computer Systems, Electronic Information, and Network Security</i> .
Crisis Center	The Montgomery County Crisis Center conducts psychological services. Schools refer students there when behaviors are exhibited that the school believes warrant a psychological evaluation.
Disruptive Behavior	Behavior that interferes with the normal operation of the entire school.
Drugs	<p>Distribution—The distribution of the substance, the possession of the quantity of a substance in excess of that which would be reasonable for personal use, or the act of distribution of the substance to others.</p> <p>Possession—Having on one's person the substance in question.</p> <p>Paraphernalia—Having on one's person or in a location used by the person those items that enable use of the controlled substance.</p>
Extortion	The use, or the express or implicit threat of the use, of violence or other criminal means to cause harm to a person, reputation, or property as a means to obtain something of value or to compel some action from someone else.
Fighting	A physical conflict between two or more individuals, which could include students, staff, or community members, in a school facility or at a school-sponsored event.
Fire, Not Arson	The existence, or evidence of prior existence, of fire on school property.
Gang-related Incident/Crime	Activity related to a formal or informal ongoing organization, association, or group of three or more persons who; (a) have a history of criminal street gang activity; (b) have a common name or common identifying signs, colors, or symbols; and (c) have members or associates who, individually or collectively, engage in or have engaged in a pattern of criminal activity.
Hate Incident	<p>Crime—Identified and charged by the police with harassing a person or damaging property of a person because of race, color, religious beliefs, sexual orientation, or national origin.</p> <p>Graffiti—Defacement of property that denigrates on the basis of race, color, religious beliefs, sexual orientation, or national origin.</p> <p>Other—Activity other than crime or graffiti that denigrates on the basis of race, color, religious beliefs, sexual orientation, or national origin.</p>

<i>Term</i>	<i>Definition</i>
Malfunction, Essential Equipment	Any equipment disorder that interferes with the normal operation of the entire school.
Medical Assistance	Request for emergency services.
Missing Child	Report of a student missing from expected attendance at school.
Physical Assault/Attack	An offensive and intentional touching or striking of a person against his or her will, intentionally causing bodily harm.
Protective Services	An incident that requires reference of student to Child Welfare Services.
Robbery, Strong-armed	The taking of property of another from his person or in his presence by force or reasonable fear of violence.
Serious Injury	Physical injury that requires medical attention outside the school.
Sex Related	<p>Assault—Any type of physical contact with a person that is sexual in nature.</p> <p>Harassment—The unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or written conduct of a sexual nature.</p> <p>Rape—Engaging in sexual intercourse that is forced on another without the person's consent or against the person's will.</p>
Suicide Related	<p>Attempted Suicide—The act of intentionally attempting to take one's own life.</p> <p>Suicidal Ideations—The act of thinking about taking one's own life.</p> <p>Suicide—The act of intentionally taking one's own life.</p>
Theft	Dishonestly acquiring property belonging to another with the intention of permanently depriving the other of it.
Threat, Physical or Verbal	Expression of intent to damage or injure; intimidation.
Vandalism	<p>Graffiti—Images or lettering scratched, scrawled, painted, or any form of marking on property that does not belong to the artist.</p> <p>Other—Intentional abuse, damage or destruction of any portion of school facilities, furnishings, or property.</p>

<i>Term</i>	<i>Definition</i>
Weapon	Implements that can cause bodily harm, and the term includes but is not limited to, knives, metal knuckles, nunchakus, guns, rifles, firearms, BB guns, paintball guns, pellet guns, and any object used as a weapon.
Weapon, Toy, Facsimile	Implements that are designed to resemble those items that can cause bodily harm.
Other	Incidents not related to any of the other categories but are reported to the Office of the Chief of Teaching, Learning, and Schools.

Terms Related to Bullying Incidents

<i>Term</i>	<i>Definition</i>
Bullying	<p>Unwanted, demeaning behavior among students that meets the criteria for prohibited conduct in Policy JHF and includes—</p> <p>(1) an imbalance of power (individuals who bully use their physical, emotional, social, or academic power to control, exclude, or harm others); and</p> <p>(2) repetition (bullying behaviors happen more than once or are highly likely to be repeated based on evidence gathered).</p> <p>Cyberbullying - Bullying that meets the criteria for prohibited conduct in Policy JHF <i>and</i> is transmitted by means of a portable communication device through electronic communication that allows individuals to view or share content.</p> <p>(1) Cyberbullying includes sending, posting, or sharing personal or private information about someone, causing embarrassment or humiliation.</p> <p>(2) Cyberbullying may be subject to disciplinary action when there is a connection back to the school setting, it creates risk of harm to other students while they are at school, or it interferes with the educational environment, regardless of whether the instructional environment is in person or virtual.</p>
Number Reported	<p>The number of reported bullying incidents represents the number of <i>Bullying, Harassment, or Intimidation</i> reporting forms (MCPS Form 230-35) turned in for the current school year. State law requires that any person who reports bullying, harassment, or intimidation be given the opportunity to make a written report by filling out this form, but they are not required to do so. However, any report of bullying, harassment, or intimidation, either written or verbal, must be investigated by school administration. For more information, please see MCPS Regulation JHF-RA, <i>Student Bullying, Harassment, or Intimidation</i>.</p>
Number Confirmed	<p>Number of reported bullying events deemed accurate upon investigation by school administrator.</p>

