

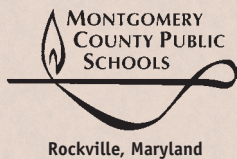
2017–2018

A Student's Guide to

RIGHTS AND RESPONSIBILITIES

in Montgomery County Public Schools

www.montgomeryschoolsmd.org

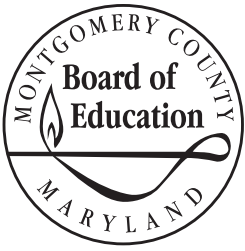


Federal and state laws, Montgomery County Board of Education policies, and Montgomery County Public Schools (MCPS) administrative regulations, and other guidelines, are subject to change and shall supersede the statements and references contained in this publication.

Student Name _____

Address _____

Phone _____



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*

Board of Education

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



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www.montgomeryschoolsmd.org



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

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© July 2017

Montgomery County Public Schools
Rockville, Maryland

2017	
July 4	Independence Day—Offices and schools closed
August 23, 24, 25, 28, 29, 30, 31 and Sept. 1	Professional days for teachers
September 4	Labor Day—Offices and schools closed
September 5	First day of school for students
September 21	No school for students and teachers
October 6	Early release day for all students
November 9	Early release day for all students; end of quarter planning
November 10	Early release day K–8
November 17	Early release day K–8
November 22	Early release day for all students
November 23 and 24	Thanksgiving—Offices and schools closed
December 25, 26, 27, 28, 29	Winter Break—No school for students and teachers; offices closed December 25
2018	
January 1	New Year’s Day—Offices and schools closed
January 15	Dr. Martin L. King, Jr. Day—Offices and schools closed
January 25	Early release day for all students; end of quarter planning
January 26	Professional day for teachers
February 19	Presidents’ Day—Offices and schools closed
March 2	Early release day for all students
March 26, 27, 28, 29, 30, and April 2	Spring Break—No school for students and teachers; offices closed March 30 and April 2
April 9	Early release day for all students; end of quarter planning
May 28	Memorial Day—Offices and schools closed
June 12	Last day of school for students; early release day for all students
June 13	Professional day for teachers

If the school year should be disrupted by emergencies and schools are closed three or more days, the first make-up day will be used on June 13, 2018. Other dates in 2018 identified as possible make-up days include: January 26, March 26, March 27, June 14, and June 15.

RESOURCES FOR STUDENTS

Stay Connected to MCPS www.montgomeryschoolsmd.org

For systemwide information and emergency announcements:

- MCPS on Twitter: www.twitter.com/mcps
- MCPS en Español: www.twitter.com/mcpsespanol
- Alert MCPS: www.montgomeryschoolsmd.org/alertMCPS
- MCPS QuickNotes E-mail Messages and Newsletter: www.mcpsQuickNotes.org
- Ask MCPS Information Service
 - Telephone: 301-309-MCPS (6277)
 - Spanish Hotline: 301-230-3073
 - E-mail: AskMCPS@mcpsmd.org
- MCPS Television (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

Useful Contacts

Countywide Student Government (www.montgomeryschoolsmd.org/departments/student-leadership)

- Coordinator of Student Leadership, Student Service Learning, and Volunteers 240-314-1039

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

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

Associate Superintendent of Elementary Schools 301-315-7362

Associate Superintendent of Secondary Schools 301-315-7370

Associate Superintendent of School Administration Compliance Unit 301-279-3444

Associate Superintendent, Office of Student and Family Support and Engagement 240-314-4824

Homework Hotline Live (HHL)—

www.montgomeryschoolsmd.org/departments/itv/hhl/ 301-279-3234 or Text 724-427-5445

Section 504 Compliance Officer 301-517-5864

MCPS Resources on the Web

Web address: www.montgomeryschoolsmd.org

Search:

- MCPS School Directory
- MCPS Staff Directory
- College and Career Center
- Bullying, Harassment, and Intimidation
- Cybercivility and CyberSafety
- Course Bulletin
- Diploma Requirements
- Maryland High School Assessments
- HHL
- Grading and Reporting
- Policies and Regulations
- Special Programs
- Strategic Planning
- Student Privacy
- Student's Guide to Rights and Responsibilities and Student 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 state and federal laws, Board of Education (Board) policies, and MCPS regulations, and other guidelines, referred to here as MCPS rules, 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 policies and MCPS regulations are available at www.montgomeryschoolsmd.org/departments/policy.

