

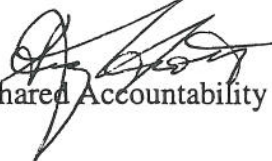
INFORMATION

Office of Shared Accountability
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

December 11, 2008

MEMORANDUM

To: All Principals and Directors

From: Stacy L. Scott, Associate Superintendent, Office of Shared Accountability 

Subject: 2007–2008 Update on Policies and Regulations

During the school year 2007–2008, a total of 43 policies, regulations, and exhibits were either, revised, reviewed, rescinded or developed. Some of the changes were technical or non-substantive.

For your information, a summary of the policies and regulations with substantive changes is attached. All of the current policies, regulations, and exhibits can be found on the Policy and Regulation website at www.montgomeryschoolsmd.org/departments/policy.

If you have any questions, please contact Ms. Stephanie P. Williams, acting director, Department of Policy, Records, and Reporting at 301-517-5062 or via e-mail at Stephanie_P_Williams@mcpsmd.org.

SLS:hp

Attachment

Approved: 

Frieda K. Lacey, Deputy Superintendent of Schools

2007–2008 Update on Policies and Regulations

Revised Policies and Regulations

Regulation CHA-RA: *Developing and Publishing Regulations*

<http://www.montgomeryschoolsmd.org/departments/policy/pdf/chara.pdf>

This regulation has been revised to update offices and to streamline the process set forth for developing and publishing regulations.

Regulation DNA-RA: *Disposition of Board of Education Property*

<http://www.montgomeryschoolsmd.org/departments/policy/pdf/dnara.pdf>

This regulation was revised to update offices and to align with current organizational responsibilities and practice.

Regulation ECI-RA: *Display of the United States and Maryland Flags*

<http://www.montgomeryschoolsmd.org/departments/policy/pdf/ecira.pdf>

This regulation was revised to add a related source and make consistent with Regulation JFA-RA, *Student Rights and Responsibilities* by including grounds for disciplinary action if interfering with the pledge of allegiance.

Policy EEA: *Student Transportation*

<http://www.montgomeryschoolsmd.org/departments/policy/pdf/eea.pdf>

This revised policy is designed to provide safe, responsive and accountable operation of the Montgomery County Public Schools (MCPS) transportation system, in partnership with parents and students.

Regulation EGG-RA: *Management and Control of MCPS Forms*

<http://www.montgomeryschoolsmd.org/departments/policy/pdf/eggra.pdf>

This regulation was revised to update offices, add new definitions, and update the process for the creation, reprinting, and revision of forms in the school system.

Regulation FAA-RA: *Long-Range Educational Facilities Planning*

<http://www.montgomeryschoolsmd.org/departments/policy/pdf/faara.pdf>

Language was added to this regulation that ensures leadership of parent organizations not traditionally affiliated with the Parent Teacher Associations are included in our outreach efforts for input on facilities issues.

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

<http://www.montgomeryschoolsmd.org/departments/policy/pdf/ikcra.pdf>

This regulation was revised to update offices, add new related entries, and revise the definition of weighted grade point averages (WGPA).

Regulation IOH-RA: *Mental Health Referrals*

<http://www.montgomeryschoolsmd.org/departments/policy/pdf/iohra.pdf>

This regulation has been revised to delineate the steps for referral to internal mental health resources and establishes guidelines if referral to non-MCPS mental health resources is deemed necessary.

Regulation IOI-RA: *Placement Procedures for Alternative Programs*

<http://www.montgomeryschoolsmd.org/departments/policy/pdf/ioira.pdf>

This regulation was revised to update offices, add definitions, and update the process for placing students in Level 1, 2, or 3 Alternative Programs.

Regulation ISB-RA: *High School Graduation Requirements*

<http://www.montgomeryschoolsmd.org/departments/policy/pdf/isbra.pdf>

This regulation was revised to update offices and add definitions. American sign-language was added as an option for meeting credit requirements. Student service learning requirements also were added based on a student's year of graduation. New language also was added to clarify dual enrollment and college partnerships.

Regulation JEE-RA: *Transfer of Students*

<http://www.montgomeryschoolsmd.org/departments/policy/pdf/jeera.pdf>

This regulation was revised to update titles and to remove the words "exemption" when referring to change of school assignments.

