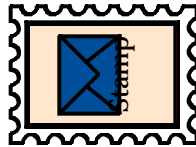


## *The Coordinator for Student Affairs*

*The coordinator for student affairs is responsible for providing advice, counsel, and support to elected student government organizations and adult advisors, advising students as to their rights and responsibilities as provided by the Policy and Regulation on Student Rights and Responsibilities, enlisting students to serve on county and state taskforces and committees, and working with students to facilitate student-related programs and activities.*

***Karen L. Crawford***

[Karen\\_L\\_Crawford@mcpsmd.org](mailto:Karen_L_Crawford@mcpsmd.org)

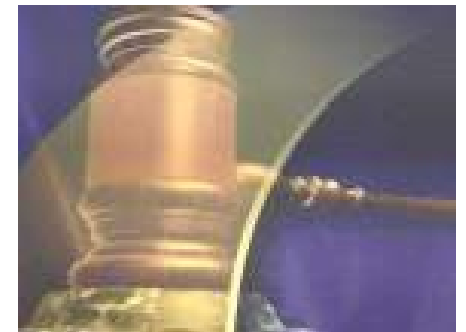


***Student Affairs Office***

*Room 120 Lakelands Parks MS  
1200 Main Street  
Gaithersburg, MD 20858  
301-670-1419  
Fax 301-670-1407*

*Montgomery County Public Schools*

# ***Student Affairs Office***



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

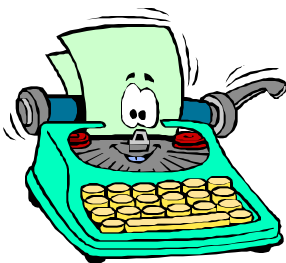
# Services of the Student Affairs Office

1. Provide information and advice to students, parents and schools about the policy and regulation on student rights and responsibilities.

Review annually *A Student's Guide to Rights and Responsibilities*.



2. Coordinate and supervise the development and operation of the activities of the countywide student government organizations, Montgomery County Regional Student Government Association (MCR-SGA) and Montgomery County Junior Council (MCJC).



3. Maintain and supervise an office, historical and financial records and provide secretarial/clerical support services for MCR and MCJC.

4. Meet regularly with the executive boards/executive committees and general assemblies for MCR-SGA and MCJC.

5. Support the activities of the Maryland Association of Student Councils. Coordinate the transportation, chaperoning, and responsibilities for the county delegation at executive board meetings, leadership workshops, legislative sessions and conventions of MASC.

6. Develop and maintain a communications network for student government advisors.



7. Inform the superintendent and Board of Education on the need for new and/or revised policies and regulations related to the general student welfare.

8. Inform and advise the superintendent regarding programs, practices and problems of students, and keep the superintendent informed of the activities operating under the Board's authority.

9. Coordinate the advertising, applications, and selection process for the Maryland Legislature Student Page Program as well as other designated field experience programs and contests.



10. Work with student and adult facilitators in the Student Advocacy Program (training covering teen depression and suicide, student rights and responsibilities, bullying, and choices and consequences).



11. Coordinate the advertising, applications, nominating convention, and general election of the student member on the Board of Education.

12. Serve as the MCPS liaison to the Montgomery County Board of Elections in the voter registration program.

13. Serve as a resource person to local school administrators, student government organizations, and activity advisors.



14. Coordinate the annual "Drive for Supplies" program - an end of the school year collection of used, yet usable school supplies.

15. Recruit students for county and state level committees, taskforces, conferences, and focus groups.

16. Represent MCPS at district, state, and national programs, meetings, and conferences such as:

- a. Maryland Association of Student Councils
- b. Maryland Leadership Workshops (MLW)
- c. National Association of Student Councils



17. Represent the student point of view to MCPS staff when requested.

18. Maintain the Student Affairs Office Web site.