

This e-mail message has been approved for distribution by Dr. Frieda K. Lacey, deputy superintendent of schools. No hard copy will be provided.


**INFORMATION**

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

September 30, 2009

MEMORANDUM

To: All Principals and Directors

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


Subject: INFORMATION: 2008–2009 Update on Policies and Regulations

During the school year 2008–2009, a total of 32 policies and regulations were either revised, reviewed, rescinded, or developed. Some of the changes were technical or nonsubstantive.

For your information, a summary of the 32 policies and regulations is attached. All of the current policies, regulations, and exhibits can be found on the Policies and Regulations website at <http://www.montgomeryschoolsmd.org/departments/policy>.

If you have any questions, please contact Mrs. Stephanie P. Williams, director, Department of Policy, Records, and Reporting, at 301-517-5062.

SLS:hp  
Attachment  
Copy to:  
Executive Staff  
Mrs. Blum  
Mrs. Ferrell  
Ms. Langford  
School Administrative Secretaries  
Mrs. Williams  
Dr. Newman

Approved:   
Frieda K. Lacey, Deputy Superintendent of Schools

## Summary of Policy and Regulation Changes for 2008–2009

This update is available at: [www.montgomeryschoolsmd.org/departments/policy/updates/update2009.pdf](http://www.montgomeryschoolsmd.org/departments/policy/updates/update2009.pdf)

### Revised Policies and Regulations

- Regulation ABA-RB, *School Visitors* (formerly COA-RA)  
<http://www.montgomeryschoolsmd.org/departments/policy/pdf/abarb.pdf>

This regulation has been revised to include the definition of “student day,” change the procedure for expected school visitor sign in, and add a new section on school visits by parents/guardians of prospective new students.

- Regulation ABA-RC, *Vendors on or Near School Premises* (formerly COD-RA)  
<http://www.montgomeryschoolsmd.org/departments/policy/pdf/abarc.pdf>

This regulation was revised to reflect changes in Montgomery County Code which has been re-codified and revised to permit vendors on or near school grounds with permission of the principal.

- Regulation ACG-RB, *Accommodations and Services to Students Qualifying Under Section 504 of the Rehabilitation Act of 1973* (formerly IOG-RB)  
<http://www.montgomeryschoolsmd.org/departments/policy/pdf/acgrb.pdf>

This regulation was revised to update offices, add related sources, align with current practice, and add new definitions for the terms, “accommodation,” “major life activity,” “mitigating measures,” “physical and mental impairment,” “placement options,” Section 504 school-based team,” and “eligible student with a disability.”

- Policy AEB, *Strategic Planning for Continuous Improvement*  
<http://www.montgomeryschoolsmd.org/departments/policy/pdf/aeb.pdf>

This policy has been revised to reflect the Board’s strong commitment to include staff members, students, parents, and other community members on the School Improvement Team for each school; reflect the alignment of the strategic planning process with budget preparation procedures; and to outline the opportunities for community input into the budget preparation process.

- Policy BMA, *Board of Education Advisory Committees*  
<http://www.montgomeryschoolsmd.org/departments/policy/pdf/bma.pdf>

This policy was updated with non-substantive changes.

- Regulation DIA-RB, *Payments for Personal Services and Reimbursements for Expenses from School Independent Activity Funds (IAFs)*  
<http://www.montgomeryschoolsmd.org/departments/policy/pdf/diarb.pdf>

This regulation was revised to align with current practice, remove detailed practices, and replace with reference to the *Independent Activity Fund Manual*.

- Regulation DIE-RB, *Out-of-State Travel on Official Business*  
<http://www.montgomeryschoolsmd.org/departments/policy/pdf/dierb.pdf>

This regulation was revised to align with current practice and to include a new section on the method of reimbursement for subsistence.

- Policy DJB, *Bid Awards*  
<http://www.montgomeryschoolsmd.org/departments/policy/pdf/djb.pdf>

A technical change was made to increase the value of a bid that requires advertisement, from \$7,500 to \$25,000. This change provides consistency with Maryland law.

- Regulation EBA-RA, *Fire Safety*  
<http://www.montgomeryschoolsmd.org/departments/policy/pdf/ebara.pdf>

This regulation was revised to include new language and procedures to permit model rocketry under limited circumstances.

- Regulation EBE-RA, *Use of Protective Eye Devices*  
<http://www.montgomeryschoolsmd.org/departments/policy/pdf/ebera.pdf>

This regulation was revised to align with relevant federal and state regulations and nationally-observed safety code on the use of protective eye devices for employees in addition to existing language regarding students.

- Regulation ECG-RA, *Student Driving and Parking Facilities*  
<http://www.montgomeryschoolsmd.org/departments/policy/pdf/ecgra.pdf>

This regulation was revised to update office names.

