

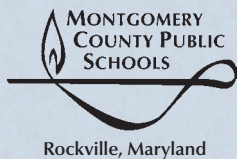
# 2016–2017

## A Student's Guide to

# RIGHTS AND RESPONSIBILITIES

### in Montgomery County Public Schools

[www.montgomeryschoolsmd.org](http://www.montgomeryschoolsmd.org)

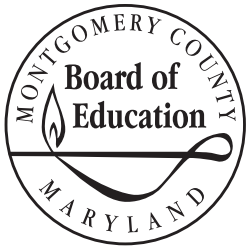


State laws, Maryland State Board of Education bylaws, Montgomery County Board of Education policies, and Montgomery County Public Schools (MCPS) administrative regulations are subject to change and shall supersede the statements and references contained in this publication.

**Student Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_



## Board of Education

850 Hungerford Drive, Rockville, Maryland 20850  
301-279-3617  
E-mail: BOE@mcpsmd.org  
www.montgomeryschoolsmd.org/boe

### VISION

*We inspire learning by providing the greatest public education to each and every student.*

### MISSION

*Every student will have the academic, creative problem solving, and social emotional skills to be successful in college and career.*

### CORE PURPOSE

*Prepare all students to thrive in their future.*

### CORE VALUES

*Learning  
Relationships  
Respect  
Excellence  
Equity*



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District 5*



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*District 2*



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*Student Member*

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www.montgomeryschoolsmd.org



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*Superintendent of Schools*



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*Chief Academic Officer*



Kimberly A. Statham, Ed.D.  
*Deputy Superintendent of  
School Support and  
Improvement*



Andrew M. Zuckerman, Ed.D.  
*Chief Operating Officer*

# 2016–2017

## A Student's Guide to

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## in Montgomery County Public Schools

[www.montgomeryschoolsmd.org](http://www.montgomeryschoolsmd.org)

This document is available in an alternate format, upon request, under the *Americans with Disabilities Act of 1990*, by contacting the Department of Public Information and Web Services, at 850 Hungerford Drive, Room 112, Rockville, MD 20850, or by telephone at 301-279-3391 or via the Maryland Relay at 1-800-735-2258.

Individuals who request (need) sign language interpretation or cued speech transliteration in communicating with Montgomery County Public Schools (MCPS) may contact the Office of Interpreting Services in the Deaf and Hard of Hearing Program at 301-517-5539 or 301-637-2958VP, or send an e-mail message to [interpreting\\_services@mcpsmd.org](mailto:interpreting_services@mcpsmd.org).

MCPS prohibits discrimination based on race, color, national origin, religion, ancestry, gender, age, marital status, socioeconomic status, sexual orientation, gender identity, physical characteristics, or disability. Students pursuing a complaint of discrimination may contact Ms. Lori-Christina Webb, Executive Director to the Chief Academic Officer, Carver Educational Services Center, 850 Hungerford Drive, Room 129, Rockville, Maryland 20850, 301-279-3128, or the Student Leadership Office, 301-444-8620, for advice and assistance.



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Montgomery County Public Schools  
Rockville, Maryland

## 2016–2017 School Calendar

## Montgomery County Public Schools

| <b>2016</b>                  |  |
|------------------------------|--|
| July 4                       | Independence Day—Offices and schools closed                                    |
| August 23, 24, 25, and 26    | Professional days for teachers   |
| August 29                    | First day of school for students   |
| September 5                  | Labor Day—Offices and schools closed   |
| September 12                 | No school for students. Professional day for teachers                          |
| September 30                 | Early release day for all students. Planning/grades/interims                   |
| October 3                    | No school for students and teachers  |
| October 12                   | No school for students and teachers  |
| November 7                   | No school for students. Professional day for teachers                          |
| November 8                   | Election Day—Offices and schools closed  |
| November 10                  | Early release day K–8. Parent conferences                                      |
| November 11                  | Early release day K–8. Parent conferences                                      |
| November 23                  | Early release day for all students   |
| November 24 and 25           | Thanksgiving—Offices and schools closed  |
| December 26, 27, 28, 29, 30  | Winter Break—No school for students and teachers; offices closed Dec. 26       |
| <b>2017</b>                  |  |
| January 2                    | New Year's Day—Offices and schools closed                                      |
| January 16                   | Dr. Martin L. King, Jr. Day—Offices and schools closed                         |
| January 20                   | Presidential Inauguration—Offices and schools closed                           |
| January 27                   | No school for students. Professional day for teachers                          |
| February 20                  | Presidents' Day—Offices and schools closed                                     |
| March 3                      | Early release day for all students. Planning/grades/interims                   |
| April 7                      | No school for students. Professional day for teachers                          |
| April 10, 11, 12, 13, 14, 17 | Spring Break—No school for students and teachers; offices closed April 14 & 17 |
| May 29                       | Memorial Day—Offices and schools closed  |
| June 16                      | Last day of school for students. Early release day for all students            |
| June 19                      | Professional day for teachers  |

### School Contingency Calendar, 2016–2017

If the school year should be disrupted by emergencies and schools are closed, the school year will be extended.

|                          |   |
|--------------------------|---|
| If schools are closed... | The school year will be extended by...      |
| 5 days                   | 1 day to June 19, 2017                      |
| 6 days                   | 2 days to June 19 and 20, 2017              |
| 7 days                   | 3 days to June 19, 20, and 21, 2017         |
| 8 days                   | 4 days to June 19, 20, 21, and 22, 2017     |
| 9 days                   | 5 days to June 19, 20, 21, 22, and 23, 2017 |

# RESOURCES FOR STUDENTS

## Stay Connected to MCPS [www.montgomeryschoolsmd.org](http://www.montgomeryschoolsmd.org)

For systemwide information and emergency announcements:

- MCPS on Twitter: [www.twitter.com/mcps](http://www.twitter.com/mcps)
- MCPS en Español: [www.twitter.com/mcpsespanol](http://www.twitter.com/mcpsespanol)
- Alert MCPS: [www.montgomeryschoolsmd.org/alertMCPS](http://www.montgomeryschoolsmd.org/alertMCPS)
- MCPS QuickNotes E-mail Messages and Newsletter: [www.mcpsQuickNotes.org](http://www.mcpsQuickNotes.org)
- Ask MCPS Information Service
  - Telephone: 301-309-MCPS (6277)
  - E-mail: [AskMCPS@mcpsmd.org](mailto:AskMCPS@mcpsmd.org)
- MCPS Television ([www.mcpsTV.org](http://www.mcpsTV.org); Comcast 34, RCN 89, Verizon 36)
- Recorded Emergency and Weather Information: 301-279-3673

Youth Crisis Hotline of Montgomery County . . . . . 301-738-9697  
Montgomery County Crisis Center . . . . . Crisis Center 240-777-4000  
General Hotline 301-738-2255

### To Report Safety and Security Concerns

MCPS Safe Schools 24-Hour Hotline . . . . . 301-517-5995  
MCPS Department of Safety and Security . . . . . 301-279-3066  
Montgomery County Child Protective Services,  
Department of Health and Human Services (24 hours) . . . . . 240-777-4417, 240-777-4815 TTY  
Montgomery County Adult Protective Services for Vulnerable Adults . . . . . 240-777-3000  
Montgomery County Police Department, Special Victims Investigation Division (24 hours) . . 240-773-5400  
Montgomery County Police Nonemergency . . . . . 301-279-8000  
Montgomery County Police: Drug and Gang Tip Hotline . . 240-773-GANG (4264) or 240-773-DRUG (3784)  
Montgomery County Health and Human Services Information Line  
Contact the Department of Health and Human Services General Information . . 311, 301-251-4850 TTY  
Outside Montgomery County . . . . . 240-777-0311  
The Cyber Tipline . . . . . 1-800-843-5678  
Report inappropriate online activity within the school system to [CyberSafety@mcpsmd.org](mailto:CyberSafety@mcpsmd.org)

## Useful Contacts

Countywide Student Government ([www.montgomeryschoolsmd.org/departments/student-leadership](http://www.montgomeryschoolsmd.org/departments/student-leadership))

- Coordinator of Student Leadership . . . . . 301-444-8620

Student Member of the Board ([www.montgomeryschoolsmd.org/boe/members/student.aspx](http://www.montgomeryschoolsmd.org/boe/members/student.aspx))

