

2009–2010  
SCHOOL YEAR

## *A Student's Guide to*

# Rights and Responsibilities

## *in Montgomery County Public Schools*

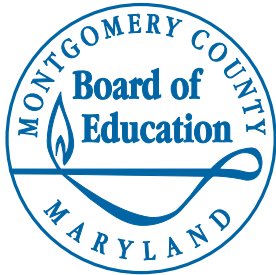


State laws, Maryland State Board of Education bylaws, and Montgomery County Board of Education policies and administrative regulations are subject to change and shall supersede the statements and references contained in this publication.

Student Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_



## VISION

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*A high-quality education is the fundamental right of every child. All children will receive the respect, encouragement, and opportunities they need to build the knowledge, skills, and attitudes to be successful, contributing members of a global society.*

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*Deputy Superintendent of Schools*

850 Hungerford Drive  
Rockville, Maryland 20850  
[www.montgomeryschoolsmd.org](http://www.montgomeryschoolsmd.org)

# **A Student's Guide to Rights and Responsibilities in Montgomery County Public Schools**

This document is available in an alternate format, upon request, under the Americans with Disabilities Act, by contacting the Public Information Office, at 850 Hungerford Drive, Room 112, Rockville, MD 20850, or by phone at 301-279-3391 or via the Maryland Relay at 1-800-735-2258.

Individuals who need sign language interpretation or cued speech transliteration in communicating with Montgomery County Public Schools (MCPS) may contact Interpreting Services in the Deaf and Hard of Hearing Program at 301-517-5539.

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**Montgomery County Public Schools  
Rockville, Maryland**

# RESOURCES FOR STUDENTS

## STAY CONNECTED TO MCPS

For systemwide information and emergency announcements:

- MCPS on Twitter
- QuickNotes E-mail Messages and Newsletter: [www.mcpsQuickNotes.org](http://www.mcpsQuickNotes.org)
- Ask MCPS Information Service
  - Telephone: 301-309-MCPS (6277)
  - E-mail: [AskMCPS@mcpsmd.org](mailto:AskMCPS@mcpsmd.org)
- MCPS Television ([www.mcpsITV.org](http://www.mcpsITV.org); Comcast 33 and 34, RCN 88 and 89, Verizon 35 and 36)
- Recorded Emergency and Weather Information: ..... 301-279-3673

Youth Crisis Hotline of Montgomery County.....	301-738-9697
Montgomery County Crisis Center .....	301-738-9697
<b>To Report Safety and Security Concerns</b>	
MCPS Safe School 24-Hour Hotline .....	301-517-5995
MCPS Department of Safety and Security .....	301-279-3066
Montgomery County Police Non-emergency .....	301-279-8000
Montgomery County Police Drug Tip Hotline.....	240-773-TIPS (8477)
Montgomery County Police Gang Tip Hotline .....	240-773-TIPS (8477)
Montgomery County Health and Human Services Information Line .....	240-777-1245

## USEFUL PHONE NUMBERS

Student Government

- Coordinator of Student Affairs ..... 301-670-1419

Student Member of the Board

- Board of Education Office..... 301-279-3617

Community Superintendents

- Office of School Performance..... 301-315-7377

Department of Family and Community Partnerships..... 301-279-3100

## MCPS RESOURCES ON THE WEB

- MCPS Web Student Page: [www.montgomeryschoolsmd.org/students/](http://www.montgomeryschoolsmd.org/students/)
- College and Career Information: [www.montgomeryschoolsmd.org/curriculum/careercenter/](http://www.montgomeryschoolsmd.org/curriculum/careercenter/)
- 7 Keys to College Readiness: [www.mcps7keys.org/](http://www.mcps7keys.org/)
- Countywide Student Government Organizations:  
[www.montgomeryschoolsmd.org/departments/studentaffairs/sga/](http://www.montgomeryschoolsmd.org/departments/studentaffairs/sga/)
- Course Bulletin: [www.montgomeryschoolsmd.org/curriculum/coursebulletin/](http://www.montgomeryschoolsmd.org/curriculum/coursebulletin/)
- Diploma Requirements:  
[www.montgomeryschoolsmd.org/curriculum/coursebulletin/diplomaRequirements.aspx](http://www.montgomeryschoolsmd.org/curriculum/coursebulletin/diplomaRequirements.aspx)
- High School Assessments: [www.montgomeryschoolsmd.org/curriculum/hsa/](http://www.montgomeryschoolsmd.org/curriculum/hsa/)
- Grading and Reporting: [www.montgomeryschoolsmd.org/info/grading/](http://www.montgomeryschoolsmd.org/info/grading/)
- Policies and Regulations: [www.montgomeryschoolsmd.org/departments/policy](http://www.montgomeryschoolsmd.org/departments/policy)
- Special Programs: [www.montgomeryschoolsmd.org/curriculum/specialprograms/](http://www.montgomeryschoolsmd.org/curriculum/specialprograms/)
- Student Member of the Board of Education:  
[www.montgomeryschoolsmd.org/boe/about/members/student.shtm](http://www.montgomeryschoolsmd.org/boe/about/members/student.shtm)
- Student Rights and Responsibilities: [www.montgomeryschoolsmd.org/students/rights/index/](http://www.montgomeryschoolsmd.org/students/rights/index/)
- Student Service Learning: [www.mcpsssl.org](http://www.mcpsssl.org)
- Superintendent's Leadership Program:  
[www.montgomeryschoolsmd.org/departments/superintendent/leadership/](http://www.montgomeryschoolsmd.org/departments/superintendent/leadership/)

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## Introduction

This booklet is a guide to the rights and responsibilities students enjoy in Montgomery County Public Schools (MCPS). This booklet is only a summary of laws and regulations that affect you. It is not a definitive statement of your rights in any particular situation. For additional information, please read the specific laws, policies, and regulations referenced at the end of each section. MCPS policies and regulations are available on the Internet at [www.montgomeryschoolsmd.org/departments/policy](http://www.montgomeryschoolsmd.org/departments/policy). In addition, your school's media center and school administrators should have copies of these documents.

State laws, Maryland State Board of Education bylaws, and Montgomery County Board of Education policies and administrative regulations are subject to change and shall supersede the statements and references contained in this publication.

