

HEAD'S UP



**Student
Member
of the
Board of
Education**

**Nominating
Convention**

*Student Affairs Office
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MEM

To:

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From

HEAD'S UP....this "official" memo will come out with the February newsletter. However, I wanted to be sure that you were aware of the two possible times for the SMOB nominating convention in March. We've had to move to this format this year as we cannot afford to have charter buses return students to school if there is a longer convention (5 or more SMOB candidates). If you have any questions, feel free to email me ([Karen L Crawford@mcpsmd.org](mailto:Karen.L.Crawford@mcpsmd.org)) or give me a call (office 301-670-1419 or my cell phone at 301-318-6384).

Karen Crawford

Subject: Nominating Convention for the Election of the Thirty-second Student Member of the Board of Education

As provided in the agreement between Montgomery County Region of the Maryland Association of Student Councils and the Board of Education, a nominating convention shall be held on Thursday, March 5, 2009, for the purpose of reducing the field of candidates to two final candidates to run for the position of student member on the Board of Education (SMOB).

Scenario I: The Nominating Convention schedule is as follows if four or fewer candidates run for the position.

Convention will start at	Bus pick up from schools	Convention ends at	Bus returns students to home schools
10:30 a.m.	Starts at 9:25 a.m.	12:45 p.m.	Between 1:15 and 2:00 p.m.

Scenario II: The Nominating Convention schedule is as follows if five or more candidates run for the position.

Convention will start at	Bus pick up from schools	Convention ends at	Bus returns students to home schools
12:30 p.m.	Starts at 11:30 a.m.	4:30 p.m.	Between 5:00 and 6:00 p.m.

Schools should designate staff to remain at the school to meet the returning students.

The convention will be held in the auditorium of James Hubert Blake High School. Registration will begin at 10:00 a.m. (Scenario I) or 12 noon (Scenario II). The snow date for the convention is March 6 and 9, 2009. Attached is a copy of the *Rules Governing the Election of Delegates and Alternates To the Nominating Convention for the Election of the Student Member of the Montgomery County Board of Education* (Attachment A).

The number of voting delegates allowed from each school is allocated on the basis of each school's student population. For purposes of consistency, the allocations are based on the September 30, 2008, official enrollment figures. See the attached chart for your school's voting delegate allotment (Attachment B). Besides the allotted number of voting delegates, each school is allowed to send two alternates and five observers.

Student government association advisors must complete the nominating convention online registration form on or before the 4:00 p.m. deadline on Thursday, February 12, 2009. A signed copy of the online registration must be faxed to the Student Affairs Office at 301-670-1407 on or before the 4:00 p.m. deadline on Wednesday, February 18, 2009. The extended deadline for the faxed copy of the online registration should allow ample time to obtain the required principal's signature. Between January 5 and February 12, 2009, the online registration link can be found at www.montgomeryschoolsmd.org/departments/studentaffairs at the top of the page in the news box. Click on "Nominating Convention 2009" and type "SMOB" for the user ID. Complete the entire registration form and print the form before hitting the "submit" button. On the printed form, secure the official signatures and then fax the form to the Student Affairs Office before the deadline. Students are expected to remain for the entire convention, so only students who can attend the entire convention should be registered. Once delegate names are submitted, substitutions are not allowed.

Advisors need to make it clear to their convention delegates, alternates, and observers that the convention is a closed campus event and students will not be allowed to leave campus until dismissed at the conclusion of the convention. All convention participants (with the exception of candidates, special elections committee workers, and pre-registered campaign workers) must ride the buses provided by Montgomery County Public Schools (MCPS) (Attachment C). Under no circumstances will other students be permitted to drive. MCPS buses will pick up students from their home schools the morning of the event and return students back to their home schools after the convention. Schools should designate staff to remain at the school to meet the returning students. A field trip permission form is required for all participants (Attachment D).

Students with permission to drive (special election committee workers, candidates, and pre-registered campaign helpers) must complete MCPS Form 560-31, *Application to Participate in an Activity Away from School for which MCPS Transportation is Not Provided*, and fax it to the Student Affairs Office at 301-670-1407 by 4:00 p.m. on Thursday, February 26, 2009 (Attachment E). The form must be signed by both a parent/guardian and the principal.