Definition of Drills and Alerts

<i>Term</i>	<i>Definition</i>
Lockdown Drill	The planned practice of an emergency in the school or on the campus indicating imminent danger exists to students and staff members.
Active Assailant Drill	<p>The Safe Schools Act of 2018 recommends that school systems in Maryland conduct active assailant drills. An active assailant is someone who enters or approaches a building with the intent of doing harm to others. In many cases, an active assailant is an active shooter but could also use other means to inflict harm.</p> <p>Lockdown with Options, is the MCPS version of an active assailant drill. In this drill, students and staff are trained in situational awareness to engage in one of the following strategies to stay safe:</p> <ul style="list-style-type: none"> • If safe and practicable to do so, AVOID the area by quickly moving or fleeing as far away from the threat as possible. • When you cannot safely AVOID, or it is impossible to do so, lock and secure the room to DENY access to an assailant, following lockdown procedures. • At a last resort, act by yourself, or, with age appropriate students who are willing to assist, to DEFEND yourself and others. <p>This drill is conducted in an age-appropriate manner for students.</p>
Directed Evacuation Drill	The planned practice of an evacuation of the school due to causes other than a fire emergency.
Drop, Cover, and Hold Drill	<p>The planned practice of a drop, cover, and hold where students and staff take cover under a desk (DROP); away from windows, cover eyes (COVER); make efforts to protect vital organs, and hold onto the desk legs (HOLD).</p> <p>If Indoors do the following:</p> <ul style="list-style-type: none"> • DROP to the ground. • Take COVER by getting under a sturdy table or other piece of furniture. • HOLD on until the shaking stops. • If there isn't a table or desk near you, then cover your face and head with your arms and crouch in an inside corner of the building. • Stay away from glass, windows, and hanging light fixtures that could fall. Use a doorway for shelter only if it is strongly supported and load bearing. Do not use elevators in the building. • Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe. <p>If Outdoors stay there. Move away from the building, streetlights, and utility wires.</p>
Fire Evacuation Drill	The planned practice of an emergency evacuation of a school due to a fire emergency. By 2017 school year, each school was required to conduct ten fire evacuation drills. Starting 2018 school year, the State of Maryland Fire Prevention Code requires that five fire emergency drills be conducted in schools which are fully protected by an automatic sprinkler system and eight in schools not fully protected by an automatic sprinkler system.

<i>Term</i>	<i>Definition</i>
Public Safety Shelter Drill	The planned practice of an emergency in the community caused by a public safety department response requiring students and staff to shelter inside the school building.
Reverse Evacuation Drill	Students and staff are moved as quickly as possible back into secure buildings and roll is taken; A reverse evacuation can occur when a dangerous situation outside requires students and staff to be directed back into the building. Some examples of these dangerous situations include severe weather, police activity in the area, or a dangerous person on the playground.
Severe Weather Shelter Drill	The planned practice of an emergency in the community caused by a high wind weather emergency requiring students and staff to shelter inside the main school building.

<i>Term</i>	<i>Definition</i>
Lockdown Incident	Actual emergency in a school or on the campus indicating imminent danger exists to students and staff.
Active Assailant Incident	An individual actively engaged in killing or attempting to kill people in a confined and populated area.
Directed Evacuation Incident	Actual evacuation of the school due to an emergency in the building other than a fire emergency.
Drop, Cover, and Hold Incident	Actual earthquake or imminent danger to buildings or surroundings
Fire Evacuation Incident	Actual emergency evacuation of the school due to a fire or activation of the fire evacuation alarm.
Reverse Evacuation Incident	Actual emergency where conditions inside are safer than they are outside
Shelter Incident	<p>Public Safety Shelter Incident: Actual emergency in the community caused by a public safety response requiring students and staff to shelter inside the main school building.</p> <p>Severe Weather Shelter Incident: Actual emergency in the community caused by a high wind weather emergency requiring students and staff to shelter inside the main school building.</p> <p>Outside Hazardous Material Release Shelter Incident: Actual emergency in the community caused by a release of a hazardous material requiring the students and staff to shelter inside the main school building.</p>