## Free Public Education

All students from the ages of 5, by September 1st, through 21 are entitled to a free public education.

All students with disabilities are entitled to a free, appropriate public education from birth through the end of the school year in which the child turns 21 years of age.

### References:

Annotated Code of Maryland, Education, Sections 7-101, 8-403

## Student Participation

You have the right to make suggestions about courses and their content. Your teachers and administrators will encourage you to do so.

You may work with other students and faculty to select, plan, and conduct assembly programs. The faculty will make every effort to involve students in this process.

You may plan voluntary programs for students that happen before or after school. The principal will support school-sponsored programs and help you find a faculty sponsor. The principal will prohibit these programs only if they violate law or MCPS policy, threaten the health or safety of students, interfere with school activities, or are inconsistent with the school's basic educational mission or are inappropriate for the age and maturity of the audience.

You also may plan programs to be held during the school day as additions or alternatives to the regular school program. Students who organize these programs have the responsibility to ensure that the following take place:

- Topics are appropriate
- Outside speakers are qualified to speak on the chosen topics
- Presentations of controversial issues are balanced

You must get approval from the principal for any such programs. He/she also will ensure that the above guidelines are met.

You have the right and responsibility to participate in creating or changing any MCPS policy that affects you. You can participate through your student government representatives or through other student organizations. The school may involve you by including student government representatives at meetings or by asking you directly what you think about policies. Your principal will inform you of any

changes in policy before they take effect and will make copies of any new policies available to you.

If your parents/guardians should ask that you not participate in classroom activities that are part of the state-required Comprehensive Health Education Curriculum units on Family Life and Human Sexuality and Disease Prevention and Control, alternative activities will be provided to you.

### References:

Policy JFA: *Student Rights and Responsibilities*

Regulation JFA-RA: *Student Rights and Responsibilities*

COMAR 13A.04.18.04 Program in Comprehensive Health Education

## Rights of Privacy

Your privacy will be respected by school staff. You cannot be required to reveal anything about your personal life or family as part of a classroom activity.

Classroom discussions will focus on the subject you are learning, not on you personally. Sometimes you will talk about personal things in class, such as your feelings or attitudes. Nevertheless, you cannot be required to reveal anything about your family, relationships, problems, or anything else about your personal life. You also will not be required to make any comparisons involving yourself or your family.

MCPS may use audio and video camera surveillance in public locations with posted notification. Any student may be disciplined based on evidence gathered through audio and video surveillance.

### References:

Policy JFA: *Student Rights and Responsibilities*

Regulation JFA-RA: *Student Rights and Responsibilities*

## Attendance

Except when excused, you must go to your classes and other required activities during the school day. Your attendance will be reported to your parents/guardians on your report card. A student is counted present for a full day if a student is in attendance four hours or more of the school day. A student is counted present for  $\frac{1}{2}$  day if in attendance for at least two hours of the school day, but less than four hours.

According to your local school's procedures, if you are absent from school, the school will follow up on your absence.

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## Excused Absences

You may miss school for the following reasons only:

- Death in your immediate family
- Illness (The principal may require a physician's certificate from the parent/guardian in cases of chronic or extended absences for an illness.)
- Court summons
- Religious holiday
- State emergency
- Hazardous weather conditions (that is, weather conditions that would endanger you on your way to or from school)
- Lack of authorized transportation (for example, if your bus does not show up)
- Permission from your principal

If you miss school for one of these reasons, you must bring a note from your parent/guardian within three school days after your return to school. For example, if you miss school Wednesday and Thursday and then return Friday, you must hand in a note explaining your absence by the following Tuesday. Otherwise, the absence will be considered unexcused. If you are 18 or older or married, you can write your own note. When a student is exercising his/her age of majority rights and is residing as a dependent child with his/her parent/guardian, additional notification of unexcused absences may be sent to the parent/guardian.

The principal also may allow you to miss school for work or another activity if your parent/guardian (or you, if you have reached the age of majority) has asked permission five school days in advance. The principal usually will excuse you if you miss school to do one of the following:

- Visit a college campus
- Participate in a college orientation program
- Interview for a job
- Work as part of an approved cooperative education program
- Participate in short-term, full-time work

Family vacations usually are not excused. If unusual circumstances arise, however, the principal may excuse the absence.

## Unexcused Absences

An absence that is not excused according to the above conditions is an unexcused absence. If you are late to class three times without valid excuses, that counts as one unexcused absence in the class. If you miss a day of school and are not excused, you will have an unexcused absence in each class you miss. Students on block schedule should check their local school attendance policy concerning the calculation of unexcused absences and loss of credit. When you have five unexcused absences in one class, you will not get credit for the class that semester. Every school will take, at minimum, the following actions if you get unexcused absences in a class:

- First unexcused absence—The teacher warns you.
- Second unexcused absence—The teacher warns you again.
- Third unexcused absence—The principal sends a letter to your home requesting a parent conference.
- Fourth unexcused absence—The teacher warns you,

indicating that one more unexcused absence will result in loss of credit for the class. When feasible, the school contacts your home again.

- Fifth unexcused absence—The school informs you and your parents/guardians that you will lose credit for the semester. You will receive an LC (Loss of Credit) and will get no credit for the semester.

Three unexcused instances of tardiness equal one unexcused absence.

The principal may refuse you to participate in extracurricular activities on a day that you have an unexcused absence.

The above actions are minimums. Individual schools may have additional rules about unexcused absences.

Anyone involved may ask for a conference to talk about particular absences or loss of credit. The conference may include you, your parents/guardians, and appropriate school staff. It will focus on why you have unexcused absences.

## Work Missed During an Absence

You are responsible for making up any work you miss during an absence, regardless of the reason for the absence. If the absence is excused or is a result of a suspension, your teacher will help you make up your work. If the absence is unexcused, your teacher does not have to help you make up the work you missed, give you a retest, or give you an extension on work that was due. Even though the teacher does not have to help you get credit for missed work, you still have to make up the work so that you can complete the rest of the course.