Scenario I: Students may bring a bag lunch or cash to purchase lunch at James Hubert Blake High School (Attachment F). Since SNAP or PIN numbers only work at a student's home school, students on free or reduced lunch should see their school's cafeteria manager a day or two before the convention to arrange for a bag lunch to be prepared.

Scenario II: Students are expected to eat lunch at their home school before boarding the bus. James Hubert Blake High School will provide an afternoon snack.

An informational checklist regarding the nomination convention is attached (Attachment G). Should you have any questions or concerns, please contact the Student Affairs Office at 301-670-1419, or e-mail Karen Crawford at Karen_L_Crawford@mcpsmd.org.

KLC:cb

Attachments

Rules Governing the Election of Delegates and Alternates To the Nominating Convention for the Election of the Student Member of the Montgomery County Board of Education

1. Eligible students in middle school through Grade 12 may be candidates for election as delegates/alternates to the Nominating Convention for the election of the student member of the Board of Education. Delegates/alternates shall be elected at the local secondary school by eligible students.

Eligible students are defined as those students in middle school through Grade 12 who are regularly enrolled in Montgomery County Public Schools.

Each school shall elect one delegate for each 200 eligible students or increment thereof. The first two runners-up shall be designated as alternate delegates.

School delegation sizes shall be determined from the September 30th school enrollment report.

Delegate Representation Schedule

Number of Eligible Students			Number of Delegates
0	–	200	1
201	–	400	2
401	–	600	3
601	–	800	4
801	–	1000	5
1001	–	1200	6
1201	–	1400	7
1401	–	1600	8
1601	–	1800	9
1801	–	2000	10
2001	–	2200	11
2201	–	2400	12
2401	–	2600	13
2601	–	2800	14
2801	–	3000	15
3001	–	3200	16

2. In order to hold the election fairly and successfully, the following procedures shall be followed.
 - (a) There shall be a filing period of at least three school days to allow students interested in being convention delegates to file for election as delegates. The filing period and election shall be advertised prior to the election in order to ensure that all students are aware of their opportunity to be elected as delegates to the convention.
 - (b) The delegate election may be held in a designated subject class, student government association (SGA) representative assembly, administrative units, or homerooms.
3. Candidates for the office of student member of the Board of Education have the option of distributing campaign materials to candidates for delegate to the convention. Delegate candidates may run in favor of a specific candidate.
4. Upon completion of the election of delegates and alternates, the Convention Delegate Report form shall be completed online and submitted to the MCR/Student Affairs Office. Online registration must be completed by 4:00 p.m. on February 12, 2009. After registering online, the printed form must be signed by the SGA advisor and school administration. The signed form must be sent to MCR/Student Affairs Office by 4:00 p.m. on February 17, 2009.

September 30, 2008, Official Enrollment

Used to determine the number of voting delegates allocated per school to attend the SMOB Nominating Convention

Middle Schools	Middle School Population	Middle School Delegates	High Schools	High School Population	High School Delegates
Argyle MS	765	4	B-CC HS	1777	9
Baker MS	684	4	Blair HS	2688	14
Banneker MS	772	4	Blake HS	1816	10
Briggs Chaney MS	905	5	Churchill HS	2110	11
Cabin John MS	901	5	Clarksburg HS	1653	9
Clemente MS	1153	6	Damascus HS	1420	8
Eastern MS	805	5	Einstein HS	1572	8
Farquhar MS	701	4	Gaithersburg HS	2004	11
Forest Oak MS	824	5	Walt. Johnson HS	2003	11
Frost MS	1177	6	Kennedy HS	1552	8
Gaithersburg MS	714	4	Magruder HS	1971	10
Hoover MS	1011	6	Richard Mont. HS	1954	10
Key MS	769	4	Northwest HS	2025	13
King MS	610	4	Northwood HS	1325	7
Kingsview MS	898	5	Paint Branch HS	1805	10
Lakelands Park MS	889	5	Poolesville HS	1049	6
Lee MS	470	3	Quince Orchard HS	1725	9
Loiederman MS	868	5	Rockville HS	1244	7
Mont. Village MS	634	4	Seneca Valley HS	1345	7
Neelsville MS	851	5	Sherwood HS	2098	11
Newport Mill MS	649	4	Springbrook HS	1887	10
North Bethesda MS	803	5	Watkins Mill HS	1592	8
Parkland MS	820	5	Wheaton HS	1321	7
Rosa Parks MS	918	5	Whitman HS	1845	10
Poole MS	379	2	Wootton HS	2459	13
Pyle MS	1289	7	Total	44,240	
Redland MS	639	4			
Ridgeview MS	708	4	Total MS + HS	74,954	
Rocky Hill MS	1009	6	Alternative Prog.	179	
Shady Grove MS	593	3			
Silver Spring Int. MS	728	4			
Sligo MS	630	4			
Takoma Park MS	834	5			
Tilden MS	697	4			
Julius West MS	972	5			
Westland MS	1031	6			
White Oak MS	700	4			
Wood MS	814	5			
Total	30,714		MS & HS Total	75,133	