- Office of the Board of Education . . . . . 301-279-3617

Associate Superintendent of Secondary Schools . . . . . 301-315-7370  
Associate Superintendent of Elementary Schools . . . . . 301-315-7362  
Associate Superintendent of Student and Family Support and Engagement . . . . . 240-314-4824  
Homework Hotline LIVE (HHL)—  
[www.montgomeryschoolsmd.org/departments/itv/hhl/](http://www.montgomeryschoolsmd.org/departments/itv/hhl/) . . . . . 301-279-3234 or Text 724-427-5445  
Section 504 Compliance Officer . . . . . 301-517-5864  
Human Relations Compliance Officer . . . . . 301-279-3126  
Extracurricular Activity Fee . . . . . 301-517-5000

## MCPS Resources on the Web

Web address: [www.montgomeryschoolsmd.org](http://www.montgomeryschoolsmd.org)

- Search:
  - MCPS School Directory
  - MCPS Staff Directory
  - College and Career Center
  - Cybercivility and CyberSafety
  - Course Bulletin
  - Diploma Requirements
  - High School Assessments
  - Homework Hotline Live
  - Grading and Reporting
  - Policies and Regulations
  - Special Programs
  - Strategic Planning Framework
  - Student Privacy
  - Student Rights and Responsibilities and Code of Conduct
  - Student Service Learning
  - Guidelines for Respecting Religious Diversity
  - Reporting Allegations of Child Abuse and Neglect



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# INTRODUCTION

This booklet is a guide to the rights and responsibilities students enjoy in Montgomery County Public Schools (MCPS). This booklet is only a summary of laws and regulations that affect students. It is not a definitive statement of student rights in any particular situation. For additional information, please read the specific laws, policies, and regulations referenced at the end of each section. Board of Education (Board) policies and MCPS regulations are available at [www.montgomeryschoolsmd.org/departments/policy](http://www.montgomeryschoolsmd.org/departments/policy). In addition, each school's media center and school administrators should have copies of these documents.

State laws, Maryland State Board of Education bylaws, Board policies, and MCPS regulations are subject to change and shall supersede the statements and references contained in this publication.

## ■ Free Public Education

Residents of Montgomery County who are 5 years old by September 1, and not yet the age of 21 on the first day of school, have a right to attend public schools without payment of tuition. These rights extend only until graduation from high school or the end of the school year in which the student turns 21 years of age, whichever is earlier.

Residents of Montgomery County with disabilities have a right to a free and appropriate public education from birth through the end of the school year in which the student turns 21 years of age.

## ■ Student Participation

Students shall be informed of the general objectives of each course and the basis upon which their performance will be evaluated. Students have the responsibility to involve themselves in classroom activities and abide by classroom rules, expectations, and procedures.

Students, in consultation with faculty, may suggest seminars, assemblies, or short courses of study on selected topics during the school day as alternatives or additions to the regular program and/or voluntary programs of interest to students outside the school day.

Students will work collaboratively with principals and staff members to plan programs. Programs should be consistent with the district's Strategic Planning Framework and the schools' basic educational mission, be appropriate for the age and maturity of the audience, and be structured to create a balance in presentation of controversial topics.

Student representatives shall be involved in the revision or development of any major Board policies affecting students. Such involvement may be accomplished by the responsible office, department, or committee (including student representatives in meetings) or by soliciting student input at any one of several stages in the process of the development or revision. Students have a right to similar involvement in the revision or development of a major local school policy or rules affecting students. Before developing or revising major local school policies or rules affecting students, copies will be available for student review by posting them in locations convenient to students, with sufficient time for student comment.

If the student's parents/guardians ask that the student not participate in classroom activities that are part of the state-required Comprehensive Health Education Curriculum units on Family Life and Human Sexuality and Disease Prevention and Control, alternative activities will be provided for the student.

### References:

MCPS Regulation IGP-RA, *Comprehensive Health Education Instructional Program*  
MCPS Regulation JFA-RA, *Student Rights and Responsibilities*  
COMAR 13A.04.18 Program in Comprehensive Health Education

## ■ Rights of Privacy

A student's privacy will be respected by school staff.

Students or their parent/guardian have a right to ask a teacher to provide an alternative to an activity if the parent/guardian or student believes the activity would invade student privacy by calling attention to the student's grades, religion, values, or physical condition.

Students have a right to fulfill instructional objectives, through classroom discussion, assignments, or other means, without revealing personal information about family occurrences or personal habits, relationships, preferences, traits, decisions, or problems, or to compare themselves or their families with others.

Students on school property or during school hours may be subject to audio and video camera surveillance in public locations with posted notification, and any student may be disciplined based on evidence gathered through such audio or video surveillance. Under these circumstances, students should have no expectation of privacy.

### References:

MCPS Regulation JFA-RA, *Student Rights and Responsibilities*

## ■ Attendance

Daily attendance is essential to student achievement and required in order to demonstrate mastery of material and receive credit for courses. Students are required to attend school and to arrive at school and to classes on time.

Except when excused, students must go to classes and other required activities during the school day. Attendance will be reported to parents/guardians on the student's report card. A student is counted present for a full day if the student is in attendance four hours or more of the school day. A student is counted present for a half day if the student is in attendance for at least two hours of the school day, but less than four hours.

According to the local school's procedures, if a student is absent from school, the school will follow up on the absence.

### Excused Absences

Students may miss school for the following reasons only:

- Death in the immediate family

- Illness (The principal may require a physician's certificate from the parent/guardian in cases of chronic or extended absences for an illness.)
- Court summons
- Religious holiday
- State emergency
- Suspension
- Hazardous weather conditions (weather conditions that would endanger a student on the way to or from school)
- Lack of authorized transportation (for example, if the bus does not show up)
- Permission from the principal

If students miss school for one of these reasons, they must bring a note from a parent/guardian within three school days after returning to school. For example, if a student misses school Wednesday and Thursday and then returns Friday, a student must hand in a note explaining the absence by the following Tuesday. Otherwise, the absence will be considered unexcused. If students are 18 or older or married, they can write their own note after completing MCPS Form 281-12, *Eligible Student Declaration Form*. Additional notification of unexcused absences may be sent to the parent/guardian of an eligible student who is residing as a dependent child with a parent/guardian without prior consent of the eligible student.

The principal also may allow students to miss school for work or another activity if the student's parent/guardian (or the eligible student) has asked permission at least five school days in advance. The principal usually will excuse students if they miss school to do one of the following:

- Visit a college campus
- Participate in a college orientation program
- Interview for a job
- Work as part of an approved cooperative education program
- Participate in short-term, full-time work

Family vacations usually are not excused. If unusual circumstances arise, however, the principal may excuse the absence. If a school chooses to issue awards for perfect attendance, it may not withhold awards from students whose only absences have been excused absences for reasons of religion.

#### References:

MCPS Regulation JEA-RA, *Student Attendance*

### Unexcused Absences

An absence that is not excused according to the above conditions is an unexcused absence. If a student misses a day of school and is not excused, the student will receive an unexcused absence in each class missed. High school students with five unexcused absences in a class will automatically be required to submit MCPS Form 560-26A, *Appeal of Attendance Recording*, if they or their parent/guardian believe any absence was recorded incorrectly, and/or develop an attendance intervention plan with their counselors/administrators. An appeal and/or attendance intervention plan may be initiated by the student, parent/guardian, or counselor/administrative team. If the student does not complete either an appeal of attendance recording or an attendance intervention plan and/or continues to be absent without an excuse, the student will be considered to be in danger of receiving a failing grade in that course.

It is important for students to make up missed work regardless of the legal status of their absence. Teachers may assign an equivalent, but different, task or assessment to students when they return from any absence. For unexcused absences, teachers may deny credit for missed assignments or assessments, in accordance with the process approved by the principal and the leadership team.

The principal may refuse a student the opportunity to participate in extracurricular activities on a day that they have an unexcused absence. Each school establishes a process to encourage regular daily attendance, monitor attendance, and provide interventions.