### References:

Policy JFA: *Student Rights and Responsibilities*  
Regulation IKA-RA: *Grading and Reporting*  
Regulation IOA-RA: *Gifted and Talented Education*  
Regulation IQB-RA: *Extracurricular Activities*  
Regulation JEA-RA: *Student Attendance*  
Regulation JFA-RA: *Student Rights and Responsibilities*  
Maryland Student Records System Manual  
MCPS High School Course Bulletin

## Loss of Credit

If you have five unexcused absences in a class, you will lose credit for the class and receive a failing grade for the semester. For the marking period in which you lose credit, a failing grade will be used in calculating your marking period average. The failing grade will be counted in your grade point average. If you lose credit in a class, you may petition the teacher to restore credit. Your school counselor can help you do this.

To petition for restoration of credit, tell your teacher, in writing, the reasons why you think you should get credit and how you propose to earn it. The teacher will review your reasons and make a recommendation to the principal, who will then decide whether to restore your credit. If you still are denied credit, you then may petition the principal directly. Give him/her your reasons in writing and he/she will respond within 10 days. The appeal procedure is described in the Appeals-Complaint Procedure—Due Process section (page 11).

If your credit is not restored, there are two questions to be answered. First, do you need credit in the class to graduate? If you do, you may either repeat the class the following

semester or the following year or at night school, Saturday school, or summer school. Second, what will you do for the rest of the year during the class in which you lost credit? That is, if you lose credit in your fourth period class, what will you do during fourth period for the rest of the year? The options are as follows:

- Continue attending the class on an audit basis. If you audit a class, you are required to attend and participate in class activities.
- Drop the class and take a study skills class or other noncredit class in its place, with parent/guardian permission.
- Drop the class and reschedule your classes with parent/guardian permission.

Scheduling another class will depend upon availability. Regardless of whether you audit the class or drop it, you will still receive an LC and a failing grade on your report card for the semester. You must, however, still attend a scheduled class.

### **Honors, Advanced-Level, and Advanced Placement (AP) Courses**

Principals will ensure that all students who have the capability, motivation, or potential to accept the challenge of Honors, AP, and advanced-level courses will be accorded an opportunity to do so. Each school provides responsible open enrollment in Honors, AP, and advanced-level courses for every student who is capable or motivated to pursue a rigorous program and higher-level course work. A profile of student strengths can be determined by conducting a thorough review of the following multiple criteria:

- Mastery of course prerequisites (grade of A, B, or C)
- Parent/guardian recommendations
- Standardized test scores, as appropriate
- Willingness to complete challenging assignments
- Student interest or motivation
- Teacher/counselor recommendations
- Work samples and portfolios

### **Grading and Reporting**

Grading and reporting practices will be fair and meaningful and support rigorous performance standards for all students. Grades will have consistent meaning throughout the school system and be based on grade level and course expectations as outlined in the curriculum. Look for Policy IKA: *Grading and Reporting*, at [www.montgomeryschoolsmd.org/departments/policy](http://www.montgomeryschoolsmd.org/departments/policy).

In Grades 1–5, grades reflect academic achievement in relation to grade level expectations.

In Grades 6–12, grades reflect academic achievement in relation to course expectations. In middle schools and high schools, teachers implement MCPS Procedures in Grades 6–12 for grading, reteaching/reassessment, and homework. Work turned in after the due date and by the deadline may be lowered no more than one letter grade or 10% of the grade. Work submitted after the deadline will be recorded as a zero. Teachers assign a grade no lower than 50% to a task or assessment. A teacher may assign a zero if the teacher determines the student did not attempt to meet the basic requirements of the task/assessment. Teachers will not award extra credit.

These procedures are available to parents/guardians and students on the MCPS Web site, [www.montgomeryschoolsmd.org/info/grading](http://www.montgomeryschoolsmd.org/info/grading) and in schools' main offices.

## **Student Service-Learning (SSL)**

All students working toward Maryland State Department of Education diplomas must complete service learning hours in addition to the graduation requirements of enrollment, credit, courses, and competencies. The service-learning hours may be accrued beginning the summer after completing Grade 5. Beginning with the class of 2011, students must complete 75 service-learning hours before graduation. Details of the MCPS student service-learning (SSL) plan may be found at [www.mcpsssl.org](http://www.mcpsssl.org) or by contacting the SSL coordinator at any middle or high school.

### **References:**

Annotated Code of Maryland, Education, Sections 13A.03.02.07

## **Student Government**

### **Participation**

You have the right to participate in student government. The student government is accountable to students in the school. Any student legally enrolled in a school, academically eligible, and meeting any criteria set forth in the school constitution may run for and hold office in student government. Students must remain academically eligible to continue to hold office. This means you must maintain at least a 2.0 average and have no more than one failing grade on a report card to hold your elected office. Service learning hours may be earned for participation in student government.

### **Faculty Support**

School staff will support your right to participate in student government. The principal will ensure that the student government gives students a voice in school business.

The student government will have a faculty advisor. Each spring the executive committee of the student government will make suggestions about the faculty advisor to the principal, who will then appoint one to the student government.

School staff will help the student government get needed supplies and use of rooms. School staff also will excuse absences for students who miss classes because of student government activities when those activities are approved.

### **Powers of Student Government**

The powers of the student government will be written by students in a constitution, with advice from the school administration. All constitutions must include an article recognizing the final decision-making authority of the principal. The principal will accept the constitution unless it violates law or Board of Education policy or MCPS regulations or would, in the judgment of the principal, substantially interfere with the effective operation of the school. If the principal changes the constitution, his/her reasons will be stated in writing. The students will be given a chance to change the constitution after the principal makes changes. The principal cannot change the constitution after it has been approved by both the students and the principal.

The student government may give the school administration recommendations about issues of student interest. The administration will give the student government a written or oral reply within five days. If the recommendation is not put into effect, the reply will include specific reasons why it was rejected.

The principal will meet regularly with the student government faculty advisor and the executive committee to talk about things that concern the students. Each school decides which student government members will be on the executive committee.

**References:**

Policy JFA: *Student Rights and Responsibilities*

Regulation JFA-RA: *Student Rights and Responsibilities*

Regulation IQD-RA: *Academic Eligibility for High School Students Who Participate in Extracurricular Activities*

Regulation IQD-RB: *Academic Eligibility for Middle School Students Who Participate in Extracurricular Activities*

## Freedom of Inquiry and Expression

### Speech

You have the right to talk about topics presented in class and give your opinions during class discussions. You must not interfere with the rights of others to give their views. Your teacher will allow different viewpoints to be heard. Your teacher also will encourage tolerance of different viewpoints and respect for each person's right to his/her opinion. In order to promote mutual respect, you will refrain from using vulgar and abusive language.