MCPS rules also are subject to change and shall supersede the statements and references contained in this publication.

A list of some of the applicable MCPS Regulations begins on page 11 of this Guide. MCPS Regulation JFA-RA, *Student Rights and Responsibilities*, applies throughout. Some other references are noted below each section.

■ 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 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 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 Priorities and MCPS' 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 major Board policies affecting students. Such involvement may be accomplished by including student representatives in meetings or by soliciting student input at any stage 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 rule 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. See MCPS Regulation IGP-RA, *Comprehensive Health Education Instructional Program*.

■ Rights of Privacy

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

Students or their parents/guardians 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 comparing themselves or their families with others.

Students on MCPS property, including MCPS buses, or during school hours may be subject to audio and video camera surveillance in public locations, 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 JOA-RA, *Student Records*

■ 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
- Pregnancy and Parenting Needs
- Observance of a 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 received 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.

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.

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.

Elementary and middle school students with excessive absences and/or tardies, both lawful and unlawful, may be referred for appropriate intervention. At the discretion of the principal/designee, students who demonstrate a pattern of absences may be referred to appropriate staff and/or outside agencies for intensive interventions designed to increase

regular attendance. Students who accumulate five or more unexcused absences may receive an attendance letter from the school.

High school students with three unlawful absences in a class will be warned of the possibility of failure and referred to their counselor and administrator. **Unexcused tardies will be recorded and three unexcused tardies will equal one unexcused/unlawful absence.** The counselor will consult with the student and the parents/guardians, verify reasons for the absences, and determine the appropriate interventions.

High school students with five unlawful absences in a class will automatically be notified to submit MCPS Form 560-26A, *Appeal of Attendance Recording*, for their absences if they or their parents/guardians believe any absence was recorded incorrectly, 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. The counselor/administrative team will consult with the teacher regarding requirements for make-up work and will communicate the information to the student and the student's parent/guardian. Attendance appeal and intervention plan forms will be available at the counseling and administrative offices and on the school's website. An administrator will review and sign off on the intervention plan. If a student does not complete either an appeal of attendance recording or an attendance intervention plan and/or continues to be further unlawfully absent, the student will be considered to be in danger of receiving a failing grade in that course.

Work Missed During an Absence

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.

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 JGA-RB, *Suspension and Expulsion*
- MCPS Regulation JGA-RC, *Suspension and Expulsion of Students with Disabilities*
- Maryland Student Records System Manual
- MCPS High School Course Bulletin

■ Classwork

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.

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 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, and in schools' main offices.

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, advanced-level, and/or AP courses will be accorded an opportunity to do so. Each school provides responsible open enrollment in Honors, advanced-level, and/or AP 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

■ Student Service Learning

All students working toward a Maryland High School 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 with certain exceptions for transfers students.

Details of the MCPS Student Service Learning Program may be found at 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
Coordinator of Student Leadership, Student Service Learning, and
Volunteers: 301-279-3454 or 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 principal to approve the student government constitution or amendments to it, unless it violates MCPS rules, 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 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; express individual views so that they may weigh alternate ideas and form their own opinions; and analyze and evaluate information before forming conclusions. Students have a responsibility to consider seriously the topics presented in their courses and participate in class discussions to add their views to enhance the variety of viewpoints expressed on the topics under discussion; respect different opinions; and 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.

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 a school administrator to determine if the activity will be allowed during the school day, the time and place, 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.