### Work Missed During an Absence

Students have a responsibility and are expected to make up missed work, regardless of the legal status of their absence. If the absence is excused or is a result of a suspension, the teacher will help a student make up work. If the absence is unexcused, the teacher does not have to help a student make up the work missed, give a retest, or give an extension on work that was due. Even though teachers do not have to help students make up missed work, students still have to make up the work so they can complete the rest of the course.

#### References:

MCPS Regulation IKA-RA, *Grading and Reporting*

MCPS Regulation IOA-RA, *Gifted and Talented Education*

MCPS Regulation IQB-RA, *Extracurricular Activities*

MCPS Regulation JEA-RA, *Student Attendance*

MCPS Regulation JFA-RA, *Student Rights and Responsibilities*

Maryland Student Records System Manual

MCPS High School Course Bulletin

### Honors, Advanced-level, and Advanced Placement (AP) Courses

Principals will ensure that all students who have the capability, motivation, or potential to accept the challenge of Honors, AP, and advanced-level courses will be accorded an opportunity to do so. Each school provides responsible open enrollment in Honors, AP, and advanced-level courses for every student who is capable or motivated to pursue a rigorous program and higher-level coursework. A profile of student strengths can be determined by conducting a thorough review of the following multiple criteria:

- Mastery of course prerequisites (grade of A, B, or C)
- Parent/guardian recommendations
- Standardized test scores, as appropriate
- Willingness to complete challenging assignments
- Student interest or motivation
- Teacher/counselor recommendations
- Work samples and portfolios

### Grading and Reporting

Grading and reporting practices will be fair, meaningful, and support rigorous performance standards for all students. Grades will have consistent meaning throughout the school system and be based on grade-level and course expectations, as outlined in the curriculum. Look for Board Policy IKA, *Grading and Reporting*, at [www.montgomeryschoolsmd.org/departments/policy](http://www.montgomeryschoolsmd.org/departments/policy).

In Grades 1–5, grades reflect academic achievement in relation to grade-level standards. Teachers check for understanding by providing multiple and varied opportunities for students to demonstrate their knowledge, critical and

creative thinking skills, and academic success skills orally, in writing, and through performances and products.

In Grades 6–12, grades reflect academic achievement in relation to course expectations. In middle schools and high schools, teachers implement MCPS Procedures in Grades 6–12 for grading, reteaching/reassessment, and homework.

Teachers assign a grade no lower than 50 percent to a task or assessment. A teacher may assign a zero if the teacher determines that the student did not attempt to meet the basic requirements of the task/assessment or if the student engaged in academic dishonesty. Examples of academic dishonesty include, but are not limited to, the following: the willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in academic work over other students using fraud, duress, deception, theft, trickery, talking, signs, gestures, copying, or any other methodology. Students and their parents/guardians are expected not to share, or otherwise distribute, information contained in assessments or other graded work.

Teachers will establish due dates and deadlines. Teachers are expected to separate the due date from the deadline; however, there may be some exceptions when the due date and deadline are the same. Work turned in after the due date and by the deadline may be lowered no more than one letter grade or 10 percent of the grade. Work submitted after the deadline will be recorded as a zero.

Teachers will not award extra credit.

These procedures are available to parents/guardians and students on the MCPS website, [www.montgomeryschoolsmd.org/info/grading](http://www.montgomeryschoolsmd.org/info/grading), and in schools' main offices.

**References:**

MCPS Regulation IKA-RA, *Grading and Reporting*

## ■ Student Service Learning

All students working toward a Maryland State Department of Education diploma must complete service learning hours in addition to the graduation requirements of enrollment, credit, courses, and competencies. The service learning hours may be accrued beginning the summer after completing Grade 5. Students must complete 75 service learning hours before graduation. Details of the MCPS Student Service Learning Program may be found at <http://www.montgomeryschoolsmd.org/departments/ssl/> or by contacting the Student Service Learning coordinator at any middle or high school.

**References:**

COMAR 13A.03.02.05 Student Service

MCPS Student Service Learning Coordinator: 301-279-3454 or [SSL@mcpsmd.org](mailto:SSL@mcpsmd.org)

## ■ Student Government

### Participation

Students have a right to establish and participate in student government. Students have a right to have a voice in school affairs through the student government organization. Students have a responsibility to work toward creating an effective student government organization that is accountable to the students. Any student legally enrolled in a school, academically eligible, and meeting any criteria set forth in the

school constitution may run for and hold office in student government. Students must remain academically eligible to continue to hold office. This means a student must maintain at least a 2.0 grade point average and have no more than one failing grade on a report card to hold an elected office. Service learning hours may be earned for participation in student government.

### Faculty Support

School staff members will support a student's right to participate in student government. The principal will ensure that the student government gives students a voice in school business.

In the spring, the student government executive committee will meet with the principal regarding the appointment of an advisor for the following year, and careful consideration will be given to the students' input before the advisor is appointed.

School staff members will help the student government get needed supplies and use of rooms.

Students who miss class in order to participate in student government activities approved by the administration will receive an excused absence and have the responsibility to make up missed assignments.

### Powers of Student Government

Students have a responsibility to prepare a written constitution or amendments to the existing constitution for the student government, with advice from school staff members/advisor as needed. All constitutions must include an article recognizing the decision-making authority of the principal. Students have a right to expect the school principal to approve the student government constitution or amendments to it, unless it violates the law, policy, or would, in the judgment of the principal, substantially interfere with the effective operation of the school. Students will be notified in writing of the reasons for disapproval and must be given an opportunity to revise the constitution to address administrative concerns.

Students, through their student government, have a right to receive from the school administration a response to recommendations by the student government within five school days. The administration shall give reasons, either written or oral, if recommendations are not adopted or are modified. If the recommendations are extensive or complicated, the school administration, in consultation with representatives of the student government, shall establish a reasonable time for either an oral or written response.

The executive committee, student government advisor, and principal will confer regularly regarding progress and concerns of the student government organization.

**References:**

MCPS Regulation JFA-RA, *Student Rights and Responsibilities*

MCPS Regulation IQD-RA, *Academic Eligibility for High School Students Who Participate in Extracurricular Activities*

MCPS Regulation IQD-RB, *Academic Eligibility for Middle School Students Who Participate in Extracurricular Activities*

MCPS Student Leadership: 301-444-8620

(<http://www.montgomeryschoolsmd.org/departments/student-leadership/>)

## ■ Freedom of Inquiry and Expression

### Speech

Students have a right to be presented with a variety of viewpoints on controversial topics, within the limitations imposed by state or county curriculum documents, and a right to express individual views so that they may weigh alternate ideas and form their own opinions. Students have a responsibility to respect different opinions and the right of each person to hold and express an individual viewpoint. Students have a responsibility to consider seriously the topics presented in their courses and to participate in class discussions to add their views to enhance the variety of viewpoints expressed on the topics under discussion. They also have a responsibility to refrain from the use of vulgar and abusive language, which detracts from a positive learning and working environment, and which is inconsistent with the goal of maintaining an atmosphere of mutual respect.

### Petitions

Students have a responsibility to meet with school administrators to clarify any misunderstandings and provide a forum for exchange of information on the topics that are the subject of a petition. Students have a right to circulate petitions during noninstructional time, as long as they do not disrupt school operations. Students have the responsibility of ensuring that petitions do not encourage actions that endanger the health or safety of students or others in the school community and are not libelous or lewd or otherwise cause substantial disruption to the operation of the school. Circulation of petitions may be halted by the school administration for failure to meet this responsibility. At the school level, students have a right to a response within five school days by posting the response or forwarding the response to the originator if the originator can be identified.

### Student Responsible Use Guidelines

Montgomery County Public Schools (MCPS) provides computer equipment, computer services, and network access to schools and students for the purposes consistent with the mission of MCPS. The wide array of information technology available to MCPS students introduces new risks and opportunities. The responsibility for appropriate behavior is a shared responsibility of school personnel and the parent/guardian of each student to educate students about behavior and to establish expectations when using technology. In schools, the online activities of students are monitored by staff through systemwide technology protection measures. Students must protect information and resources against theft, malicious damage, unauthorized access, tampering and loss, and comply with local, state, and federal laws.