### Petitions

You have the right to circulate petitions at all times except during classes and assemblies. The principal may stop a petition if it violates any of the rules that control the content of publications (these rules are listed below). If you give a petition to school administrators, you will get a written reply within five days.

### Technology

You have the right to use technology provided by MCPS for educational purposes only as defined in Regulation IGT-RA. Computer equipment, computer services, and network access to schools and offices are provided for purposes consistent with the mission of MCPS. All actions are subject to MCPS review and may be logged and archived. You must protect information and resources against theft, malicious damage, unauthorized access, tampering, and loss and comply with relevant state, local, and federal laws.

### Publications and Productions—Print and Nonprint

A publication/production is sponsored by a person or a group when the person or group either financially backs or produces the product. There are different rules for school-sponsored and nonschool-sponsored publications/productions. Cablecast requests are covered under a separate MCPS Regulation IID-RA.

### School-Sponsored Publications/Productions and Other Media

School-sponsored publications, such as newspapers, yearbooks, and literary magazines, and school-sponsored productions, such as school plays and television shows designed for use within schools will be encouraged. Each publication/production will have a qualified teacher-advisor. Students have the right to decide on the contents of these publications/productions as long as the contents meet specific guidelines. The material or production may be disapproved if the content or activity—

- is in violation of law or MCPS policies and/or regulations;
- poses a potential threat to the health and/or safety of students;
- might reasonably be perceived to advocate teen drug, alcohol, and tobacco use; violence; teen sex; illegal discrimination; or illegal activities;
- contains language that is obscene, libelous, slanderous, or profane; and/or
- causes or might reasonably be predicted to cause substantial disruption of or material interference with school activities. These guidelines will not be used to prevent responsible discussion of issues (e.g., editorials, letters to editor).

School newspapers will give students and other members of the school community a chance to express their viewpoints. Advertisements in school-sponsored publications/productions will follow these rules:

- Advertisements that contain the names and/or pictures of people who are not public figures must be authorized (public figures include celebrities and people who hold a government office). Advertisements that contain company trademarks also must be authorized.
- If the advertisement might be confused with a news story or some other part of a publication, it must be labeled as an advertisement.
- Advertisements must be submitted under the name(s) of the people or companies sponsoring them.
- When possible, advertisements will be preceded by a statement explaining that the advertising does not reflect the viewpoint or policies of the editors, school, or Board of Education.

### Nonschool-Sponsored Publications/Productions and Other Media

As a Montgomery County Public Schools student, you have the right to create and distribute publications/productions without school sponsorship. A publication/production is distributed when it is given away, sold, or put out for people to read or view. Publications/productions that do not have school sponsorship must obey these rules:

- The publication/production must bear the name of the sponsoring organization or person.
- The publication/production may be sold only by students enrolled in the Montgomery County Public Schools.
- The time, place, and manner in which the publications/productions will be distributed or viewed must be agreed upon in advance by the students and the administration.

## Prohibited Material

The principal will prevent distribution of materials under the following conditions:

- The material encourages actions that threaten the health and safety of students, such as the use of illegal drugs. This guideline will not be used, however, to prevent responsible discussion about such actions.
- The material is obscene.
- The material is libelous. Although libel has a specific legal definition, libel is generally defined as the act of publishing anything false about someone that exposes him or her to public hatred or ridicule.
- The material causes, or is reasonably expected to cause, substantial disruption of school activities. “Substantial disruption” is based on the frequency, severity, and proximity in time of previous disruptions; previous incidents at the school or among students related to the same or similar subject matter; and number of reports and credibility of reports concerning possible or planned future disruptions. It means either interference with school or disorderly conduct by a significant number of students. It includes things like rioting, school boycotts, sit-ins, destruction of property, and walkouts.

If the principal stops you from distributing a publication, he/she will meet with you to talk about the publication and whether you should be allowed to distribute it. The principal will give you a decision in writing within two school days that states his/her reasons for the decision. You may appeal the decision. The appeal procedure is described in the Appeals-Complaint Procedure—Due Process section of this booklet (page 11).

## Posters and Similar Materials

You may post materials on bulletin boards, walls, or other areas that are normally used for posting student information. You must follow the same rules for posting as for distributing a publication that is not school-sponsored. If your posting is removed because it violates one of these rules, you will receive a written explanation.

## Political Material

No one may distribute campaign material that is unconstitutional, illegal, violates state election laws, or which, in the reasoned opinion of the principal, poses a danger of disruption to the educational environment. Campaign materials must have an authority line (see MCPS Regulation KEA-RA). This decision may be appealed. The appeal procedure is described in the Appeals-Complaint Procedure—Due Process section of this booklet (page 11).

Other political material may be distributed if you follow these rules:

- Make material available to people who are interested, rather than giving it to everyone. Here are some ways to distribute material without violating this rule: hand out material to interested people, set up a display, or post material on bulletin boards.
- You may distribute political material on sidewalks, in the cafeteria, designated hallways, or student government rooms or areas. Do not distribute political materials in classrooms, the media center, or other school rooms during the school day, except—

- a. when the room is being used as a voluntary meeting place, or
  - b. when the material is being used in a class as part of the regular teaching program or a voluntary forum or seminar held by students.
- Only distribute political material outside of class time.

## Participation in Political Campaigns

Students in Grades 9–12 may participate in political campaign activities during school hours with parental consent, approval of the principal or his/her designee, and at the request of the political candidate or organization. Released time may be granted to students for such participation for a total of three school days per school year during the two-week period immediately prior to a primary or general election.

### References:

Policy JFA: *Student Rights and Responsibilities*

Regulation JFA-RA: *Student Rights and Responsibilities*

Regulation KBA-RB: *Educational Purposes and Administration of MCPS Web*

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

Regulation IID-RA: *Programs to be Cablecast on the MCPS Education Channels*

Regulation IGT-RA: *User Responsibilities for Computer Systems and Network Security*

## Freedom of Assembly

You have the right to meet in groups with other students to discuss issues or demonstrate peacefully. The time and place that you assemble must be established with the principal. You must work with the staff to take steps to ensure that the activity is orderly.