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.

Publications, Performances, and Informational Materials

Students have the following rights with respect to publications, performances, and informational materials:

- Students have the right to produce school-sponsored publications (e.g., newspapers, yearbooks, and literary magazines)

and school-sponsored performances (e.g., school plays and television shows).

- Students have the right to decide on the content of school sponsored publications and performances, subject to the guidelines below and the direction and guidance of the school sponsor.
- Students have the right 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 have the right to display materials that are not school sponsored, on designated bulletin boards, wall spaces, or other areas normally used for posting, subject to the same restrictions and procedures that govern the distribution of student publications that are not school sponsored.
- Students have the right to appeal the decisions of school sponsors according to the process established in the local school, or as described in MCPS Regulation JFA-RA, *Student Rights and Responsibilities*.

The principal may exercise prior restraint, halt or reject the performance of a student production or the distribution of a publication or other informational material by students only based on the following criteria:

- It is obscene, libelous, slanderous, profane, vulgar, lewd, or contains language that has the intent to harass, threaten, or intimidate.
- It constitutes an unwarranted invasion of privacy.
- It incites students to create a clear and present danger of: (a) the commission of an unlawful act, the violation of county Board policies and/or MCPS regulations or rules; or (b) the material and substantial disruption of the orderly operation of the public school. "Substantial disruption" means either interference with school or disorderly conduct by a significant number of students, including rioting, school boycotts, sit-ins, destroying property, and walkouts.
- It violates state or federal law. For example, this may include material that poses a potential threat to the health and/or safety of students or might reasonably be perceived to advocate student drug, alcohol and tobacco use or smoking of any kind, violence, sex, illegal discrimination, or other illegal activities.

This guideline will not be used, however, to prevent responsible discussion about such actions. MCPS Regulation JFA-RA establishes the process principals must follow should it become necessary to halt the performance of a student production, a student publication, or the distribution of material by students.

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—
 - when the room is being used as a voluntary meeting place, or
 - 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*, approved in advance of any service for an individual running for public office.

References:

- 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*

■ Patriotic Exercises

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

Students have a right not to 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*

■ 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 their 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. MCPS publishes the *Guidelines*

for *Respecting Religious Diversity* as a reference regarding MCPS rules, which guide the district on these topics.

References:

- Montgomery County Public Schools *Guidelines for Respecting Religious Diversity*
- 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 MCPS rules that affect their ability to participate.

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/.

References:

- Director of Systemwide Athletics: 240-453-2594

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 MCPS rules, 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.

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

■ 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 *Student Code of Conduct*

■ Technology

Student Responsible Use Guidelines

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. It is the shared responsibility of school personnel and the parent/guardian of each student to educate students about appropriate 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, *Personal Mobile Devices*; including the following:

- 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 to deem what conduct is inappropriate use if such conduct is not specified.
- 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.

Personal Mobile Devices

Mobile phones, e-readers, tablets, personal computers, or other devices equipped with microphones, speakers, and/or camera, and other similar non-MCPS issued devices are all considered personal mobile devices (PMDs) and are subject to MCPS Regulation COG-RA, *Personal Mobile Devices*, and MCPS Regulation IGT-RA, *Responsibilities for Computer Systems, Electronic Information, and Network Security*.

While on MCPS property, students must use the MCPS network (not private cellular networks) for Internet access, where MCPS uses filtering and other technological measures to limit students' ability to access harmful Internet sites.

All students will adhere to the following:

- Students may possess PMDs on MCPS property and at MCPS-sponsored activities; however students may not turn on/use them until the end of the student day for independent use.
- Students riding to or from school or school-sponsored activities on MCPS or chartered buses may use PMDs as long as the use does not impact the safe operation of the bus and complies with MCPS rules.
- Students are responsible for ensuring their devices are turned off and out of sight during times of unauthorized use, and must ensure that they are managed securely at all times.