All MCPS students agree to follow the procedures outlined in MCPS Regulation IGT-RA, *User Responsibilities for Computer Systems, Electronic Information, and Network Security*; MCPS Regulation COG-RA, *Portable Communication Devices*; and commit to the following Responsible Use Guidelines:

- Students will use the MCPS network productively, appropriately, and for school-related purposes and will avoid using any technology resource either supplied by the district, the student, or the student's family, in such a way that would disrupt the activities of other students and staff members.

- Students will use e-mail and other means of communications (e.g., Twitter, blogs, wikis, podcasting, chat, instant-messaging, discussion boards, virtual learning environments) responsibly.
- Students will give acknowledgement to others for their ideas and work.
- Students will keep personal information (including home/mobile phone number, mailing address, and user password) and that of others private.
- Students will report inappropriate use of technology immediately.
- Students understand that MCPS administrators will use regulations and policies (e.g., MCPS Regulation IGT-RA, *User Responsibilities for Computer Systems, Electronic Information, and Network Security*; MCPS Regulation COG-RA, *Portable Communication Devices*) to deem what conduct is inappropriate use if such conduct is not specified in this agreement.
- Students understand that all MCPS equipment, the MCPS network, and the student's MCPS network account are property of MCPS and can be monitored, logged, and archived.

Should students commit a violation, students understand that consequences of their actions could include suspension of computer privileges, disciplinary action, and/or referral to law enforcement. MCPS is not responsible for lost, damaged, or stolen portable communication devices.

### Publications and Productions—Print and Nonprint

A publication/production is sponsored by a person or a group when the person or group either financially backs or produces the product. There are different rules for school-sponsored and non-school-sponsored publications/productions. Cablecast requests are covered under a separate MCPS Form 495-7, *MCPS TV Program Request Form*.

### School-sponsored Publications and Productions

School-sponsored publications, such as newspapers, yearbooks, and literary magazines and school-sponsored productions, such as school plays and television shows designed for use within schools are encouraged. Each publication/production will have a qualified advisor. Students have the right to select or develop the content of school-sponsored publications and productions, subject to their advisor's approval, and consistent with the rules set forth in MCPS Regulations JFA-RA, *Student Rights and Responsibilities*; CNA-RB, *Advertising*; and the *Annotated Code of Maryland, Education Article § 7-121*.

Advertisements in school-sponsored publications/productions will follow these rules:

- Advertisements that contain the names and/or pictures of people who are not public figures must be authorized (public figures include celebrities and people who hold a government office). Advertisements that contain company trademarks also must be authorized.
- If the advertisement might be confused with a news story or some other part of a publication, it must be labeled as an advertisement.
- Advertisements must be submitted under the name(s) of the person or companies sponsoring them.
- When possible, advertisements will be preceded by a statement explaining that the advertising does not reflect the viewpoint or policies of the editors, school, MCPS, or the Board.

## Nonschool-sponsored Posters, Flyers, and Similar Materials

The school administration and faculty will permit students to distribute publications without school sponsorship provided that the publications bear the name of the sponsoring organization or individual, and publications that are sold or otherwise distributed are published by students enrolled in MCPS.

Students may post materials on bulletin boards, walls, or other areas that are normally used for posting student information, as long as the content doesn't fit into one of the prohibited categories described in the next section.

Students may place flyers or brochures at any time of the school year on tables, magazine racks, or similar areas designated by the school, as long as the content doesn't fit into one of the prohibited categories described in the next section.

Materials may be removed periodically by the school. If materials are removed because the content violates one of the rules, the student will receive a written explanation.

Distribution of any commercial advertisements or announcements, political campaign material, and religious material is subject to additional indicated regulations. (Also see MCPS Regulation KEA-RA, *Participation in Political Campaigns and Distribution of Campaign Materials* and MCPS Regulation CNA-RA, *Display and Distribution of Informational Materials and Announcements*.)

## Prohibited Material

The principal will prevent distribution of materials under the following conditions:

- The content is in violation of the law, Board policies, or MCPS regulations.
- The content causes or may be reasonably expected to cause substantial disruption of school activities. "Substantial disruption" means either interference with school or disorderly conduct by a significant number of students, including but not limited to, rioting, school boycotts, sit-ins, destroying property, and walkouts.
- The content, as a whole or in significant part, through depiction or description, encourages actions that endanger the health or safety of students or staff, including, but not limited to, the unlawful or excessive use of alcohol, drugs, or other intoxicants; violence; underage sex; illegal discrimination; or illegal activities. However, this guideline does not preclude publication or distribution of information materials containing responsible debate or discussion.
- The content is libelous, obscene, slanderous, or profane.

## Political Material

No one may distribute campaign material that is unconstitutional, illegal, violates state election laws, or which, in the reasoned opinion of the principal, poses a danger of disruption to the educational environment. This decision may be appealed. The appeal procedure is described in the Appeals-Complaint Procedure—Due Process section of this booklet (page 9).

Other political material may be distributed if these rules are followed:

- Make material available to people who are interested, rather than giving it to everyone. Here are some ways to distribute material without violating this rule: hand out material to interested people, set up a display, or post material on bulletin boards.

- Political material may be distributed by a student on sidewalks and in the cafeteria, designated hallways, or student government rooms or areas. Students may not distribute political materials in classrooms, the media center, or other school rooms during the school day, except—
  - a. when the room is being used as a voluntary meeting place, or
  - b. when the material is being used in a class as part of the regular teaching program or a voluntary forum or seminar held by students.
- Only distribute political material outside of class time.
- Campaign materials must have an authority line (see MCPS Regulation KEA-RA, *Participation in Political Campaigns and Distribution of Campaign Materials*).

## Participation in Political Campaigns

Students in Grades 9–12 may participate in political campaign activities during school hours with parent/guardian consent, approval of the principal or the principal's designee, and if the political candidate or organization has agreed to the participation. Released time may be granted to students for such participation for a total of three school days per school year during the two-week period immediately prior to a primary or general election. In order to earn student service learning hours for political campaigns, students must have MCPS Form 560-50, *Individual Student Service Learning (SSL) Request*, granted in advance of any service for an individual running for public office.

### References:

- MCPS Regulation JFA-RA, *Student Rights and Responsibilities*
- MCPS Regulation KBA-RB, *Educational Purposes and Administration of the MCPS Web*
- MCPS Regulation KEA-RA, *Participation in Political Campaigns and Distribution of Campaign Materials*
- MCPS Regulation IGT-RA, *User Responsibilities for Computer Systems, Electronic Information, and Network Security*
- MCPS Regulation IID-RA, *Programs to be Cablecast on the MCPS Education Channels*

## ■ Freedom of Assembly

Students have a right to assemble for discussions of issues of importance to them and to demonstrate peacefully. Students have a responsibility to consult with the school principal to determine if the activity will be allowed during the school day, outside the school day, or during lunch, and the type of supervision required. Students also have a responsibility to work cooperatively with staff members, take reasonable steps to ensure that the activity is orderly, and make up missed work.

### References:

- MCPS Regulation JFA-RA, *Student Rights and Responsibilities*

## ■ Patriotic Exercises

Students will have the opportunity to participate in and/or watch patriotic exercises in school.

Students have a right to not be compelled to participate in patriotic exercises, or be penalized or embarrassed for failure to participate.

A student may not interrupt others who are participating in patriotic exercises.

### References:

- Annotated Code of Maryland, *Education Article, Section 7-105*
- MCPS Regulation JFA-RA, *Student Rights and Responsibilities*

## ■ Freedom of Religion

Students have a right to—

- school-sponsored activities that are neutral toward religion and do not include religious exercises; and
- an academic environment where religious beliefs are not advocated in courses or in school-sponsored activities such as commencements or assemblies; and
- observe his/her religious practices in school, including nonschool sponsored student prayer groups, unless these violate the rights of others or disrupt school activities.

The Board is committed to promoting respect and appreciation for the religions, beliefs, and customs of the diverse MCPS student population. The Board publishes the *Guidelines for Respecting Religious Diversity* as a reference regarding Board policies and MCPS regulations, as well as state and federal laws, which guide the district on these topics.

### References:

Montgomery County Public Schools *Guidelines for Respecting Religious Diversity*  
MCPS Regulation JFA-RA, *Student Rights and Responsibilities*  
MCPS Regulation IKB-RA, *Homework Procedures*

## ■ Clubs, Teams, and Student Organizations

Students have a right to participate in clubs, teams, and student organizations and a responsibility to become familiar with appropriate Board policies and MCPS regulations that affect their ability to participate.