If you assemble with other students in this manner, you will be excused from class. You are responsible for making up any work you miss.

The principal has the right to require that the assembly be held before or after school or during lunch. If he/she does so, you will get a reason orally or in writing. You may appeal the principal's decision. The appeal procedure is described in the Appeals-Complaint Procedure—Due Process section of this booklet (page 11).

### References:

Regulation JFA-RA: *Student Rights and Responsibilities*

## Patriotic Exercises

You will have the opportunity to participate in and/or watch patriotic exercises in school.

You cannot be required to say a pledge, sing an anthem, or take part in patriotic exercises. No one will be permitted to intentionally embarrass you if you choose not to participate.

You may not interrupt others who are participating in patriotic exercises.

### References:

Annotated Code of Maryland, Education, Section 7-105

Regulation JFA-RA: *Student Rights and Responsibilities*

## Freedom of Religion

You have the right to observe your own religious beliefs and practices in school as long as you do not violate the rights of others or interfere with school activities.

School-sponsored religious exercises may not be conducted. Your school will not advocate any religious beliefs. No school-sponsored activity or class will be religious in nature. You may observe your religious practices in school, including nonschool-sponsored student prayer groups, unless they violate the rights of others. Holiday concerts may include religious music within MCPS guidelines. Courses may include information about different religions, religious practices and beliefs, and religious leaders, if no religious viewpoints are advocated.

Distribution of religious material follows the same guidelines as political material.

### References:

Regulation JFA-RA: *Student Rights and Responsibilities*

Regulation IKB-RA: *Homework Procedures*

## Clubs, Teams, and Student Organizations

You have the right to form and participate in clubs, teams, and other student organizations on school grounds, according to your local school procedures.

An extracurricular fee is charged to students for school-sponsored activities.

### School-Sponsored Organizations

These organizations must have authorization from the principal. They also must have faculty or other adult supervision that is approved by both students and the principal.

For some school-sponsored organizations, you must be academically eligible to participate. Students seeking election or appointment to or occupying leadership positions in clubs, teams, or student organizations will exemplify ethical, legal, and appropriate conduct, including complying with all policies, regulations, and procedures on and off campus. Principals retain the authority to place restrictions on participation in extracurricular activities for violations of disciplinary rules and regulations. Authorized student organizations have the right to use school facilities. This includes reasonable use of bulletin boards, the public address (PA) system, and copiers.

### Student Organizations Without School Sponsorship

Your school administration will provide a fair opportunity for students to meet or engage in other activities without school sponsorship under the following circumstances:

- The meeting does not present a safety or security risk.
- Meetings are voluntary and initiated by students and not represented or treated as a school-sponsored club.
- School employees do not sponsor or promote meetings.
- School employees do not lead or participate in meetings, including religious meetings.

- Meetings do not interfere with school.
- Nonschool persons do not lead or regularly attend meetings.
- Public funds are not spent on meetings (excluding the costs of providing a place to meet).

Student groups that are not sponsored by the school have the same rights to conduct meetings as school-sponsored groups.

### References:

Policy JFA: *Student Rights and Responsibilities*

Regulation JFA-RA: *Student Rights and Responsibilities*

Regulation IQD-RA: *Academic Eligibility for High School Students Who Participate in Extracurricular Activities*

Regulation IQD-RB: *Academic Eligibility for Middle School Students Who Participate in Extracurricular Activities*

## Nondiscrimination and Safe Schools Reporting Act

Acts of hate/violence, including but not limited to verbal abuse, slurs, threats, physical violence or conduct, vandalism or destruction of property, directed against persons because of their race, color, national origin, ethnic background, religion, ancestry, gender, age, marital status, socioeconomic status, sexual orientation, physical characteristics, or disability will not be tolerated.

All students and staff will conduct themselves in a manner that promotes mutual respect for others. You have a right to be treated fairly and equally.

The Safe Schools Reporting Act, July 1, 2005, requires all Maryland school systems to investigate and report incidents of bullying, harassment or intimidation against students attending public schools. Bullying, harassment, or intimidation means intentional verbal, physical or written (including electronic) conduct that creates a hostile environment and substantially interferes with educational benefits, opportunities, or performance, or with a student's physical or psychological well-being. The law provides for any student, parent or guardian, close adult relative of a student, and school staff members to report an incident of bullying, harassment or intimidation that occurs on school property, on a school bus, at a school-sponsored activity, or substantially disrupts the orderly operation of a school. Reports are made by completing MCPS Form 230-35, *Bullying, Harassment or Intimidation Reporting Form*.

### References:

Policy ACA: *Human Relations*

Policy JFA: *Student Rights and Responsibilities*

Regulation JFA-RA: *Student Rights and Responsibilities*

Regulation CNA-RA: *Advertising Materials and Announcements*

First Amendment of the United States Constitution

Section 1983 of the Civil Rights Act of 1871

Title VI of the Civil Rights Act of 1964

Title IX of the Education Amendments of 1972

Section 504 of the Rehabilitation Act of 1973

The Americans with Disabilities Act of 1990

Policy ACB: *Nondiscrimination*

MCPS Document R.E.S.P.E.C.T. Make it Real

## Dress and Grooming

School personnel may advise students about appropriate dress and grooming for school, in accordance with the community standards for dress and grooming listed in the local school discipline policy. School personnel may not discipline you for your style of dress or grooming, unless any of the following occur:

- It is likely to cause disruption to school activities.
- It does cause a disruption to school activities.
- It endangers health or safety.
- It fails to meet a reasonable requirement of a course or activity.
- It is associated with gangs.
- It is lewd, vulgar, obscene, revealing, or of a sexual nature.
- It promotes the use of tobacco, alcohol, or drugs.

### References:

Policy JFA: *Student Rights and Responsibilities*

Regulation JFA-RA: *Student Rights and Responsibilities*

## Sexual Harassment

Sexual harassment is defined in MCPS Policy ACF as unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature that takes place under any of the following circumstances:

- When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction, or participation in other school activities.
- When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personnel or academic decisions affecting the individual subjected to sexual advances.
- When such conduct has the effect of unreasonably interfering with the individual's work and/or academic performance or creating an intimidating, hostile, or offensive work or learning environment.