Regulation JFA-RA: *Student Rights and Responsibilities*

<http://www.montgomeryschoolsmd.org/departments/policy/pdf/jfara.pdf>

This regulation was revised to reflect a change in law when defining harassment and intimidation (bullying) and to include language from the Safe School Reporting Act. It was also revised to specify the age range for providing a free and appropriate public education for individuals with disabilities and to add clarifying language to the definition of academic honesty to include the use of photographs.

Regulation JHE-RA: *Psychological Assessment*

<http://www.montgomeryschoolsmd.org/departments/policy/pdf/jhera.pdf>

This regulation was revised to update offices and add definitions. New general education procedures and procedures for special education and Section 504 students were added to reflect current practice.

Regulation JOA-RA: *Student Records*

<http://www.montgomeryschoolsmd.org/departments/policy/pdf/joara.pdf>

This regulation was revised to update offices and include the legal requirements for students in State-supervised care.

Regulation JPB-RA: *Communicable Disease Control in Schools*

<http://www.montgomeryschoolsmd.org/departments/policy/pdf/jpbra.pdf>

This regulation was revised to include a related source, add new definitions, and to update procedures as recommended by School Health Services.

Regulation JPB-RB: *Head Lice (Pediculosis Capitis)*

<http://www.montgomeryschoolsmd.org/departments/policy/pdf/jpbrb.pdf>

This regulation was revised to add definitions and to be more descriptive of the process involved in the discovery and treatment of head lice in the school and home environment.

Regulation JPD-RA: *Health Care for Children and Staff with Allergies*

<http://www.montgomeryschoolsmd.org/departments/policy/pdf/jpdra.pdf>

This regulation was revised to include the fact that only chemical products on the procurement list may be used in the schools for cleaning. A reference to MCPS Regulation ECJ-RB, *Care of Animals in the Classroom* was added to the regulation.

Regulation JPD-RB: *Emergency Care for Students Subject to Known Anaphylactic Reaction*

<http://www.montgomeryschoolsmd.org/departments/policy/pdf/jpdrb.pdf>

This regulation was revised to update procedures for schools with students who have known anaphylactic reactions to certain substances. Information on the administration of the Epinephrine Auto Injector by the school also was added to the regulation.

Regulation JPF-RA: *Do Not Resuscitate Orders*

<http://www.montgomeryschoolsmd.org/departments/policy/pdf/jpfra.pdf>

This regulation was revised to update the procedure of assisting parents in obtaining the EMS “Do Not Resuscitate” (DNR) and Medical Order Form.

Policy KEA: *Political Campaigns and Political Materials*

<http://www.montgomeryschoolsmd.org/departments/policy/pdf/kea.pdf>

Policy KEA was amended with a non-substantive change to permit the granting of release time for students to participate in political activities for any three days during the two-weeks prior to a primary or general election. Previously, the policy only addressed release time prior to the general election.

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

<http://www.montgomeryschoolsmd.org/departments/policy/pdf/keara.pdf>

This regulation was revised to reflect state law and to provide clarification regarding participation in political campaigns and distribution of campaign materials. Available on the Web are companion exhibits KEA-EA and KEA-EC that have been revised along with a new exhibit KEA-ED.

Rescinded Policies and Regulations

Regulation CEA-RA: *Establishing Systemwide Committees*

This regulation was rescinded because it is no longer applicable. MCPS no longer adheres to the procedures set forth when the regulation was last revised in 1976.

Policy CGA: *Summer School*

This policy was rescinded because operational and instructional mandates in place for the regular school year apply in like manner to instructional opportunities provided during the summer months. Therefore, Policy CGA is no longer necessary.

Policy COA: *Visitors to School during the School Day*

This policy was rescinded because the subject matter does not rise to the level of a policy issue and is fully addressed in Regulation ABA-RB, *School Visitors* (formerly COA-RA).

Policy DJC: *Newspaper Advertising*

Policy DJC was rescinded because the procedures are contained within the procurement guidelines.

Policy GFB: *Temporary Reassignment of Administrative and Supervisory Personnel*

Policy GFB was rescinded because it was subsumed by the enactment of Policy GAA, *Positive Work Environment in a Self-Renewing Organization*. Further, Regulation GFB-RA, *Temporary Reassignment of Administrative and Supervisory Personnel*, provides guidelines for the reassignment of personnel.

Policy GGA: *Duty Hours and Days*

Policy GGA was rescinded because the subject matter is fully addressed in Regulation GGA-RA, *Working Hours and Work Load*, as well as each of the negotiated agreements.