Exceptions:

Elementary Schools

- Grade 3-5 teachers may allow the use of PMDs for instructional purposes.

Middle Schools

- Middle school teachers may allow the use of PMDs for instructional purposes.
- As determined by the principal at each middle school, students may use PMDs during lunch.
- Principals may designate areas where selected PMDs may not be used.

High Schools

- High school teachers may allow the use of PMDs for instructional purposes.
- High school students may use PMDs during lunch.
- Principals may designate areas where selected PMDs may not be used.

Information may not be communicated using a PMD if it: violates the privacy of others, jeopardizes the health and safety of students, is obscene or libelous, causes disruption of school activities, plagiarizes the work of others, or is a commercial advertisement.

PMDs may be confiscated by school authorities if used in a manner inconsistent with MCPS rules. MCPS will assume no responsibility or liability for loss, theft, or damage to a device or for the unauthorized use of any such device.

References:

MCPS Regulation COG-RA, *Personal Mobile Devices*

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

MCPS *Student Code of Conduct*

■ Nondiscrimination

The Board expects all students and staff to conduct themselves in a manner that demonstrates mutual respect without regard to an individual's actual or perceived personal characteristics, such as race, ethnicity, color, ancestry,

national origin, religion, immigration, status, sex, gender, gender identity, gender expression, sexual orientation, family/parental status, marital status, age, physical or mental disability, poverty and socioeconomic status, or language, or other legally or constitutionally protected attributes or affiliations.

All acts of hate/violence and illegal discrimination are unacceptable and intolerable. Board Policy ACA, *Nondiscrimination, Equity, and Cultural Proficiency*, establishes and promotes a framework that prepares all students to live and work in a globally-minded society, and fosters a positive learning environment that embraces all unique and individual differences.

Discrimination includes actions that are motivated by an invidious intent to target individuals based on their actual or perceived personal characteristics, as well as acts of hate, violence, insensitivity, disrespect, or retaliation—such as verbal abuse, harassment, slurs, threats, physical violence, vandalism, or destruction of property—that impede or affect the learning or work environment. Discrimination also includes conduct or practices that may be facially neutral but that have an unjustified disparate impact based on individuals' actual or perceived personal characteristics. Discrimination encompasses racism, sexism, and other forms of institutional prejudice in all their manifestations.

The Office of School Administration Compliance Unit is a resource for complaints, concerns, or questions, that cannot be resolved at the school level, about a matter involving discrimination against students based on personal characteristics listed above. For more information, see the Nondiscrimination statement on the inside back cover of this Guide. If bullying, harassment, or intimidation based on personal characteristics has occurred, students should file MCPS Form 230-35, *Bullying, Harassment, or Intimidation*, as described in MCPS Regulation JHF-RA, *Bullying, Harassment, or Intimidation*.

References:

- Board Policy ACA, *Nondiscrimination, Equity, and Cultural Proficiency*
- MCPS Student Code of Conduct
- MCPS Employee Code of Conduct
- MCPS Guidelines for Respecting Religious Diversity

■ Bullying, Harassment, or Intimidation

Bullying, harassment, or intimidation are serious and will not be tolerated. MCPS Form 230-35, *Bullying, Harassment, or Intimidation Reporting Form*, should be completed by a student; the parent, guardian, or close relative of a student; or a school staff member to report alleged bullying, harassment, or intimidation. The completed form should be returned to the principal at the student victim's school. Contact the school for additional information or assistance at any time.

Bullying, harassment, or intimidation means intentional 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:

- (1) Either (a) motivated by an actual or perceived personal characteristic including race, ethnicity, color, ancestry, national origin, religion, immigration status, sex, gender, gender identity, gender expression, sexual orientation, family/parental status, marital status, age physical or mental disability, poverty and socioeconomic status, or language, or other legally or constitutionally protected attributes or affiliations; or (b) threatening or seriously intimidating; and
- (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.