Sexual harassment committed by students against students or staff is inappropriate and violates MCPS policies. Sexual harassment committed by a staff member against a student should be reported to the school principal. If the complaint of sexual harassment is against the principal, the complaint should be filed with Mr. Stephen Bedford, Chief School Performance Office, Office of School Performance, 850 Hungerford Drive, Room 100, Rockville, MD 20850 301-315-7377.

### References:

Policy ACF: *Sexual Harassment*

Regulation ACF-RA: *Sexual Harassment*

Regulation JFA-RA: *Student Rights and Responsibilities*

## Student Records

Your principal will maintain a student record for you. Your record has a cumulative folder that contains basic information about you recorded on MCPS forms. In some special circumstances, a confidential folder may be created for you.

School personnel must inform your parents/guardians when they create a confidential folder.

You and your parents/guardians both have the right to see your cumulative student record during a meeting with school personnel. If you want, school personnel can explain or interpret your cumulative record for you.

Within 30 days of the beginning of the school year, MCPS will give public notice of the categories of information that will be considered directory information. This information will include your name, phone number, date and place of birth, and other information. Your home address and phone number may only be given to organizations of parents, teachers, students, former students or any branch of the military. Your parents/guardians may exclude any or all of this information from being considered directory information. If you exclude this information, it will be treated confidentially, the same as any other information in your student record.

If you have reached the age of majority, you have the same rights regarding your student record as your parents/guardians. However, if you are dependent on your parents/guardians, they have access to your student record regardless of your age.

### References:

Policy JFA: *Student Rights and Responsibilities*

Regulation JFA-RA: *Student Rights and Responsibilities*

Regulation JOA-RA: *Student Records*

## Search and Seizure

The principal, assistant principal, security team member, or a designated teacher on a school-sponsored trip may conduct a reasonable search of a student on the school premises or on a school-sponsored trip if he/she has a reasonable belief that you have possession of an item, the possession of which is a criminal offense or a violation of other state law or MCPS rules or regulations.

Authorized personnel conducting a search of the student's person, possession, locker, or assigned personal space will make a reasonable effort to inform the student prior to the search.

The police will be called for all incidents involving seized items that are illegal. These items will be turned over to law enforcement personnel. All other items will be returned to the student or parent/guardian within a reasonable period of time.

### References:

Policy JFA: *Student Rights and Responsibilities*

Regulation JFA-RA: *Student Rights and Responsibilities*

Regulation JGB-RA: *Search and Seizure*

Annotated Code of Maryland, Education, Section 7-308

## School Safety and Security

The safety of students and staff is essential to maintaining a positive learning environment. Safety and security of our schools is everyone's concern. In order to be prepared for an emergency/crisis situation and as a proactive approach to school safety, all schools have developed a school/emergency crisis plan. A crisis is an unpredictable, unplanned situation

## Discipline

that requires an immediate response. Crises may include, but are not isolated to, bomb threats, criminal activity, accidents, fire, hazardous materials incidents, and weather-related incidents. Procedures called Code Red and Code Blue have been developed as a response to an emergency/crisis situation, and are part of the school's emergency/crisis preparedness plan. It is vital that students, staff, and parents/guardians have an understanding of these emergency procedures.

Code Blue is a term used to alert staff that an emergency/crisis exists at or near an MCPS facility. It requires an enhanced level of security in the school building. This code requires students to be accounted for. Classroom instruction may continue. Depending on the Code Blue situation (the nature of the emergency or potential threat), it may not be safe to change classes. In these situations, class bells should be turned off and students/staff should remain in their classrooms until directed otherwise by the administrator/designee. If students are in the hallways, they must quickly return or go to their currently assigned classroom, remain calm, and follow staff instructions. Classroom instruction can proceed during a Code Blue.

Code Red is a term used to alert staff that imminent danger exists inside or outside an MCPS facility, and requires moving to an immediate lockdown mode. It requires a maximum level of security in the school building. During a Code Red, staff and students must remain within their classroom or within a secured area. If students are in the hallways, they must quickly move to the nearest securable location, remain quiet, and follow staff instructions. Staff should secure their immediate area and account for students. Students should also be kept away from doors and windows.

In an effort to provide students, staff, and parents/guardians an anonymous way to report safety and security concerns, SAFE SCHOOLS HOTLINE is staffed 24 hours a day/7 days a week and does not utilize Caller ID. Remember, safety and security of our schools and facilities is everyone's concern, and these concerns need to be reported in a timely manner to a responsible adult or through the SAFE SCHOOLS HOTLINE.

Montgomery County Public Schools SAFE SCHOOLS  
24-HOUR HOTLINE: 301-517-5995

Additional hotlines staffed 24 hours a day/7 days a week:

Montgomery County Police—  
Non-Emergency: 301-279-8000  
Drug Tip Hotline: 240-773-3784  
Gang Tip Hotline: 240-773-4264

Montgomery County Public Schools Department of School  
Safety and Security: 301-279-3066

Montgomery County Health & Human Services Information  
Line (Monday–Friday, 8:30 a.m.–5:00 p.m.): 240-777-1245

### References:

Regulation EKA-RA: *Emergency and Disaster Preparedness*  
Regulation EKC-RA: *Bomb Threats/Explosive Devices*  
Regulation JFA-RA: *Student Rights and Responsibilities*

Students and staff will be responsible for treating each other fairly and for creating and maintaining a safe, healthy learning environment that promotes mutual respect.

You may face disciplinary actions as a consequence of any behavior that disrupts classes, causes disorder, invades the rights of others, or is unsafe or violates a school rule or disciplinary code. Discipline will be fair and appropriate and not designed to embarrass students. Some types of behavior, such as making bomb threats, making threatening statements to students or staff regarding death or the infliction of serious bodily harm/injury, possession of a firearm, or false activation of a fire alarm, result in significant consequences in terms of disciplinary actions and criminal sanctions.

Whenever possible, the disciplinary action you get will be related to your offense. If you have to do academic work as part of that action, it will teach you something of value that is related to the class you are taking. It cannot simply be punitive. For example, your teacher cannot assign a lot of math problems as a consequence when it is clear that you already know how to do them. Rote work also is not allowed as a consequence. Your teacher cannot make you write a sentence over and over or copy from a dictionary. As an example of an academic assignment you can be given, you can be made to write a paper explaining why your actions were wrong.