Regulation ISC-RA: *Obtaining a Maryland High School Diploma by General Education Development (GED) Exam*

This regulation was rescinded because MCPS no longer administers the GED Examination.

Policy ISE: *Summer School Graduation*

Policy ISE was rescinded because the subject matter outlined in the policy does not rise to the level of a policy issue.

Regulation JHD-RA: *Control of Sound Levels*

This regulation was rescinded because it is obsolete.

Regulation JPB-RC: *Hepatitis A and Hepatitis B*

This regulation was rescinded because students are now immunized for hepatitis in a manner consistent with other procedures described in Regulation JPB-RA, *Communicable Disease Control in Schools*.

Policy KMC: *Services Provided to Non-Profit Private Organizations*

This policy was rescinded because it is no longer reflective of relationships that MCPS has or intends to have in the near future.

New Policies and Regulations

Regulation DAA-RB: *External Audits Requiring Board of Education Approval*
<http://www.montgomeryschoolsmd.org/departments/policy/pdf/daarb.pdf>

This new regulation was requested by the Board of Education and superintendent to provide guidelines when a financial audit or performance audit is requested.

Regulation GBB-RA: *Employee Assistance Program*
<http://www.montgomeryschoolsmd.org/departments/policy/pdf/gbbra.pdf>

This new regulation was created to replace outdated Policy GBB, *Department of Employee Assistance Services* and to align with current practices and Policy GAA.

Policy HDD: *Designation of the Montgomery County Association of Administrative and Supervisory Personnel as Exclusive Representative of Noncertificatd Supervisory Employees*
<http://www.montgomeryschoolsmd.org/departments/policy/pdf/hdd.pdf>

Policy HDD is a new policy that designates MCAASP as exclusive representative of non-certificated employees.

MONTGOMERY COUNTY PUBLIC SCHOOLS

SECTION A: FOUNDATIONS and BASIC COMMITMENTS

AB The People and Their School District

ABA	Community Involvement
ABA-RA	Community Participation in Decision-Making at the Local School
ABA-EA	Public Information (State Law)
ABC	Parental Involvement
ABC-RA	Parent Involvement

AC Human Relations

ACA	Human Relations
ACA-RA	Human Relations
ACB	Nondiscrimination
ACD	Quality Integrated Education
ACD-EA	Educational Load and Diversity Profile
ACE	Gender Equity
ACF	Sexual Harassment
ACF-RA	Sexual Harassment
ACG	Access to Services, Programs, and Activities by Individuals with Disabilities
ACG-RA	Reasonable Modifications for Individuals with Disabilities with Regard to Services, Programs, and Activities

AE School District Goals and Objectives

AEB	Strategic Planning for Continuous Improvement
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AF Commitment to Accomplishment

AFA-RA	Conducting Research in the Montgomery County Public Schools
AFA-RB	Guidelines for the Review, Dissemination, and Implementation of Educational Accountability Reports

MONTGOMERY COUNTY PUBLIC SCHOOLS

SECTION B: SCHOOL BOARD GOVERNANCE and OPERATIONS

BB	School Board Legal Status
BBB	Ethics
BC	Organization of the Board of Education
BCB	Student Board Member Election
BF	Board Policy Development
BFA	Policysetting
BFA-RA	Policysetting
BL	Board of Education Appeals and Hearings
BLB	Rules of Procedure in Appeals and Hearings
BLB-EA	Rules of Procedure in Contested Matters (State Law)
BLC	Procedures for Review and Resolution of Special Education Disputes
BM	Advisory Committees to the Board
BMA	Board of Education Advisory Committees
BN	Board Staff Assistants
BNB	Board Staff Management and Operations
BO	Legal Services
BOA	Legal Services
BOA-RA	Management of Legal Services
BOA-EA	Retention of Counsel by the Board of Education, Administration of Office of County Superintendent, and Powers and Duties of County Superintendent (State Laws)