*Nominating Convention for the Election of the
Student Member of the Board of Education
James Hubert Blake High School
March 5, 2009
(Snow date—March 6 and 9, 2009)*

Transportation Information

- *Scenario I - MCPS buses will pick up students at their schools between 9:25 a.m. and 10:10 a.m. and buses will return students to their schools between 1:15 p.m. and 2:00 p.m.*
- *Scenario II - MCPS buses will pick up students at their schools between 11:30 a.m. and 12 noon and buses will return students to their schools between 5:00 p.m. and 6:00 p.m.*

All voting delegates, alternates, and observers are required to ride the provided MCPS buses.

As with any school field trip, students must have their parent/guardian sign a field trip permission form (Attachment D). Please send a copy of this permission form with the students to the convention. Permission forms will be collected during registration when the students arrive. Be sure that each permission form is complete with a parent/guardian signature and an emergency number. This is an important safety measure. Do not fax bus permission forms ahead of time!



Special Elections Committee workers, candidates, and pre-registered campaign helpers are the only students who may drive to the nominating convention (car pooling is encouraged). To be allowed to drive to the convention, these students must complete MCPS Form 560-31, *Application to Participate in an Activity Away from School for which MCPS Transportation is Not Provided* (Attachment E) and fax it to the Student Affairs Office at 301-670-1407 on or before February 26, 2009. Please be sure that a parent/guardian's emergency number is listed as requested and that an administrator has signed the form. To find out if a particular student is approved to drive, please call the Student Affairs Office at 301-670-1419, or e-mail Karen Crawford at Karen_L_Crawford@mcpsmd.org.



Karen Crawford, coordinator, Student Affairs Office
Room 120, Lakelands Park Middle School
Phone: 301-670-1419 Fax: 301-670-1407



SMOB Nominating Convention

Student Member of the Board of Education

MONTGOMERY COUNTY PUBLIC SCHOOLS Student Affairs Office Lakelands Park MS, 1200 Main Street, Gaithersburg, MD 20878 301-670-1419 fax 301-670-1407	PARENT/GUARDIAN APPROVAL FOR FIELD TRIP SCHOOL: _____ PHONE: _____ Permission Due to _____ by _____
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SGA Advisor: _____

Date: **March 5, 2009 (snow dates 3/6/09 and 3/9/09)** Destination: **Blake High School**

Field Trip Objective: **Student Member of the Board of Education Nominating Convention**

Transportation from school via: **School Bus** Time of Departure **9:25 a.m. or 11:30 a.m.**
 Time of Return: **1:15-2:00 p.m. or 5:00-6:00 p.m.**

Students who hold the student accident policy available at the beginning of each school year or at the time of entry are covered on an approved field trip within the liability limits of the policy as described in the insurance brochure. The Montgomery County Board of Education maintains public school bus liability insurance with the limits required by the Maryland State Department of Education. Parents should be concerned that they provide such additional coverage as they may desire in excess of the above stated limits.

Student Name: _____ Student ID: _____ Grade: _____

Cost: **Scenario I Must bring a bag lunch or cash to buy lunch**

Scenario II Must eat lunch before boarding the bus. The host school will provide an afternoon snack

I also consent to the use of my son/daughter's picture (as a part of the conference) to be posted to the MCPS website or to be used in school-related slide shows relating to MCPS activities.

