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**ACTION DUE: March 27, 2012**

Office of Special Education and Student Services  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

March 6, 2012

MEMORANDUM

To: High School Principals

From: Chrisandra A. Richardson  Associate Superintendent

Subject: ACTION: Voter Registration Drive, April 10–25, 2012

**Summary**

- The Montgomery County Public Schools (MCPS) Voter Registration Drive will take place April 10–25, 2012.
- The Montgomery County Board of Education supports the efforts of the Montgomery County Board of Elections to register eligible young citizens as members of the electorate of this county. Montgomery County Board of Education Policy JFC, *Registration and Voting for Students* (Attachment A), reaffirms the importance of student voting.
- A designated staff member from each high school should select at least three students to serve as voter registrars at their school. The students selected must be citizens of the United States and be 18 years of age on or before November 6, 2012.
- Selected voter registrars are required to attend a training session held by the Board of Elections on Wednesday, April 11, 2012.
- Voter registrars may choose to attend the April 11, 2012, training at 3:00 p.m., or at 6:00 p.m., in the cafeteria at Carver Educational Services Center, 850 Hungerford Drive, Rockville 20850. See the attached map for directions (Attachments B).
- Transportation is not provided. Students who drive to the training must complete MCPS Form 560-31, *Application To Participate In An Activity Away From School For Which MCPS Transportation Is Not Provided* (Attachment C).

**Action**

- Designate a staff member to supervise your in-school voter registration drive, April 10–25, 2012.
- Ensure that the designated staff member registers his/her name and the names of the student voter registrars at <http://www.montgomeryschoolsmd.org/departments/studentaffairs/sao/voterreg/> by **Tuesday, March 27, 2012**.
- Establish a plan for voter registration in your school during April 10–25, 2012. Set a registration goal based on your school’s 1994–2011 voter registration data (Attachment D).

**Questions**


- Contact Mrs. Karen L. Crawford, coordinator, Student Affairs, Department of Student Services, at 301-670-1419 or via e-mail.

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Attachments

Copy to

- Executive Staff
- Mrs. Collins
- Mrs. Crawford
- Mrs. Green
- High School Administrative Secretaries
- High School Student Government Association Advisors
- Dr. Steinberg
- Dr. Wilks
- Ms. Cuttitta
- Dr. Mugge
- Mr. Prouty

Approved:   
Frieda K. Lacey, Deputy Superintendent of Schools

# **POLICY** BOARD OF EDUCATION OF MONTGOMERY COUNTY

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**Related Entries:** JFA-RA  
**Responsible Office:** Special Education and Student Services

## **Registration and Voting for Students**

### **A. PURPOSE**

To reaffirm the importance of student voting

### **B. PROCESS AND CONTENT**

1. The Board of Education urges all students 18 years old or older to register to vote.
2. The Board of Education supports the efforts of the Supervisors of Elections to enroll young citizens as members of the electorate of this county.
3. The superintendent is requested to cooperate with the Board of Supervisors of Elections in the distribution of information on registration and voting.

### **C. REVIEW AND REPORTING**

This policy will be reviewed in accordance with the Board of Education policy review process.

Resolution No. 249-71, March 22, 1971, reformatted in accordance with Resolution No. 333-86, June 12, 1986, and Resolution No. 458-86, August 12, 1986, accepted by Resolution No. 517-86, September 22, 1986; reviewed October 10, 2007.

# Directions to Carver Educational Services Center

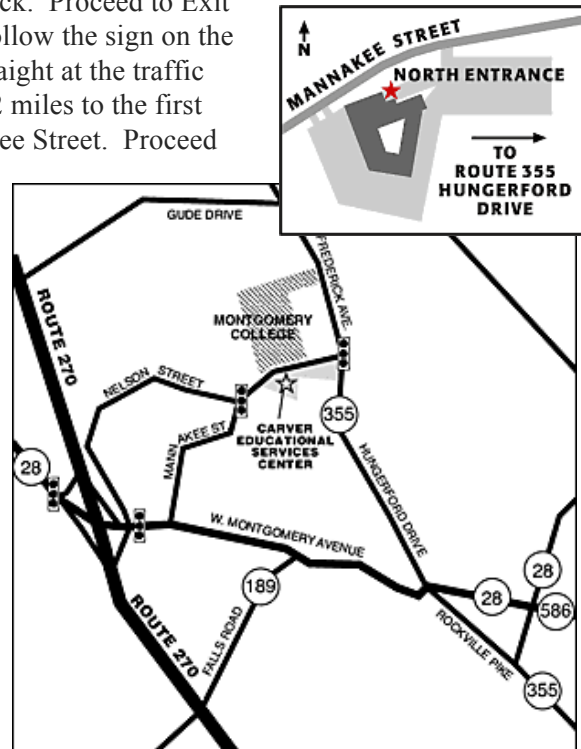
Carver Educational Services Center  
Cafeteria  
850 Hungerford Drive  
Rockville, MD 20850

## FROM THE CAPITAL BELTWAY (Route 495) and ROUTE 270 NORTHBOUND

Take Interstate 270 north, toward Rockville and Frederick. Proceed to Exit 6A, Maryland 28 East (West Montgomery Avenue). Follow the sign on the exit ramp to Nelson Street/Montgomery College (go straight at the traffic signal at the end of the ramp). Follow Nelson Street 1.2 miles to the first traffic light at Mannakee Street. Turn left onto Mannakee Street. Proceed 1/10 mile to the Carver Educational Services Center on the right. Turn right at the STOP sign into the front parking lot (a flagpole by the semicircle). Enter the cafeteria by the first door near the picnic tables on the right side of the building.