MONTGOMERY COUNTY PUBLIC SCHOOLS

SECTION C: GENERAL SCHOOL SYSTEM ADMINISTRATION

- CE Administrative Councils, Cabinets and Committees**
CEB-RA Role and Membership of the Council on Instruction
- CF Administrative Management**
CFA Site-Based Participatory Management
CFA-RA Site-Based Participatory Management
CFB Public Charter Schools
CFB-RA Public Charter Schools
- CG Special Programs Administration**
CGA-RA Summer School Program--General
CGA-RB Elementary Summer School Sessions
CGA-RC Secondary Summer School Sessions
CGB-RA The Evening High School Program
- CH Policy Implementation**
CHA-RA Procedures for Developing and Publishing MCPS Regulations
- CN Advertising, Fund Raising, and Contests in MCPS**
CNA Informational Material and Announcements
CNA-RA Display and Distribution of Informational Materials and Announcements
CNB-RA Student Participation in Contests or Radio or Television Programs
CND School-Related Fund Raising
CNE Facility Improvements That Are Not Funded with Montgomery County Revenues
- CO School Visitors, Trespassers and Disorders on MCPS Property**
COA-RA School Visitors
COA-RB Registered Sexual Offenders Presence on School Property
COB-RA Reporting a Serious Incident
COB-EA Reporting Delinquent Acts (State Regulation)
COC-RA Trespassing or Willful Disturbance on MCPS Property
COC-EA Trespassing on School Property (State Law)
COD-RA Prohibition of Vendors on or Near School Premises
COD-EA Vendors on School Grounds (Montgomery County Code)

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COE-RA	Weapons
COE-EA	Deadly Weapons on Public School Property (State Law)
COE-EB	Firearms (U.S. Code)
COF-RA	Intoxicants on MCPS Property
COF-EA	Intoxicating Beverages on Public School Premises (State Law)
COG-RA	Portable Communication Devices
COH-EA	Tobacco-free School Environment

MONTGOMERY COUNTY PUBLIC SCHOOLS

SECTION D: FISCAL MANAGEMENT

- DA Fiscal Management Goals**
- DAA Fiscal Responsibility and Control
 - DAA-RA Fiscal Responsibility and Control
 - DAA-RB External Audits Requiring Board of Education Approval
- DB Annual Budget**
- DBA Budget Preparation and Procedures
- DD Funding Proposals and Applications**
- DDA-RA Seeking and Securing Federal, State, and Private Grants
- DI Fiscal Accounting and Reporting**
- DIA-RA Accounting for Financial Operations/Independent Activity Funds
 - DIA-RB Payments for Personal Services from School Independent Activity Funds (IAFs)
 - DIA-EA Annual Audit (State Law)
 - DIE-RA Local Travel
 - DIE-RB Out-of-State Travel on Official Business
 - DIE-RC MCPS Staff Vehicles
- DJ Procurement**
- DJA MCPS Procurement Practices
 - DJA-RA Procurement of Equipment, Supplies and Contractual Services
 - DJA-RB Purchases of Materials and Equipment Using Nonappropriated Funds and Acceptance of Donated Items
 - DJB Bid Awards
 - DJC-EA Advertisement for Bids (State Law)
- DL Payroll Procedures**
- DLB-RA Authorized Signatures for Payroll Documents
- DM Cash in School Buildings**
- DMB-RA Control of Admission Receipts

MONTGOMERY COUNTY PUBLIC SCHOOLS

DN	School Properties Disposal Procedure
DNA	Disposition of Board of Education Property
DNA-RA	Disposition of Board of Education Property
DNA-EA	Disposal of School Property (State Law)

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SECTION E: SUPPORT SERVICES

EB	Safety Program
EBA-RA	Fire Safety
EBC-RA	School Safety Patrol
EBE-RA	The Use of Protective Eye Devices
EBE-EA	Protective Eye Devices (State Law)
EBF-RA	The Use of Trampolines in Physical Education Classes
EBH-RA	Reporting Student Accidents
EBI-RA	Review of Preventable Accidents and the Bus Accident Review Board (BARB)
EBI-EA	School Vehicle Driver (State Regulation)
EBJ-RA	Emergency First Aid
EBK-RA	Reporting and Caring for an Animal Bite
EC	Buildings and Grounds Management
ECA	Energy Conservation
ECB-RA	Keys to School Buildings
ECC-RA	Loss of MCPS Property
ECD	Use of Playgrounds
ECF-RB	Pesticides Use in Schools
ECF-RC	Recycling
ECG-RA	Student Driving and Parking Facilities
ECH-RA	Unregistered Motor Vehicles Not Permitted on MCPS Property
ECH-EA	Operation of Off-Road Vehicle on Public or Private Property (State Law)
ECI	Display of Flags
ECI-RA	Display of the United States and Maryland Flags
ECI-EA	Display of Flag at Half-Staff (United States Code)
ECJ-RA	Animals on School Grounds
ECJ-RB	Care of Animals in the Classroom
ECJ-EA	Dogs on School Grounds (Montgomery County Code)
ECK	Use of Smith Center for Non-MCPS Groups
ECL	Use of School Space by Montgomery College
ECM	Joint Occupancy of Montgomery County Public Schools Facilities