An extracurricular fee is charged to middle and high school students for school-sponsored activities. Students may be eligible to pay a reduced fee if the family meets certain income requirements.

MCPS offers a comprehensive interscholastic athletics program open to all students who satisfy MCPS and Maryland Public Secondary School Athletic Association eligibility requirements. Students participating in interscholastic athletics are required to read health and safety-related information contained on the MCPS athletics web page [www.montgomeryschoolsmd.org/departments/athletics/](http://www.montgomeryschoolsmd.org/departments/athletics/).

### School-sponsored Organizations

For some school-sponsored organizations, students must be academically eligible to participate. Students seeking election or appointment to or occupying leadership positions in clubs, teams, or student organizations will exemplify ethical, legal, and appropriate conduct, including complying with all policies, regulations, and procedures on and off campus. Principals retain the authority to place restrictions on participation in extracurricular activities for violations of disciplinary rules and regulations. Authorized student organizations have the right to use school facilities. This includes reasonable use of bulletin boards, the public address system, and copiers.

### References:

MCPS Regulation IGO-RA, *Guidelines for Incidents of Alcohol, Tobacco, and Other Drug Abuse Involving Students*

## Student Organizations Without School Sponsorship

Students have a right to conduct a meeting during non-instructional time, provided they meet the following responsibilities:

- The meeting does not present a safety or security risk.
- Meetings are voluntary and initiated by students and not represented or treated as a school-sponsored club.
- School employees do not sponsor or promote meetings; however, a school staff member may provide supervision for safety.
- School employees do not lead or participate in meetings, including religious meetings.
- The meeting does not and cannot reasonably be predicted to materially and substantially interfere with the orderly conduct of educational activities within the school.
- Non-school persons do not lead or regularly attend meetings.
- Public funds are not spent on meetings (excluding the costs of providing a place to meet).

### References:

Board Policy IOB, *Education of Students with Disabilities*  
MCPS Regulation JFA-RA, *Student Rights and Responsibilities*  
MCPS Regulation IQD-RA, *Academic Eligibility for High School Students Who Participate in Extracurricular Activities*  
MCPS Regulation IQD-RB, *Academic Eligibility for Middle School Students Who Participate in Extracurricular Activities*  
Director of Systemwide Athletics: 301-279-3144

## ■ Nondiscrimination

Students have a responsibility to conduct themselves in a manner built on mutual respect and a right to be treated in the same manner.

All acts of hate/violence and illegal discrimination are unacceptable and intolerable, and in particular those based on race, color, national origin, religion, gender, age, marital status, socioeconomic status, sexual orientation, gender identity, physical characteristics, or disability.

Students have a right to an environment that is free of bullying, harassment, and intimidation so that schools are safe places in which to learn. Bullying, harassment, or intimidation is disruptive to learning and can adversely affect academic achievement, emotional well-being, and school climate.

- Schools will inform students of the reporting procedures at each school, including the availability of MCPS Form 230-35, *Bullying, Harassment, or Intimidation Reporting Form*. Reports are turned in to the school's principal.
- The reporting of bullying, harassment, or intimidation incidents shall be encouraged and supported by MCPS.
- Principals or designees will promptly investigate all reports of bullying, harassment, and intimidation and implement remedial measures and consequences as appropriate.
- Principals will promptly notify parents/guardians of students involved in a bullying incident.
- At the conclusion of an investigation, individual and private conferences will be held with both the student who was bullied and the student who bullied to determine if the bullying, harassment, or intimidation has continued.
- Support services shall be made available to the student who is bullied, the student who bullies, and bystanders.

### References:

Board Policy ACB, *Nondiscrimination*  
MCPS Regulation ACA-RA, *Human Relations*  
MCPS Regulation CNA-RA, *Display and Distribution of Informational Materials and Announcements*

MCPS Regulation JFA-RA, *Student Rights and Responsibilities*  
MCPS Regulation JHF-RA, *Bullying, Harassment, or Intimidation*  
First Amendment to the United States Constitution  
Section 1983 of the *Civil Rights Act of 1871*  
Title VI of the *Civil Rights Act of 1964*  
Title IX of the *Education Amendments of 1972*  
Section 504 of the *Rehabilitation Act of 1973*  
*The Americans with Disabilities Act of 1990*  
MCPS R.E.S.P.E.C.T. Make it Real:  
[www.montgomeryschoolsmd.org/staff/respect](http://www.montgomeryschoolsmd.org/staff/respect)  
[www.montgomeryschoolsmd.org/info/bullying/](http://www.montgomeryschoolsmd.org/info/bullying/)  
Director of Systemwide Athletics: 301-279-3144

## ■ Dress and Grooming

Students have a responsibility to be dressed and groomed for school, in accordance with the community standards for dress and grooming addressed by the local school discipline policy. Students may not be disciplined for their style of dress or grooming unless it—

- is likely to cause disruption to school activities;
- causes a disruption to the educational environment;
- endangers health or safety;
- fails to meet a reasonable requirement of a course or activity;
- is associated with gangs;
- is lewd, vulgar, obscene, revealing, or of a sexual nature; or
- promotes the use of tobacco, alcohol, or drugs.

### References:

MCPS Regulation JFA-RA, *Student Rights and Responsibilities*  
MCPS *Code of Conduct*

## ■ Sexual Harassment

Sexual harassment is defined in Board Policy ACF, *Sexual Harassment*, as unwelcomed sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature that takes place under any of the following circumstances:

- When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction, or participation in other school activities.
- When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personnel or academic decisions affecting the individual subjected to sexual advances.
- When such conduct has the effect of unreasonably interfering with the individual's work and/or academic performance or creating an intimidating, hostile, or offensive work or learning environment.

Sexual harassment committed by students or staff members is inappropriate and violates Board policies and MCPS regulations. Sexual harassment complaints should be reported to school staff or the school principal, according to the procedures set forth in MCPS Regulation ACF-RA, *Sexual Harassment*. In some cases, sexual harassment involves conduct that may constitute child abuse or neglect. Suspected abuse or neglect must be **immediately** reported to Child Welfare Services (also commonly known as Child Protective Services) following the procedures set forth in MCPS Regulation JHC-RA, *Reporting and Investigating Child Abuse and Neglect*. If an individual has any doubt about whether to report abuse or neglect, he or she should err on the side of reporting to Child Welfare Services. If the complaint of sexual harassment is against the principal, the complaint should

be filed with the associate superintendent, Office of Human Resources and Development, 45 West Gude Drive, Suite 2100, Rockville, Maryland 20850, or at 301-279-3204.

### References:

MCPS Regulation ACF-RA, *Sexual Harassment*  
MCPS Regulation JFA-RA, *Student Rights and Responsibilities*  
MCPS Regulation JHC-RA, *Reporting and Investigating Child Abuse and Neglect*  
MCPS Regulation JHF-RA, *Bullying, Harassment, or Intimidation*  
MCPS *Code of Conduct*

## ■ Student Records

Principals will maintain student records for all students. A student record has a cumulative folder that contains basic information recorded on MCPS forms. In some special circumstances, a confidential folder may be created. School personnel must inform parents/guardians when they create a confidential folder.

Students and their parents/guardians have the right to see a cumulative student record during a meeting with school personnel. When requested, school personnel can explain or interpret a cumulative record for students and parents/guardians.

Within 30 days of the beginning of the school year, MCPS will provide MCPS Form 281-13, *Annual Notice for Directory Information and Student Privacy* to all MCPS students and their families which will provide categories of information that will be considered directory information. These categories include student's and parents'/guardians' name, e-mail address, and phone number; student's date and place of birth; participation in officially recognized activities and sports; most recent school attended; among other information. Home addresses and phone numbers may be released only to organizations of parents/guardians, teachers, and students of a school; a branch of the military; a person engaged by the school or Board of Education; or a Maryland community college. Parents/guardians may withhold any or all of the personally identifiable information from public release for a specified amount of time, and the information will be treated confidentially, as is any other information in a student record.

When students reach the age of majority, students and parents/guardians have the same rights regarding student records. However, parents/guardians of dependent eligible students may access their child's record without prior consent of the eligible student.