Cyberbullying is a form of bullying, harassment, and intimidation. "Cyberbullying" means a communication transmitted by means of an electronic device, such as a telephone, cellular phone, computer, or tablet, and includes the use of social media sites.

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 MCPS rules. Sexual harassment complaints should be reported to school staff or the principal, according to the procedures set forth in MCPS Regulation ACF-RA, *Sexual Harassment*, using MCPS Form 230-35, *Bullying, Harassment, or Intimidation Reporting Form*. 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*. Individuals who have any doubt about whether to report abuse or neglect, should err on the side of reporting. If the complaint of sexual harassment is against the principal, the complaint should be filed with the associate superintendent, Office of Employee Engagement and Labor Relations.

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.

References:

- MCPS Regulation ACF-RA, *Sexual Harassment*
- MCPS Regulation JHC-RA, *Reporting and Investigating Child Abuse and Neglect*
- MCPS Regulation JHF-RA, *Bullying, Harassment, or Intimidation*
- MCPS Student 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 provides MCPS Form 281-13, *Annual Notice for Directory Information and Student Privacy*, to all MCPS students and their families which lists 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 JOA-RA, *Student Records*

■ Search and Seizure

Conditions under which MCPS staff members may conduct a search of a student's person or property and/or seize student property are set forth in MCPS Regulation JGB-RA, *Search and Seizure*. Every effort will be made to conduct searches and seizures in a manner which will minimize disruption of the normal school routine and minimize embarrassment to students affected.

School officials authorized to conduct a search and/or seizure include a principal or assistant principal, an MCPS Department of School Safety and Security (DSSS) staff member and/or a school-based security staff member (employed by MCPS), and a teacher on a school-sponsored trip who has been so designated in writing by the principal/designee and who has been trained in conducting searches.

A locker, storage cubicle, or other such school-supplied item is not considered a student's personal possession, and search of such school-supplied items does not require the reasonable belief of a violation. However, student possessions within the locker or storage cubicles (e.g., backpacks or purses) may only be searched subject to the reasonable belief of a violation, and an additional MCPS staff member must be present at the time of any search of a student and/or the student's possessions.

References:

MCPS Regulation JGB-RA, *Search and Seizure*
Annotated Code of Maryland, Education Article, §7-308
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/

References:

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

■ State Required Medical Interventions

Parents/guardians must complete the Student Emergency Information section in the myMCPS Parent Portal, or complete MCPS Form 565-1, *Student Emergency Information*, to provide MCPS with emergency contact and health information. Some specific information about particular medical issues follows:

Anaphylaxis Awareness

Parents/guardians are responsible for notifying schools of a student's special health care needs or diagnosis of anaphylaxis, providing appropriate medications, and completing appropriate authorization form(s). These medications will be kept in the school's health room for your student's use in case of an emergency. The state of Maryland also requires that all schools train their staff members to recognize signs of anaphylaxis and maintain a stock supply of epinephrine auto-injectors (e.g. EpiPens) for use in case of an emergency. Designated staff members at each school are trained to administer epinephrine auto-injectors. Students may also self-carry epinephrine auto-injectors with parent/guardian approval and completion of MCPS Form 525-14, *Emergency Care for the Management of a Student with a Diagnosis of Anaphylaxis: Release and Indemnification Agreement for Epinephrine Auto Injector*.

Diabetes Awareness

Parents/guardians are responsible for informing the school if their student has diabetes; providing complete, accurate, and up-to-date medical information related to the student's diabetes care, including a written Diabetes Medical Management Plan (DMMP) or health care provider's order form; supplying the school with routine and emergency medications and medication administration devices or equipment; completing appropriate authorization form(s); and notifying the school of any changes to the student's medical needs.

Staff members who have daily responsibility for students with diabetes receive additional training to support the implementation of the students' DMMP and/or health care providers' orders. The school community health nurse will work with the school and parents/guardians to delegate any diabetes management activities to school personnel as appropriate to ensure that the student is able to participate in field trips or other school-sponsored activities.