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ECM-RA Joint Occupancy of MCPS Facilities
ECN Telecommunications Transmission Facilities

ED **Materials and Equipment Resources Management**

EDA-RA School Library Media Center
EDB-RA Instructional Materials and Equipment
EDC Furniture and Equipment
EDC-RA Control of Furniture and Equipment Inventory

EE **Transportation Service Management**

EEA Student Transportation
EEA-RA Transportation of Students
EEA-EA Student Transportation
EEB-RA Operation and Care of MCPS Buses
EEB-EA Railroad Crossings (State Law)

EF **Food Services Management**

EFA Bank Accounts for Cafeteria Funds

EG **Office Services and Records Management**

EGA-RA Publications and Graphic Arts Services
EGB-RA Using Copyrighted Materials
EGB-EA Guidelines for Educational Copying
EGC-RA Mail Service
EGD-RA Telephone Services and Costs
EGE-RA Central Records
EGF-RA Records Retention
EGG-RA Management and Control of MCPS Forms
EGH-RA Preparation of Statistical Reports
EGI-RA Release of Information on Students and Employees

EH **Data Management**

EHC-RA Clearance of Data Acquisition Activities

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EI Insurance Management

EIA	Self-Insurance
EIA-RA	Insurance/Self-Insurance Management
EIB-RA	General Liability Insurance
EIB-EA	Comprehensive Liability Insurance (State Law)
EIB-EB	Comprehensive Liability Insurance (State Regulation)
EIC-RA	Student Accident and Football Insurance Program
EID	Tax-Deferred Annuity Program
EIF-RA	Worker's Compensation Insurance and Personal Property Loss

EK Emergency Plans

EKA-RA	Emergency and Disaster Preparedness
EKC-RA	Bomb Threats/Explosive Devices

MONTGOMERY COUNTY PUBLIC SCHOOLS

SECTION F: FACILITIES DEVELOPMENT

FA Facilities Development Goals

- FAA** Long-Range Educational Facilities Planning
- FAA-RA** Long-Range Educational Facilities Planning

FE Facilities Construction

- FEA** Construction Change Order Policy
- FEA-RA** Change Order for Construction Contracts
- FEC** Mandatory Submission of Plans for Major Capital Projects
- FED** Reduction of Funds Retained Pending Completion of a Contract

FF Naming New Facilities

- FFA** Naming School Facilities
- FFA-RA** Naming Schools

FK Facilities Renovations

- FKB** Modernization/Renovation

MONTGOMERY COUNTY PUBLIC SCHOOLS

SECTION G: PERSONNEL

- GA Human Resource Core Governance Policy**
- GAA** Positive Work Environment in a Self-renewing Organization
- GB General Personnel Policies**
- GBA** Workforce Diversity
 - GBA-RA** Equal Employment Opportunity
 - GBB** Department of Employee Assistance Services
 - GBB-RA** Employee Assistance Program
 - GBE-RA** Employee Recognition
 - GBF-RA** Notification and Assistance in Event of the Death of an Employee
 - GBH** Employment of Individuals with Disabilities
 - GBH-RA** Reasonable Accommodations for Individuals with Disabilities with Regard to Employment
- GC Ethics**
- GCA-RA** Employee Conflict of Interest
 - GCB-RA** Reporting and Handling Fraudulent Actions by MCPS Employees, Agents, or Contractors
- GD Health and Safety**
- GDA-RA** Physical Examinations for Positions Requiring Commercial Driver's License
 - GDA-RB** Medical Examinations
- GE Recruitment, Employment, and Certification**
- GEA-RA** Selection and Appointment of Administrators, Supervisors, and Interns
 - GEA-RB** Selection of Teacher Specialists, Resource Teachers, and Resource Counselors
 - GEB-RA** Recruitment, Employment, and Assignment of Certificated Teachers and Other Professional Personnel (Salary Schedule A Through D)
 - GEC** Appointment of Supporting Services Personnel
 - GEC-RA** Recruitment, Selection, and Placement of Supporting Services Employees
 - GEE-RA** Classification of Certificates
 - GEF-RA** Substitute Teachers
 - GEG-RA** Affirmative Action
 - GEH-RA** Teleworking