### References:

MCPS Regulation JFA-RA, *Student Rights and Responsibilities*  
MCPS Regulation JOA-RA, *Student Records*

## ■ Search and Seizure

Principals, assistant principals, security team members, or designated teachers on school-sponsored trips may conduct a reasonable search of students on school premises or on school-sponsored trips if they have a reasonable belief that a student has possession of an item, the possession of which is a criminal offense or a violation of other state law or MCPS rules or regulations.

Authorized personnel conducting a search of the student's person, possession, locker, or assigned personal space will make a reasonable effort to inform the student prior to the search.

The police will be called for all incidents involving seized items that are illegal. These items will be turned over to law enforcement personnel. All other items will be returned to the student or parent/guardian within a reasonable period of time.

**References:**

MCPS Regulation JFA-RA, *Student Rights and Responsibilities*

MCPS Regulation JGB-RA, *Search and Seizure*

Annotated Code of Maryland, Education Article, §7-308

[www.montgomeryschoolsmd.org/departments/security/](http://www.montgomeryschoolsmd.org/departments/security/)

## ■ School Safety and Security

The safety of students and staff is essential to maintaining a positive learning environment. Safety and security of our schools is everyone's concern. In order to be prepared for an emergency situation and as a proactive approach to school safety, all schools have developed a school emergency plan. An emergency is an unpredictable, unplanned situation that requires an immediate response. Emergencies may include, but are not limited to, bomb threats, criminal activity, accidents, fire, hazardous materials incidents, and weather-related incidents. Procedures called Lockdown, Evacuate, and Shelter have been developed as a response to an emergency situation at a school and are part of the school emergency preparedness plan. It is vital that students, staff members, and parents/guardians have an understanding of these procedures.

**Lockdown** is a term used to describe an emergency at an MCPS facility. Lockdown alerts staff members that imminent danger exists inside or outside the building and requires moving to an immediate lockdown mode. It requires that all students are under adult supervision. Students and staff members must move quickly to a securable location, remain quiet, and follow staff members instructions. **Evacuate** is a term used to describe an emergency inside the school. It requires all students and staff members to evacuate the building using either the fire evacuation alarm or a public announcement directed evacuation by the administration. **Shelter** is a term used to alert staff members that an emergency exists at or near an MCPS facility. It requires all students to be accounted for and under adult supervision inside the building. There are three types of shelter alerts: Public Safety, Severe Weather, and Outside Hazardous Materials Release. In an effort to provide students, staff members, and parents/guardians with an anonymous way to report safety and security concerns, **Safe Schools Hotline** is staffed 24 hours a day/7 days a week and does not utilize caller ID. Remember, safety and security of our schools and facilities is everyone's concern, and these concerns need to be reported in a timely manner to a responsible adult or through the **Safe Schools Hotline**.

MCPS **Safe Schools 24-Hour Hotline**: 301-517-5995

Additional hotlines staffed 24 hours a day/7 days a week:

Montgomery County Police—

Nonemergency: 301-279-8000

Drug Tip Hotline: 240-773-DRUG (3784)

Gang Tip Hotline: 240-773-GANG (4264)

Drug and Gang Tips: 240-773-TIPS (8477)

Montgomery County Health and Human Services  
Information Line (Monday–Friday, 8:30 a.m.–5:00 p.m.):  
240-777-0311, TTY 240-251-4850

MCPS Department of School Safety and Security:  
301-279-3066

[www.montgomeryschoolsmd.org/departments/security/](http://www.montgomeryschoolsmd.org/departments/security/)

**References:**

MCPS Regulation EKA-RA, *Emergency and Disaster Preparedness*

MCPS Regulation JFA-RA, *Student Rights and Responsibilities*

## ■ Portable Communication Devices

Secondary school students may possess portable communication devices (PCD) on MCPS property and at MCPS-sponsored activities. It is the student's responsibility to ensure that the device is turned off and out of sight during times of unauthorized use. High school students may use portable communication devices during lunch and during instructional time with teacher permission.

Elementary school students are not permitted to possess or use portable communication devices on MCPS school campuses during the instructional day.

By written request from a parent/guardian and upon the approval of the principal/designee, an elementary school student may possess a portable communication device on an elementary school campus during the instructional day. Principals/designees will grant waivers to the regulation based on consideration of the following factors: safety to and from school; communication during off-campus, after-school activities; or medical concerns. Other factors may be considered at the discretion of the principal/designee. Communication among parent/guardian, student, and principal or designee is required for every waiver request.

In accordance with the MCPS *Code of Conduct*, information may not be communicated using a PCD if it: violates the privacy of others, jeopardizes the health or safety of students, is obscene or libelous, causes disruption of school activities, plagiarizes the work of others, or is a commercial advertisement.

This regulation applies to the instructional times for students attending Saturday School and Extended Year Programs.

**References:**

MCPS Regulation COG-RA, *Portable Communication Devices*

MCPS *Code of Conduct*

## ■ Discipline

Students have the right to a school environment that is safe, positive, and respectful in order to promote student learning and engagement. Because school is a place where appropriate behavior may be learned, discipline must meet students' behavioral and developmental needs and include a continuum of strategies and responses that are equitably and fairly applied and that reflect a restorative discipline philosophy.

**References:**

MCPS Regulation JFA-RA, *Student Rights and Responsibilities*

MCPS *Code of Conduct*



## ■ Appeals-Complaint Procedure— Due Process

This section is designed to provide information about fair treatment for each student involved in a grievance, discrimination complaint, disciplinary action not involving suspension or expulsion, or other cases where an alternative dispute resolution process is specifically provided by statute or another regulation, such as the *Individuals with Disabilities Education Act*. In order to ensure such treatment, school rules must be consistent with Board policies and MCPS regulations and published existing laws and regulations. Both the countywide and local school's discipline codes should be published and made available to parents/guardians, students, and staff members.

### School-level Decision

- A. If a student has a problem or complaint, including complaints of discrimination,<sup>1</sup> the student has a right to—
1. meet with the principal<sup>2</sup> or designee to seek an informal resolution, or
  2. request in writing that the principal or designee formally review the complaint. (MCPS Form 270-8, *Complaint from the Public*)
- If the student chooses A.1, but is not satisfied with the informal process or the proposed resolution, or if no resolution is reached within 15 school days of its presentation, the student may file a written request for a formal review of the complaint by the principal.
- B. When the principal formally reviews a student's complaint, the student has a right to present witnesses and evidence in support of the complaint. Within five work days of receipt of the written complaint, the principal will contact the complainant and establish a date and time to discuss the complaint, if such a discussion has not already occurred. Within 10 work days of the receipt of the written complaint, or the date of the scheduled meeting, the principal shall render a decision in writing and forward a copy of it to the complainant. The principal may extend the deadline by an additional 10 work days if the complaint is complicated or otherwise cannot be reasonably resolved within 10 work days.

### Appeal of the Decision of the Principal

- A. Submitting an Appeal
- If the student is not satisfied with the decision rendered, the student may appeal the decision to the chief operating officer or designee in writing within 15 school days of the principal's written decision or the date when a decision should have been made, whichever occurs first. The appeal statement should include the following:
1. A request for a review of the complaint and the decision of the principal
  2. All pertinent factual information
  3. The remedy requested
- B. Review of an Appeal
1. The chief operating officer is the designee of the superintendent of schools and shall review the issue and related information.
  2. Within 15 school days of receipt of the appeal, the chief operating officer or designee shall render a decision and notify the student and principal in writing, unless further investigation is required.

### Appeal of the Decision of the Chief Operating Officer

The student has the right to appeal the decision of the chief operating officer. The decision may be appealed by contacting the Montgomery County Board of Education (Suzann\_M\_King@mcpsmd.org or fax to 301-279-3860) within 30 calendar days of the date on which the chief operating officer made the decision.