Any MCPS student athlete with verified use or possession of alcohol, tobacco, illegal drugs, and/or controlled substances on school property or at a school-sanctioned event, shall receive a minimum 10-consecutive-school-day suspension from all athletic activities. Athletic activities will not resume until completion of the school-day suspension from all athletic activities (*High School Athletic Handbook, MCPS*).

You can never be punished physically. However, school personnel may use reasonable force to break up a fight, prevent violence, or restrain a disruptive student on school premises or during a school-sponsored trip. Grades will never be adjusted as a form of disciplinary action.

An entire group cannot be disciplined for the actions of some members of the group. For example, if one person disrupts class, the teacher cannot give everyone in the class detention. This rule applies even if it is not known who is responsible for the actions.

You cannot be disciplined by school authorities for things that you do outside of school hours and off school grounds, unless there is a reasonable belief that the health and/or safety of others in school will be in danger. Discipline may be imposed for offenses involving school activities outside of the regular school hours, including on a school bus or at a bus stop. If you do things outside of school that are related to school (for example, harassing a teacher or fighting with a student while walking home), school authorities may talk with your parents/guardians about it or take other appropriate disciplinary action.

There are times when a student's behavior seriously disrupts the instructional program and, in such circumstances, a student may be temporarily removed from class, in accordance with Regulation JGA-RA: *Classroom Management and Student Behavior Interventions*.

Absences from class due to disciplinary action are excused absences and staff members should make reasonable efforts to assist students in making up tests or other work missed.

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## Suspension of 10 Days or Less

The principal has the right to suspend you for 10 days or less, with a proper reason. Out of school suspensions may only be given when it is determined by the principal that a behavior is disruptive and detrimental to the operation of the school. Students may not receive out of school suspension for attendance offenses, i.e., truancy, class cutting, and tardiness. If you are suspended, you cannot go to classes or take part in school activities for a specified time. You also will be excluded from school grounds and school activities unless you have the approval of the principal. In-school suspension is when a student is removed from class for a specified period of time and provided instruction.

Before a student is suspended (both in-school and out of school), an informal conference will be held that will address the following:

- Reason for suspension
- Oral or written notice of the charges against you
- An explanation of the evidence against you
- A chance to tell your side of the story

If a student poses a danger to people or property, is an ongoing threat to disrupt classes and/or school activities, or if extenuating circumstances makes it necessary, the student may be immediately removed from school. An informal conference will take place as soon as possible.

The principal will notify your parents/guardians if you are suspended. The notification will include the following information:

- How long you are suspended and when the suspension begins and ends
- An offer to meet with your parents/guardians as soon as possible
- Information about the appeal process (principal, Student Services Appeals Unit, superintendent, Board of Education)

Additional rules may apply for students with disabilities.

## Expulsions and Extended Suspensions of More Than 10 Days

The principal may recommend that you be suspended for 10 days and recommend expulsion. If your principal recommends expulsion, the request is sent to the Student Service Appeals Unit. Staff from that unit will contact your parents/guardians to schedule a conference. Your parents/guardians will get a decision in writing that will include the reasons for the decision. The decision could be to return you to school, suspend you beyond 10 days, or refer you to the deputy superintendent for expulsion. *Extended suspensions* may be appealed by your parents/guardians to the Board of Education. The appeal must be in writing and given to the Board of Education within 10 days of receipt of the written decision.

If the decision made by the Student Services Appeals Unit is to refer your case for *expulsion*, the Office of the Chief Operating Officer, serving as the superintendent's designee, will conduct a conference with school personnel, the pupil personnel worker, you, and your parents/guardians. A decision on the recommendation for expulsion will be made. Your parents/guardians will have the right to appeal the decision to the Board of Education in writing within 10 days of receipt of the written decision.

If you are expelled, you cannot attend any Montgomery County public school, night school, or any other MCPS program or activity. If you are given an opportunity to apply for readmission in the future, you will be required to complete an application packet and provide documented evidence of your participation in specific activities during the time of your expulsion. These activities must show a positive change in your behavior and attitude and participation in educational experiences. An Expulsion Review Board, made up of principals and other staff, will meet with you and your parents/guardians, review your application, and determine the appropriateness of permitting you to return to a Montgomery County school program.

If a student with a disability is suspended for more than a total of 10 days or is expelled, the student will continue to receive some educational services based on his/her Individualized Education Program (IEP).

There are additional rules for suspending students with disabilities. See the regulations at the end of this section for more information.

## Local School Disciplinary Plan

Local school staff, in collaboration with students and parents/guardians, must develop, implement, and enforce disciplinary standards and procedures. These local school discipline plans may include zero-tolerance policies that restrict participation in extracurricular or other school-related activities or events. Exclusion from commencement ceremonies may not be included in local school zero-tolerance policies. Students may be excluded from participation in commencement ceremonies for cause on a case-by-case basis.

Each school also will have a local disciplinary plan for other violations such as fighting, cutting class, truancy, intimidation, tardiness, refusal to identify oneself, look-alike weapons, disruptive behavior, obscenity, graffiti, false fire alarm, leaving school grounds without permission, smoking, misuse of portable communication devices, and insubordination/disrespect. Academic honesty, not receiving or attempting to receive an unfair advantage in academic work, is an essential component of an effective learning environment. Therefore, the local school discipline plan should reflect the critical role academic honesty plays in creating and maintaining an effective learning environment. Schools, in providing a continuum of possible approaches to remediate problem situations, should also consider restrictions on participation in extracurricular activities, including temporary or permanent removal from elected or appointed leadership positions. The school staff, students, and parents/guardians should be involved in the development and review of the local school plan each year.

## Portable Communication Devices

Middle and high school students may possess portable communication devices on MCPS property and at MCPS-sponsored activities. It is the student's responsibility to ensure that the device is turned off and out of sight during times of unauthorized use.

Elementary school students are not permitted to possess or use portable communication devices on MCPS school campuses during the instructional day.

By written request from a parent/guardian and upon the approval of the principal/director, an elementary school

student may possess a portable communication device on an elementary school campus during the instructional day. Principals/designees will grant waivers to the regulation based on consideration of the following factors: safety to and from school, communication during off-campus, after-school activities, or medical concerns. Other factors may be considered at the discretion of the principal/designee. Communication between parent/guardian, student, and principal or designee is required for every waiver request.