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GF	Assignment, Transfers, and Reduction in Staff
GFA	Establishment of Permanent and Conditional Positions
GFA-RA	Establishment and Abolishment of Positions
GFB-RA	Temporary Reassignment of A&S Personnel to the Classroom or Other Positions
GFB-RB	Transfer or Reassignment of Teachers (Salary Schedule A Through D)
GFC	Reassignment of Personnel After 25 Years of Service or Age 50
GFC-RA	Reassignment of Personnel After 25 Years Service or 50 Years of Age
GG	Work Hours and Work Load
GGA-RA	Working Hours and Work Load
GH	Classification of Positions and Salaries
GHA-RA	Maintenance of the Position Classification Plan
GHC	Salaries and Other Benefits of Professional Personnel
GHD-RA	Wages and Salaries for Supporting Services Employees
GI	Leaves and Retirements
GID-RA	Transfer of Sick Leave Within the Maryland Public School System
GID-EA	Attendance and Absence of Teachers--Unused Sick Leave (State Regulation)
GIG	Funding Retirement/Pension System
GJ	Evaluation, Tenure, Suspension and Dismissal
GJA-RA	Supporting Services Professional Growth System (SSPGS)
GJA-RB	Permanent Status of Supporting Services Employees
GJB-RA	Evaluation of Professional Personnel
GJB-RB	Tenure of Teachers
GJB-RC	Nonrenewal of Contract for Teacher-level Personnel
GJB-EA	Contracts (State Regulation)
GJC-RA	Suspension and Termination of Professional Personnel
GJD-RA	Promotion, Demotion, Resignation, and Retirement of Supporting Services Personnel
GJD-RB	Discipline or Discharge of Supporting Services Employees
GJD-EA	Immunity for Participating in Disciplinary, Administrative, and Other Proceedings (State Law)

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GK Complaints and Grievances

GKA-RA Administrative Complaint

GKB-RB Grievance--Supporting Services Personnel

GM Staff Development

GMA Human Relations Training of MCPS Staff

GMB Internship Program in School Administration

GMD-RA In-Service Course for Teachers

GME-RA Student/Teacher Intern Program: Selection of Supervising Teachers and
Assignment of College Students

GME-EA Student Teachers and Student Interns (State Law)

GMF-RA Staff Development Programs for Supporting Services Employees

GMG-RA Tuition Reimbursement for Teachers

GMH-RA Graduate Course Tuition Reimbursement for Eligible MCAASP Unit Members

MONTGOMERY COUNTY PUBLIC SCHOOLS

SECTION H: NEGOTIATIONS

HD	School Board Negotiating Powers and Duties
HDA	Designation of the Montgomery County Education Association as Exclusive Representative
HDB	Designation of the Montgomery County Association of Administrative and Supervisory Personnel as Exclusive Representative
HDC	Recognition of a Supporting Services Employees Organization
HDD	Designation of the Montgomery County Association of Administrative and Supervisory Personnel as Exclusive Representative of Noncertificated Employees
HI	Payment of Negotiations Costs
HIA	Salary and Fringe Benefit Provisions for the Negotiators' Group

MONTGOMERY COUNTY PUBLIC SCHOOLS

SECTION I: INSTRUCTION

- IA Instructional Goals (See also ADA)**
 - IAA** Character Education
 - IAA-EA** Character and Citizenship Objectives

- IC School Year**
 - ICA-EA** School Year Requirement (State Law)

- ID School Day**
 - IDA-RA** Regular School Day Schedules

- IE Organization of Instruction**
 - IEA** Framework and Structure of Early Childhood/Elementary Education
 - IEB** Middle School Education
 - IED** Framework and Structure of High School Education
 - IEE-RA** Procedures for Establishing and Evaluating Special Programs
 - IEF** Early Childhood Education
 - IEF-RA** Early Childhood Education

- IF Curriculum Development (See also Section CE)**
 - IFA** Curriculum
 - IFA-RA** Curriculum
 - IFB** Citizen Review of Curricular and Instructional Materials
 - IFB-RA** Development and Approval of Curriculum and Supporting Materials
 - IFB-EA** Curriculum Guides and Courses of Study (State Law)
 - IFC-EA** Multicultural Education (State Regulation)