#### References:

MCPS Regulation JFA-RA, *Student Rights and Responsibilities*  
MCPS Regulation KLA-RA, *Responding to Inquiries and Complaints from the Public*  
Board Policy BLB, *Rules of Procedure in Appeals and Hearings*  
Board Policy BLC, *Procedures for Review and Resolution of Special Education Disputes*  
MCPS Division of Pupil Personnel Services: 301-315-7335

- <sup>1</sup> MCPS prohibits discrimination based on race, color, national origin, religion, ancestry, gender, age, marital status, socioeconomic status, sexual orientation, gender identity, physical characteristics, or disability.
- a. A complaint under Section 504 of the *Rehabilitation Act of 1973* shall be addressed in accordance with MCPS Regulation ACG-RB, *Reasonable Accommodations and Modifications for Students Eligible Under Section 504 of the Rehabilitation Act of 1973*.
  - b. Complaints regarding the *Americans with Disabilities Act* shall be directed to the human resources compliance specialist, 45 W. Gude Drive, Rockville, Maryland 20850.
  - c. Complaints regarding Title IX of the Education amendment of 1972, as amended, may be addressed to the supervisor of diversity initiatives, 850 Hungerford Drive, Room 100, Rockville, Maryland 20850, 301-517-5916.
  - d. Complaints of discrimination shall be addressed to Ms. Lori-Christina Webb, Executive Director to the Chief Academic Officer, Carver Educational Services Center, 850 Hungerford Drive, Room 129, Rockville, Maryland 20850, 301-279-3128, or the Student Leadership Office, 301-444-8620, for advice and assistance.
- <sup>2</sup> During any investigation of a sexual harassment complaint, the complainant is not to be required to attend a face-to-face meeting with, or confront in any way, the alleged harasser.



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# APPENDIX—SELECTED MCPS REGULATIONS

*www.montgomeryschoolsmd.org/departments/policy/*

## **MCPS Regulation ABC-RA, Parent and Family Involvement**

This regulation establishes guidelines for school, field, and central office staff for working with parents/guardians to ensure a strong home-school partnership and promotes an environment that enhances the motivation, commitment, achievement, and self-worth of each student.

## **MCPS Regulation ACA-RA, Human Relations**

This regulation provides a framework for the establishment, implementation, and maintenance of human relations programs, services, and activities that strengthen human relations practices and cultural competency in MCPS.

## **MCPS Regulation ACF-RA, Sexual Harassment**

This regulation defines sexual harassment and sets forth the procedures that an individual shall use to report such an incident and secure assistance and support. It further identifies the actions that MCPS shall take to assure students and staff that they will not be subjected to such behavior.

## **MCPS Regulation CNA-RA, Display and Distribution of Informational Materials and Announcements**

This regulation provides guidelines for approval and distribution of advertising materials and/or announcements or sale of products and/or services.

## **MCPS Regulation CNA-RB, Advertising**

This regulation publishes the criteria for advertising and recognition of sponsors throughout MCPS. The regulation establishes where advertising may be placed and for what duration, sets forth content criteria, and provides guidance for entering into advertising agreements.

## **MCPS Regulation COB-RA, Reporting a Serious Incident**

This regulation establishes the procedures to be implemented when a serious incident occurs on school property or in connection with a school-related activity.

## **MCPS Regulation COC-RA, Trespassing or Willful Disturbance on MCPS Property**

This regulation establishes the authority of school personnel to deal with persons trespassing on MCPS property and provides procedures for enforcing the law. As stipulated in this document, students suspended from school are not permitted on school grounds, unless authorized by the principal or the principal's designee.

## **MCPS Regulation COE-RA, Weapons**

This regulation sets forth the law prohibiting possession on MCPS property of weapons considered dangerous or deadly and establishes procedures to be followed when a violation of the law is observed. Weapons are defined as "... implements that can cause bodily harm. This includes firearms, knives, and any object used as a weapon."

## **MCPS Regulation COF-RA, Alcohol, Tobacco, and Other Drugs on Montgomery County Public Schools Property**

This regulation sets forth the state law that makes it unlawful for any individual to consume, possess, or distribute alcoholic beverages or controlled substances not authorized by a physician's prescription on school premises and establishes procedures and penalties for school administrators to apply if confronted with such a situation.

## **MCPS Regulation COG-RA, Portable Communication Devices**

This regulation establishes the procedures and penalties for possession and use of portable communication devices by students who are on MCPS property or engaged in MCPS-sponsored activities.

## **MCPS Regulation ECC-RA, Loss of or Damage to Montgomery County Public Schools Property**

This regulation establishes procedures for identifying and reporting property loss, including both accidental and malicious damage, theft of property, and fire loss or damage; deleting stolen or destroyed items from the school inventory; and obtaining restitution for property loss.

## **MCPS Regulation ECG-RA, Student Driving and Parking Facilities**

This regulation sets forth the responsibility of principals to annually evaluate available facilities and the parking needs of students and establishes criteria for allocating parking facilities to students. The local school community is given authority to determine appropriate disciplinary action for parking violations. Students are subject to all laws and local school rules regarding driving and parking vehicles on school grounds.

## **MCPS Regulation ECI-RA, Display of the United States and Maryland Flags**

This regulation sets forth the procedures for displaying the flags and establishes responsibility for approving opening exercises and encouraging student participation in such exercises. The regulation prohibits penalties for not participating.

## **MCPS Regulation EEA-RA, Student Transportation**

This regulation establishes the walking distance for each grade level and lists the guidelines a principal must follow in transporting students, keeping proper records, and ensuring that proper safety precautions are taken. It establishes the procedure to be followed by a bus driver in reporting disciplinary problems and states the principal's responsibility in following through on student discipline. Transportation for special education students and students with disabilities also is addressed.

## **MCPS Regulation EKA-RA, Emergency and Disaster Preparedness**

This regulation sets forth the procedures for the development and maintenance of the comprehensive local crisis plans, which provides for the safety of all persons at MCPS sites.

**MCPS Regulation IGO-RA, Guidelines for Incidents of Alcohol, Tobacco, and Other Drug Abuse Involving Students**

This regulation establishes procedures for communicating with students and parents with respect to alcohol, tobacco, and other drugs; identifying students in need of assistance; reporting incidents involving students; and handling suspicious materials.

**MCPS Regulation IGT-RA, User Responsibilities for Computer Systems, Electronic Information, and Network Security**

This regulation establishes procedures and expectations for the appropriate use of computer networks, such as Outlook accounts and compliance with relevant state, local, and federal law.

**MCPS Regulation IID-RA, Programs to be Cablecast on the MCPS Education Channels**

This regulation establishes procedures for schools and school-related organizations and departments for requesting taped or live programs to be cablecast on the MCPS education channels.

**MCPS Regulation IKA-RA, Grading and Reporting**

This regulation promotes grades that accurately reflect student achievement by aligning grading and reporting processes with the standards-based curriculum and assessments of MCPS and the state of Maryland.

**MCPS Regulation IKB-RA, Homework Procedures**

This regulation provides specific guidelines for homework procedures and assignments. It also defines designated religious holidays as those indicated on the Board's adopted calendar and clarifies that students who have been excused from school for religious observances should have the opportunity to make up assignments.

**MCPS Regulation IKC-RA, Grade Point Averages (GPA) and Weighted Grade Point Averages (WGPA)**

This regulation establishes procedures for determining grade point averages and weighted grade point averages and for reporting them to current and prospective employers and postsecondary institutions that require the information as part of the application and admissions process.

**MCPS Regulation IOA-RA, Gifted and Talented Education**

This regulation establishes procedures for implementing the policy on gifted and talented education.

**MCPS Regulation IQA-RA, Administration of the High School Interscholastic Athletic Programs**

This regulation clarifies the authority of the administration of the countywide interscholastic athletic program in Montgomery County high schools. Schedules, rules, and guidelines pertaining to all aspects of secondary school athletics are contained in the MCPS High School Athletic Handbook, which is available in the principal's office and the media center of each high school.

**MCPS Regulation IQB-RA, Extracurricular Activities**

This regulation provides the criteria for establishing and maintaining an extracurricular activity program.

**MCPS Regulation IQD-RA, Academic Eligibility for High School Students Who Participate in Extracurricular Activities**

This regulation establishes procedures for eligibility for high school students.

**MCPS Regulation IQD-RB, Academic Eligibility for Middle School Students Who Participate in Extracurricular Activities**

This regulation establishes procedures for eligibility for middle school students.