- Regulation GKA-RA, *Administrative Complaint*  
<http://www.montgomeryschoolsmd.org/departments/policy/pdf/gkara.pdf>

This regulation was updated to reflect current organizational structure.

- Regulation GMD-RA, *Continuing Professional Development Courses for Teachers*  
<http://www.montgomeryschoolsmd.org/departments/policy/pdf/gmdra.pdf>

This regulation was updated to align with current practice, update directory information, and reflect changes in Maryland State Department of Education (MSDE) procedures.

- Regulation IHC-RA, *Part-Time Daily Attendance for Secondary Students*  
<http://www.montgomeryschoolsmd.org/departments/policy/pdf/ihcra.pdf>

This regulation was revised to include the submission of Form 280-98, *Request for Approval of Part-Time Daily Attendance* from the counselor to the principal for approval or disapproval and to align with current practice.

- Regulation IKA-RA, *Grading and Reporting*  
<http://www.montgomeryschoolsmd.org/departments/policy/pdf/ikara.pdf>

This regulation was revised to align with Policy IKA, published procedures, and endorsed operational framework.

- Policy ISD, *High School Commencements*  
<http://www.montgomeryschoolsmd.org/departments/policy/pdf/isd.pdf>

This policy was updated with non-substantive changes.

- Regulation JEE-RA, *Transfer of Students*  
<http://www.montgomeryschoolsmd.org/departments/policy/pdf/jeera.pdf>

This regulation was revised with a new date for acceptance of change of school assignment requests.

- Policy JEF, *Open Lunch Policy*  
<http://www.montgomeryschoolsmd.org/departments/policy/pdf/jef.pdf>

This policy was updated with non-substantive changes.

- Regulation JOA-RA, *Student Records*  
<http://www.montgomeryschoolsmd.org/departments/policy/pdf/joara.pdf>

This regulation was revised to reflect changes in the *Code of Maryland Regulations* regarding students in state-supervised care.

- Regulation JPA-RA, *Recommended Schedule for Health Appraisals*  
<http://www.montgomeryschoolsmd.org/departments/policy/pdf/jpara.pdf>

This regulation was revised to reflect the necessity of physical examinations for all students when entering the school system.

- Regulation JPA-RB, *Screening Programs: Lead, Hearing, and Vision*  
<http://www.montgomeryschoolsmd.org/departments/policy/pdf/jparb.pdf>

This regulation was revised with a new title and to reflect the current procedures for the addition of lead screening in the schools.

- 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, *Use of School Property for Other than School Purposes (State Law)*, and KEA- EC, *Campaign Materials: Authority Line (State Law)*, that have been revised along with a new exhibit KEA-ED, *Campaign Finance: Prohibited Acts and Penalties (State Law)*.

- Regulation KLA-RA, *Responding to Inquiries and Complaints from the Public*  
<http://www.montgomeryschoolsmd.org/departments/policy/pdf/klara.pdf>

This regulation was revised to update office names, add a definition, and specify when the MCPS Form 270-8, *Complaint from the Public* should be used.

### **Rescinded Policies and Regulations**

- Regulation AFA-RB, *Guidelines for the Review, Dissemination, and Implementation of Educational Accountability Reports*

This regulation was rescinded because it no longer reflects current practice.

- Policy CFA, *Site-based Participatory Management*

This policy was rescinded because site-based participatory management is no longer the model for parental involvement in the school improvement process.

- Policy DBA, *Budget Preparation and Procedures*

This policy was rescinded because Policy AEB, *Strategic Planning for Continuous Improvement*, has been revised to reflect the alignment of the budget preparation process

with the Strategic Plan and to outline the opportunities for community input into the budget preparation process.

- Regulation ECH-RA, *Unregistered Motor Vehicles Not Permitted on MCPS Property*

Changes to the Montgomery County Code make the regulation unnecessary.

- Regulation EGH-RA, *Preparation of Statistical Reports*

This regulation was rescinded because it no longer reflects current practice.

- Policy ECL, *Use of School Space by Montgomery College*

This policy was rescinded because it is regulatory in nature and does not rise to the level of a policy.

- Regulation IRA-RA, *Student Aides for Kindergarten Teachers*

This regulation was rescinded because it no longer describes current practice.

- Policy JFB, *Return of Graded Work, K-12*

This policy was rescinded because the governance issues addressed in it have been incorporated into, and superseded by Policy IKA, *Grading and Reporting*. Regulatory language in Policy JFB is now contained in Regulation IKA-RA, *Grading and Reporting*.

### **New Policies and Regulations**

- Regulation JFF-RA, *Federal Requirements for Use of Protected Student Information*  
<http://www.montgomeryschoolsmd.org/departments/policy/pdf/jffra.pdf>

This new regulation was created to provide a process for the protection of student rights regarding the administration of surveys and physical exams, marketing of personal information, and the inspection of instructional materials provided to a student—required by the Federal Protection of Pupil Rights Amendment.