- IG Curriculum Implementation**
 - IGA** High School Core Courses
 - IGK** Career and Technology Education
 - IGK-RA** Enrollment in Career Development Programs Not Offered in a Student's Home School

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IGK-RB	Career and Technology Education Projects From Outside MCPS
IGK-RC	Acquisition and Disposal of Donated or Purchased Vehicles for Career Development Education Programs
IGN	Combating Alcohol and Other Drug Abuse
IGO-RA	Guidelines for Drug/Alcohol Abuse Counseling
IGO-EA	Drug Abuse (State Law)
IGP-RA	Implementation of Programs on Family Life and Human Development
IGS	Educational Technology
IGT-RA	User Responsibilities for Computer Systems, Electronic Information and Network Security
IH	Instructional Arrangements
IHB-RA	School Academic Grouping Practices
IHC-RA	Part-Time Daily Attendance for Secondary Students
II	Instructional Resources (See also Section IF)
IIB	Evaluation and Selection
IIB-RA	Evaluation and Selection of Instructional Materials and Library Books
IIB-EA	Textbooks, Materials of Instruction, and Supplies (State Law)
IIC-RA	Services of the Department of Instructional Resources
IID	Selection and Airing of Programs on MCPS Education Channels
IID-RA	Programs to be Cablecast on the MCPS Education Channels
IJ	Guidance Program
IJA	School Counseling Programs and Services
IJA-RA	School Counseling Programs and Services
IK	Academic Achievement
IKA	Grading and Reporting
IKB	Homework
IKB-RA	Homework Procedures
IKC-RA	Grade Point Averages (GPA) and Weighted Grade Point Averages (WGPA)
IL	Testing Programs (See also Section AF)
ILA-RA	Systemwide and School-based Testing
ILA-EA	Educational Accountability Program (State Law)

MONTGOMERY COUNTY PUBLIC SCHOOLS

IO Special Instructional Programs and Accommodations

IOA	Gifted and Talented Education
IOA-RA	Gifted and Talented Education
IOB	Education of Students with Disabilities
IOC-EA	Placement of Handicapped Children in Nonpublic Education Programs (State Law)
IOD	Education of English Language Learners
IOD-RA	Placement for Limited English Proficient Students
IOE-RA	Guidelines for the Continuing Education of Pregnant Students
IOE-EA	Educational Programs for Pregnant Girls (State Regulation)
IOE-RB	Home and Hospital Teaching
IOF-RA	Enrollment of High School Students at Montgomery College
IOG-RB	Accommodations and Services to Students Qualifying Under Section 504 of the Rehabilitation Act of 1973
IOH-RA	Mental Health Referrals
IOI-RA	Placement Procedures for Alternative Programs

IP Extended Instructional Programs

IPC-RA	Out-of-School Foreign Language Programs in the Elementary Schools and Intermediate Schools, Grade 6
IPD	Travel Study Programs, Field Trips and Student Organization Trips
IPD-RA	Travel Study Programs, Field Trips and Student Organization Trips

IQ Cocurricular and Extracurricular Programs

IQA-RA	Administration of the High School Interscholastic Athletic Programs
IQB-RA	Extracurricular Activities
IQC-RA	Procedures for Use of Professional Performing Companies, Individuals, or Workshops
IQD	Academic Eligibility for Extracurricular Activities
IQD-RA	Academic Eligibility for High School Students Who Participate in Extracurricular Activities
IQD-RB	Academic Eligibility for Middle School Students Who Participate in Extracurricular Activities

MONTGOMERY COUNTY PUBLIC SCHOOLS

IR **Instructional Services**

- IRA-RA** Student Aides for Kindergarten Teachers
- IRB-RA** Use of Volunteer Services
- IRB-EA** Volunteer Aides (State Law)

IS **Graduation**

- ISA** High School Graduation Requirements and Waiver of Four-Year Enrollment Requirement for Graduation
- ISB-RA** High School Graduation Requirements (For Students Entering Grade 9 for the First Time in 1993-94 and Thereafter)
- ISC-RB** High School Diplomas for World War II, Korean Conflict and Vietnam Conflict Veterans Who Withdrew Prior to Graduation
- ISC-EA** Obtaining a High School Diploma by Examination (State Law)
- ISD** High School Commencements

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