**MCPS Regulation ISB-RA, High School Graduation Requirements**

This regulation publishes the procedures for implementation of the state and county graduation requirements.

**MCPS Regulation JEA-RA, Student Attendance**

This regulation sets forth the appropriate sections of law that apply to attendance, establishes responsibility for excusing and recording absences, and outlines procedures for improving attendance and for follow-up with students and parents/guardians.

**MCPS Regulation JEC-RA, Student Withdrawals from Classes and School**

This regulation sets forth the procedures students must follow to withdraw from individual classes and permanent withdrawal from school. It defines time frames for such actions and establishes guidelines for the assignment of grades and credit.

**MCPS Regulation JEE-RA, Transfer of Students**

This regulation sets forth the procedures for a request for a student to attend a school outside of the established attendance area.

**MCPS Regulation JFA-RA, Student Rights and Responsibilities**

This regulation provides procedures for the implementation of Board Policy JFA, *Student Rights and Responsibilities*.

**MCPS Regulation JGA-RA, Classroom Management and Student Behavior Interventions**

This regulation sets forth procedures for establishing a continuum of classroom discipline and control procedures that are designed for an environment that is conducive to maintaining learning. The regulation provides specific direction concerning the principal's responsibilities in line with this document and the agreement between the Montgomery County Education Association and the Board.

**MCPS Regulation JGA-RB, Suspension and Expulsion**

This regulation implements the state law governing suspension and expulsion, establishes procedures defining the responsibilities of MCPS staff, clarifies the rights of students in the process, and provides for appeals. Included are procedures regarding suspension or expulsion related to a student's disability.

**MCPS Regulation JGA-RC, Suspension and Expulsion of Students with Disabilities**

This regulation defines and clarifies the requirements, under the federal law, that pertain to the suspension or expulsion of students with Individualized Education Programs (IEPs) and students who qualify under section 504 of the *Rehabilitation Act of 1973*.

**MCPS Regulation JGB-RA, Search and Seizure**

This regulation sets forth specific guidelines to be followed whenever students and/or their possessions are subject to search and seizure for alleged infractions of law or an MCPS rule or regulation. It establishes procedures to be followed when it is necessary to take action.

**MCPS Regulation JHC-RA, Reporting and Investigating Child Abuse and Neglect**

This regulation defines child abuse and neglect and outlines the procedures that MCPS takes to inform and train all staff members of their responsibility as mandated reporters, how to recognize signs of child abuse and neglect, and the consequences for failing to follow Maryland state law. This regulation also describes the procedures that MCPS will follow to investigate allegations of child abuse and neglect, or other inappropriate conduct, by MCPS staff members.

**MCPS Regulation JHF-RA, Bullying, Harassment, or Intimidation**

This regulation states MCPS's commitment to an environment that is free of bullying, harassment, or intimidation so schools are a safe place in which to learn. The regulation defines "bullying, harassment, or intimidation" and lays out steps for prevention and intervention, consequences and remedial actions, and procedures for reporting acts of bullying, harassment, or intimidation.

**MCPS Regulation JHG-RA, Gangs, Gang Activity, or Other Similar Destructive or Illegal Group Behavior Prevention**

This regulation states MCPS's belief that academic achievement and social growth occur when students and staff feel safe. Gangs, gang activity, and other similar destructive or illegal group behaviors (gang-related behaviors) interfere with the safe operation of schools. This regulation defines gangs, gang activity, prevention activities, and intervention activities. It lays out procedures for prevention, intervention, consequences, reporting procedures, investigative procedures, and support services.

**MCPS Regulation JIA-RA, Honor Societies and Honor Rolls in Secondary Schools**

This regulation provides procedures for establishing an honor roll system in middle and high schools, and an honor society in high schools.

**MCPS Regulation JNA-RA, Curricular Expenses for Students**

This regulation sets forth procedures to provide all students, regardless of their economic circumstances, with full access to all courses, the instructional materials required for those courses, and the instructional program.

**MCPS Regulation JNA-RB, Collection of Student Financial Obligations**

This regulation sets forth guidelines for the collection of student financial obligations (money owed to replace or repair MCPS property that has been lost or damaged, or to reimburse MCPS for unpaid fees owed by the student).

**MCPS Regulation JOA-RA, Student Records**

This regulation sets forth procedures and establishes responsibilities for collecting, maintaining, and releasing information about students.

**MCPS Regulation KBA-RB, Educational Purposes and Administration of the MCPS Web**

This regulation provides a framework for the structure and content of the MCPS web. It ensures that use of the web serves the educational purpose of MCPS and establishes controls to protect the privacy of MCPS staff and students.

**MCPS Regulation KEA-RA, Participation in Political Campaigns and Distribution of Campaign Materials**

This regulation provides the criteria for student participation in political campaign activity as well as procedures for securing approval for participation.

**MCPS Regulation KLA-RA, Responding to Inquiries and Complaints from the Public**

This regulation describes the procedures for promptly and equitably addressing and resolving complaints from the public. The regulation encourages informal resolution of complaints, whenever possible, and sets forth the process by which administrative decisions may be appealed and reviewed.

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# GLOSSARY AND NOTES

**abuse**

1. Any physical injury, not necessarily visible, or mental injury of a child or vulnerable adult, by any person who has permanent or temporary custody or responsibility for the care or supervision of a child or vulnerable adult,\* under circumstances that indicate that the health or welfare of the child or vulnerable adult is harmed or at substantial risk of being harmed.
2. Any sexual act or acts (whether physical injuries are sustained or not) involving sexual molestation or exploitation, including but not limited to incest, rape, or sexual offense in any degree, sodomy or unnatural or perverted sexual practices on a child or vulnerable adult by any person who has permanent or temporary custody or responsibility for the care or supervision of a child or vulnerable adult. Sexual molestation or exploitation includes, but is not limited to, contact or conduct with a child or vulnerable adult such as exposure, voyeurism, sexual advances, kissing, fondling, sexual crime in any degree, rape, sodomy, prostitution, trafficking, or allowing, permitting, encouraging, or engaging a child or vulnerable adult in pornographic display, photographing, filming, or depiction of a child or vulnerable adult as prohibited by law or allowing a child or vulnerable adult to reside with or be in the regular presence of a registered sex offender.

\* *A person who has permanent or temporary custody or responsibility for the care or supervision of a child or vulnerable adult includes a parent, guardian, adoptive parent, family or household member, neighbor, MCPS employee, volunteer or contractor, a person in a position of authority, or any other person.*

**chronic**

a constant behavior pattern regularly followed

**collaboratively**

accomplished by working with others

**commencement**

the ceremony of awarding degrees or giving diplomas at the end of the academic year

**compelled**

feeling forced or driven to do something

**continuum**

a series having at least two or more possibilities

**controversial**

causing much discussion, disagreement, or argument

**cumulative**

collecting, often in gradual degrees

**designee**

a person named or selected for a position

**discretion**

the power or right to decide or act according to one's own judgment

**forum**

an assembly or meeting place

**indecent**

offending against generally accepted standards of good taste

**infractions**

the act of breaking a rule or guideline

**intoxicants**

alcohol or certain drugs

**lewd**

obscene or indecent

**libelous**

intentional, false, or unjustified injury of the good reputation of another by written or printed words, pictures, or in any form other than by spoken words or gestures

**malicious**

deliberate and without motive or without being provoked

**materially**

to an important degree; considerably

**neglect**

The leaving of a child or vulnerable adult unattended or other failure to give proper care or attention, or the provision of improper care or attention, to a child or vulnerable adult by any person who has permanent or temporary custody or responsibility for the care or supervision of a child or vulnerable adult under circumstances that indicate:

1. That the child's or vulnerable adult's health or welfare is harmed or placed at substantial risk of harm, or
2. Mental injury to the child or vulnerable adult or a substantial risk of mental injury.

**obscene**

offensive to morality or decency; indecent

**precede**

to go before

**profane**

crude; coarse; indecent; obscene; lewd

**socioeconomic**

pertaining to the interaction of human society and economic factors

**substantially**

ample (lots) or considerable amount, quantity, size

**supersede**

to replace in power, authority, effectiveness, acceptance

**tampering**

meddling, especially for the purpose of altering, damaging, or misusing

**vulgar**

crude; coarse; indecent; obscene; lewd





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