Naloxone and Opioid Awareness

The Start Talking Maryland Act of 2017 requires Maryland school districts to provide increased education and instruction on heroin and opioid addiction and prevention. School nurses, school health services personnel, and other staff identified by MCPS are authorized to administer Naloxone, or other overdose-reversing medication, to students in emergency situations and those medications are stored at schools for that purpose.

References:

- Board Policy IGN, *Preventing Alcohol, Tobacco, and Other Drug Abuse in Montgomery County Public Schools*
- MCPS Regulation JPC-RA, *Administration of Medication to Students*
- MCPS Regulation JPD-RB, *Emergency Care for Students Experiencing Anaphylaxis*
- MCPS Form 525-12, *Authorization to Provide Medically Prescribed*

- Treatment: Release and Indemnification Agreement*
- MCPS Form 525-13, *Authorization to Provide Prescribed Medication: Release and Indemnification Agreement*
- MCPS Form 525-14, *Emergency Care for the Management of a Student with a Diagnosis of Anaphylaxis: Release and Indemnification Agreement for Epinephrine Auto Injector*

■ Wellness

Students are encouraged to take responsibility for their own health, adopt healthy eating habits, and incorporate physical activity into their daily lives. Board Policy JPG, *Wellness: Physical and Nutritional Health*, affirms the Board's commitment to creating a school culture that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

MCPS Regulation JPG-RA, *Wellness: Physical And Nutritional Health*, sets forth procedures to support school environments that promote physical and nutritional health and social-emotional well-being and teach and model behaviors and activities that contribute to a healthy lifestyle. Physical activity before, during, and after the instructional day is encouraged.

■ 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 Student Code of Conduct
- MCPS Regulation JGA-RA, *Classroom Management and Student Behavior Interventions*
- MCPS Regulation JGA-RB, *Suspension and Expulsion*
- MCPS Regulation JGA-RC, *Suspension and Expulsion of Students with Disabilities*

■ 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 federal and state laws, Board policies and MCPS rules.

School-level Decision

- A. The student has a right to—
1. meet with the principal¹ 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 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

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. 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, *Personal Mobile Devices*

This regulation establishes the procedures and penalties for possession and use of personal mobile 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 IGP-RA, *Comprehensive Health Education Instructional Program*

This regulation outlines procedures for implementing the Comprehensive Health Education instructional program for all students as required by Maryland law and approved by the Montgomery County Board of Education.

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 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. Additional details can be found in the High School Course Bulletin.

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.

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 MCPS rules.

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 JPG-RA, *Wellness: Physical And Nutritional Health*

This regulation establishes school-level wellness teams/councils and the integration of wellness activities as a component of social-emotional well-being in school improvement plans. The regulation also clarifies existing practices in health education, nutrition education, physical education, physical activity, the reimbursable school meals program, and foods and beverages available to students outside the reimbursable school meals program.

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.

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 could include a parent, guardian, 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

cultural proficiency

the ongoing process of becoming knowledgeable of one's own culture, as well as the cultures of others in order to foster an appreciation, understanding, and respect for varying cultural expressions that exist in the actions and interactions of an organization; and, to strengthen and enrich the organization and the community at large with the presence and contributions of many cultures.

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

discrimination

includes actions that are motivated by an invidious intent to target individuals based on their actual or perceived personal characteristics, as well as acts of hate, violence, insensitivity, disrespect, or retaliation—such as verbal abuse, harassment, slurs, threats, physical violence, vandalism, or destruction of property—that impede or affect the learning or work environment. Discrimination also includes conduct or practices that may be facially neutral but that have an unjustified disparate impact based on individuals' actual or perceived personal characteristics. Discrimination encompasses racism, sexism, and other forms of institutional prejudice in all their manifestations.

equity

a demonstration of the commitment to ensure that every student and staff member, without regard to their actual or perceived personal characteristics, is given the individual challenges, support, and opportunities to exceed a rigorous common standard in order to be prepared for academic and career success.