## FROM ROUTE I-270 SOUTHBOUND

Proceed to Exit 6, Maryland 28 (West Montgomery Avenue), and follow the signs toward 6A-Rockville Town Center. Turn left onto Nelson Street at the first traffic light. Follow Nelson Street 1.2 miles to the first traffic light at Mannakee Street. Turn left onto Mannakee Street. Proceed for 1/10 mile to the Carver Educational Services Center on the right. Turn right at the STOP sign into the front parking lot (a flagpole by the semicircle). Enter the cafeteria by the first door near the picnic tables on the right side of the building.



## FROM ROUTE 355 (Rockville Pike/Hungerford Drive/Frederick Avenue)

Turn west onto Mannakee Street. Proceed to the Carver Educational Services Center on the left. Turn left at the STOP sign into the front parking lot (a flagpole by the semicircle). Enter the cafeteria by the first door near the picnic tables on the right side of the building.

## BY METRO RAIL

Take the Red Line to the Rockville station and walk down the stairs to the buses. To the left are Ride-On bus #46 and Metrobus Q-2. To the right is Ride-On bus #55.

## BY BUS

Take either Ride-On bus #46 (to Rockville–Montgomery College) or #55 (Dorsey Mill–Germantown), or Metrobus Q-2 (Shady Grove). Depart the bus at the Carver Educational Services Center. Follow directions above.

**Training—April 11, 2012, at 3:00 or 6:00 p.m.**

**PART I: To Be Completed by Student**

Student Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
*Last First MI*

School \_\_\_\_\_ Grade \_\_\_\_\_

Date(s) to be excused from classes: \_\_\_\_/\_\_\_\_/\_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_ From \_\_\_\_:\_\_\_\_ To \_\_\_\_:\_\_\_\_  
*a.m./p.m. a.m./p.m.*

Reason (describe activity) \_\_\_\_\_

For transportation in connection with this activity I will: (check one)

- Use public transportation facilities  Ride in a car driven by a fellow student. Name of Driver \_\_\_\_\_  
 Drive my own or my parents'/guardians' car with no passengers.  Other (specify) \_\_\_\_\_  
 Drive my own or my parents'/guardians' car with \_\_\_\_\_ (number) passengers.

**PART II: To Be Completed by Principal/Designee**

The student named above may be excused to engage in the activity described above.

The activity  is  is not school-sponsored. School Staff Sponsor (if applicable) \_\_\_\_\_

The attendance will be recorded as:  Present  Absent (*other codes are also used*)

\_\_\_\_\_  
*Signature, Principal/Designee*

\_\_\_\_/\_\_\_\_/\_\_\_\_  
*Date*

**PART III: To Be Completed by Parent, Legal Guardian, or Eligible Student**

**Read carefully before signing.** The Board of Education of Montgomery County and its servants, agents, and employees does not insure transportation as described in PART I. The school system does carry liability insurance, which, under terms of the coverage, may apply to a school-sponsored activity. In no case would coverage be provided for activities designated as non-school-sponsored. The owner of the vehicle must carry bodily injury insurance of \$100,000 per individual or \$300,000 per accident.

I as parent (or legal guardian) of the student named above, or as eligible student, give permission for the named student to be transported in the manner described in PART I.

I as parent (or legal guardian) of the student named above, or as eligible student, give permission for the named student to participate in the above-described activity.

I release, acquit, forever discharge, and agree to and do indemnify and save harmless the Board of Education of Montgomery County and its servants, agents, and employees from any and all future liability resulting from any and all claims or causes of action which I now or may in the future have for personal injuries, damage to property, loss of services, medical expenses, and losses or damages of any and every kind whatsoever that may arise from the transportation to and from the activity described above. If this is a non-school-sponsored activity, I understand that this release also applies to participation in any non-school-sponsored activity.

**PARENT FINANCIAL RESPONSIBILITY**

The Montgomery County Public Schools (MCPS) and \_\_\_\_\_ School wish to advise parents and guardians of the potential financial responsibility they may incur in the event that the activity named above is cancelled, delayed, interrupted, or revised.

A decision may be made by the school or by MCPS, in accordance with the MCPS School Travel Policy, to cancel the trip for safety or other reasons. In the event of such a cancellation, the trip operator's cancellation policies, as well as those of the hotels, bus companies and others providing services in connection with the trip, will determine the amount of any refund to which you are entitled, if any. This will depend upon the date any cancellation occurs. As you would expect, the closer to the date of the trip that a cancellation occurs, the more likely you will receive a smaller refund due to non-refundable payments made by the trip operator to others on your behalf. Please note that, while trip operators generally will make every effort to minimize your financial exposure in the event of a cancellation, we are unable to anticipate the amount of any refund at this time should the trip be cancelled.

In addition, please be advised that, for safety or other reasons, the trip may be delayed or interrupted once it is underway. In that event, it may be necessary for students to remain away for an extended time, thereby incurring additional room and board costs. It may also be necessary to modify itineraries or other travel arrangement, thereby requiring additional transportation costs. Neither

MCPS nor \_\_\_\_\_ School will be responsible for any additional costs that may be incurred as a result of any delay, interruption or revision to the trip.

By signing below, parents and guardians acknowledge they have read this notice and accept responsibility for any loss of trip fees due to cancellation and any potential additional costs that may be incurred as a result of any delay, interruption or revision to the trip.

\_\_\_\_\_  
*Signature, Parent, Legal Guardian, or Eligible Student*

\_\_\_\_/\_\_\_\_/\_\_\_\_  
*Date*



# "Voter Registration Program"