Do you give permission for this student to go on the above stated field trip? YES NO

PARENT/GUARDIAN SIGNATURE _____ Date _____

Telephone Number in Case of Emergency _____

I will abide by all of the rules and regulations of the Student Member of the Board of Education Nominating Convention

Student Signature _____ Date _____

A copy of the top part of this permission form (with emergency information completed) must be brought to the SMOB Nominating Convention and turned in at the registration table.

The chart below is optional, but included if schools wish to use it. However, students need only parent/guardian permission for approved field trips.

The student named above has checked with me for class assignments/make-up work

Period	Subject	Teacher	Signature
1			
2			
3			
4			
5			
6			
7			

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

***Nominating Convention for the Election of the
Student Member of the Board of Education
James Hubert Blake High School
March 5, 2009
(Snow date—March 6 and 9, 2009)***

Lunch Information

Scenario I: The Nominating Convention is a closed campus for lunch. Students must bring cash or a bag lunch. Lunch will be from 1:30 p.m.–12:45 p.m. James Hubert Blake High School's cafeteria will be serving a full lunch menu and á la carte items.

A student's PIN or SNAP number will not work at another school. Students on free or reduced price lunch should check ahead of time with their own cafeteria manager to secure a bag lunch.

Scenario II: Students are expected to eat lunch at their own school before boarding the bus. James Hubert Blake High School will provide an afternoon snack.



Please be sure that all delegates know that they will not be permitted to leave the Nominating Convention before adjournment. If you have any questions or concerns about this, please contact the Student Affairs Office immediately. Thank you.

Karen Crawford, coordinator, Student Affairs Office
Pony: Room 129, Lakelands Park Middle School
Phone: 301-670-1419 Fax: 301-670-1407
Karen_L_Crawford@mcpsmd.org

Nominating Convention for the Election of the Student Member of the Board of Education

March 5, 2009

(Snow date—March 6 and 9, 2009)

An Easy Checklist

Any student is eligible to be a delegate representing their school at the Nominating Convention.

Please advertise this opportunity to all students, not just to the student government.

- **Announce** this opportunity and allow at least three days for interested students to file. (Remember, this convention is not just for student government officers and representatives!). Each school may send three groups to the nominating convention—voting delegates; two alternates; and five observers. The number of voting delegates from each school is based upon each school's population as found in the *MCPS September 30, 2008 Official Enrollment*.
- **Voting Delegates** need to be elected only if you have more applicants than allowed by your school's voting delegate allotment, otherwise an election is not necessary. Elections can be held in English class, administrative units, homerooms, or by the SGA representative assembly.
- **Alternates**—The first two runners-up in the delegate election can be alternate delegates to the convention and are eligible to become a voting delegate only if a voting delegate cannot attend. Schools may register two alternates to ensure a full voting delegation for their school if the need arises.
- **Observers**—Each school may register up to five additional students as observers. Observers can neither vote nor take the place of a voting delegate or alternate.
- **Go** to www.montgomeryschoolsmd.org/departments/studentaffairs to find the on-line registration link. Type "SMOB" for the user ID.
- **Every secondary school must complete** the on-line registration form, print the form, and submit the form (you must print the form before clicking on the submit button) by the online registration submission deadline of 4:00 p.m. on February 12, 2009. Next, take the printed form, obtain the official signatures, and fax the printed form to the Student Affairs Office at 301-670-1407 by the deadline of 4:00 p.m. on February 18, 2009. Students are expected to remain for the entire convention, so only students who can attend the entire convention should be registered. Once delegate names are submitted, substitutions are not allowed.
- **Online registration will be taken offline after the 4:00 p.m. deadline on Thursday, February 12, 2009.** The deadline of 4:00 p.m. on Wednesday, February 18, 2009, for the signed copy of the form to be received by the Student Affairs Office will be strictly enforced. This is an election of a public official. Please do not ask for or expect the deadline to be extended or rules to be changed for your school.
- **Field trip permission forms**—Each student must complete a field trip permission form and bring a copy to turn in at the registration table on the day of the convention. Please do not send permission forms to the Student Affairs Office. **NOTE THE EXCEPTIONS**—Special Elections Committee workers, candidates, and preregistered campaign helpers must fax their appropriately signed permission forms to the Student Affairs Office on or before February 26, 2009.



Read "Attachment A" very carefully. If you have any questions, please call or e-mail the Student Affairs Office. Protocols must be followed in this election process. Thank you.

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