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

personal characteristics

Personal characteristics include race, ethnicity, color, ancestry, national origin, religion, immigration, status, sex, gender, gender identity, gender expression, sexual orientation, family/parental status, marital status, age, physical or mental disability, poverty and socioeconomic status, or language, or other legally or constitutionally protected attributes or affiliations.

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

MCPS NONDISCRIMINATION STATEMENT

Montgomery County Public Schools (MCPS) prohibits illegal discrimination based on race, ethnicity, color, ancestry, national origin, religion, immigration status, sex, gender, gender identity, 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 or affiliations. Discrimination undermines our community’s long-standing efforts to create, foster, and promote equity, inclusion, and acceptance for all. Some examples of discrimination include acts of hate, violence, insensitivity, harassment, bullying, disrespect, or retaliation. For more information, please review Montgomery County Board of Education Policy ACA, *Nondiscrimination, Equity, and Cultural Proficiency*. This Policy affirms the Board’s belief that each and every student matters, and in particular, that educational outcomes should never be predictable by any individual’s actual or perceived personal characteristics. The Policy also recognizes that equity requires proactive steps to identify and redress implicit biases, practices that have an unjustified disparate impact, and structural and institutional barriers that impede equality of educational or employment opportunities.

For inquiries or complaints about discrimination against MCPS staff *	For inquiries or complaints about discrimination against MCPS students *
Office of Employee Engagement and Labor Relations Department of Compliance and Investigations 850 Hungerford Drive, Room 55 Rockville, MD 20850 240-314-4899 OCOO-EmployeeEngagement@mcpsmd.org	Office of School Administration Office of School Administration Compliance Unit 850 Hungerford Drive, Room 162 Rockville, MD 20850 301-279-3444 OSSI-SchoolAdministration@mcpsmd.org

**Inquiries, complaints, or requests for accommodations for students with disabilities also may be directed to the supervisor of the Office of Special Education, Resolution and Compliance Unit, at 301-517-5864. Inquiries regarding accommodations or modifications for staff may be directed to the Office of Employee Engagement and Labor Relations, Department of Compliance and Investigations, at 240-314-4899. In addition, discrimination complaints may be filed with other agencies, such as: the U.S. Equal Employment Opportunity Commission, Baltimore Field Office, City Crescent Bldg., 10 S. Howard Street, Third Floor, Baltimore, MD 21201, 1-800-669-4000, 1-800-669-6820 (TTY); or U.S. Department of Education, Office for Civil Rights, Lyndon Baines Johnson Dept. of Education Bldg., 400 Maryland Avenue, SW, Washington, DC 20202-1100, 1-800-421-3481, 1-800-877-8339 (TDD), OCR@ed.gov, or www2.ed.gov/about/offices/list/ocr/complaintintro.html.*

This document is available, upon request, in languages other than English and in an alternate format under the *Americans with Disabilities Act*, by contacting the MCPS Public Information Office, at 301-279-3853, 1-800-735-2258 (Maryland Relay), or PIO@mcpsmd.org. Individuals who need sign language interpretation or cued speech transliteration may contact the MCPS Office of Interpreting Services at 240-740-1800, 301-637-2958 (VP) or Interpreting_Services@mcpsmd.org. MCPS also provides equal access to the Boy/Girl Scouts and other designated youth groups.

This Student's Guide to Rights and Responsibilities in
Montgomery County Public Schools, is available in
Spanish, French, Chinese, Korean, Vietnamese, and Amharic
on the MCPS web at: www.montgomeryschoolsmd.org/students/rights/

Derechos Y Responsabilidades (Español)

學生權利和責任指南 (中文)

Droits Et Responsabilités (Français)

학생의 권리와 의무 안내서 (한국어)

Quyền Lợi Và Trách Nhiệm (tiếng Việt)

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Rockville, Maryland



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