No student may, at any time, use a portable communication device in a manner that is profane, indecent, or obscene, or constitutes an invasion of privacy. Examples of this include, but are not limited to, photographs or text messages.

This regulation applies to the instructional times for students attending Evening High School, Saturday School, and High School Plus.

**References:**

Regulation COG-RA: *Portable Communication Devices*

Policy JFA: *Student Rights and Responsibilities*

Policy JGA: *Student Discipline*

Regulation JFA-RA: *Student Rights and Responsibilities*

Regulation JGA-RA: *Classroom Management and Student Behavior Interventions*

Regulation JEC-RA: *Student Withdrawals from Classes*

Regulation JGA-RB: *Suspension or Expulsion of an MCPS Student*

Regulation COE-RA: *Weapons*

Regulation ECC-RA: *Loss of MCPS Property*

Code of Maryland Regulations 13A.02.04: *Tobacco-free School Environment*

Regulation COF-RA: *Intoxicants on MCPS Property*

Regulation IGO-RA: *Guidelines for Drug/Alcohol Abuse Counseling*

## Appeals-Complaint Procedure— Due Process

This section is designed to provide information about fair treatment for each student involved in a grievance, discrimination complaint, or a discipline action not involving suspension or expulsion. In order to ensure such treatment, school rules must be consistent with MCPS *Goals of Education* and published existing laws and regulations. Both the countywide and local school's discipline codes should be published and made available to parents/guardians, students, and staff members.

### School-Level Decision

A. If a student has a problem or complaint, including complaints of discrimination,<sup>1</sup> the student may—

1. meet with the principal<sup>2</sup> or designee to seek an informal resolution, or
2. request in writing that the principal or designee formally review the complaint.

If the student chooses A.1, but is not satisfied with the informal process or the proposed resolution, or if no resolution is reached within 15 school days of its presentation, the student may file a written request for a formal review of the complaint by the principal.

B. When the principal formally reviews a student's complaint, the principal shall provide the student with the opportunity to present witnesses and evidence in support of the complaint. The principal shall render a decision in writing and forward a copy of it to the complainant within 10 school days of receipt of the written complaint from the student.

### Appeal of the Decision of the Principal

A. Submitting an Appeal

If the student is not satisfied with the decision rendered, the student may appeal the decision to the superintendent's designee in writing within 10 school days of the principal's written decision. The appeal statement should include the following:

1. A request for a review of the complaint and the decision of the principal
2. All pertinent factual information
3. The remedy requested

B. Review of an Appeal

1. The superintendent or designee reviews the issue and related information.
2. Within 10 school days of receipt of the appeal, the superintendent or designee renders a decision and notifies the student and principal in writing.

### Appeal of the Decision of the Superintendent

You may initiate an appeal of the superintendent's decision by contacting the Office of the Board of Education.

**References:**

Policy JFA: *Student Rights and Responsibilities*

Regulation JFA-RA: *Student Rights and Responsibilities*

Policy BLB: *Rules of Procedures in Appeal and Hearings*

Policy BLC: *Procedures for Review and Resolution of Special Education Disputes*

1. MCPS prohibits discrimination based on race, color, national origin, religion, ancestry, gender, age, marital status, socioeconomic status, sexual orientation, physical characteristics, or disability. Students pursuing a complaint of discrimination may contact Mr. Stephen Bedford, Chief School Performance Officer, Office of School Performance, 850 Hungerford Drive, Room 100, Rockville, MD 20850, 301-517-8258, or the Student Affairs Office, 301-670-1419, for advice and assistance.

2. During any investigation of a sexual harassment complaint, the complainant is not to be required to attend a face-to-face meeting with, or confront in any way, the alleged harasser.

## Countywide Violations

The actions listed on the chart below are forbidden. If you are found doing one of the following things on school grounds or at school-sponsored events, you will be disciplined within the guidelines listed under each offense. These guidelines apply to every school in the county.

NONDISCRETIONARY EXPELLABLE OFFENSES			
INFRACTION	REQUIRED ACTION		ADDITIONAL REFERENCE
Bomb/Facsimile Possession or Bomb Threats	Police Referral Recommendation for Expulsion		Regulation EKC-RA: <i>Bomb Threats/ Explosive Devices</i>
Evidence of Intent to Distribute or Distribution of Intoxicants	Police Referral; Recommendation for Expulsion		Regulation COF-RA: <i>Intoxicants on MCPS Property</i>
Possession of Firearms, including starter guns	Police Referral; Recommendation for Expulsion		Regulation COE-RA: <i>Weapons</i>
Violent Physical Attack on a Student or Staff Member <sup>3</sup>	Police Referral; Recommendation for Expulsion		
Weapons Used to Cause Bodily Harm/Injury	Police Referral; Recommendation for Expulsion		Regulation COE-RA: <i>Weapons</i>
OFFENSES WITH A RANGE OF CONSEQUENCES			
INFRACTION	MINIMUM	MAXIMUM	ADDITIONAL REFERENCE
Academic Dishonesty or Plagiarism <sup>4</sup>	Conference	Recommendation for Expulsion	
Bullying (including electronic bullying) <sup>5</sup>	Conference	Recommendation for Expulsion	
Computer Abuse	Loss of computer privileges Restitution	Police Referral Recommendation for Expulsion Restitution	Regulation IGT-RA: <i>User Responsibilities for Computer Systems and Network Security</i>
Destruction of Public Property (Vandalism)	Police Referral Suspension Restitution	Police Referral Recommendation for Expulsion Restitution	Regulation ECC-RA: <i>Loss of MCPS Property</i>
Extortion	Suspension	Recommendation for Expulsion	
Firesetting	Police Referral Suspension Restitution	Recommendation for Expulsion	Regulation ECC-RA: <i>Loss of MCPS Property</i>
Hazing <sup>6</sup>	Conference	Recommendation for Expulsion	
Possession of a Knife <sup>7</sup>	Conference	Police Referral Recommendation for Expulsion	
Possessing Other Weapons (including, but not limited to, firearm facsimiles, BB guns, pellet guns, paint ball guns, and other firearm “look-alike” weapons)	Conference	Police Referral Recommendation for Expulsion	Regulation COE-RA: <i>Weapons</i>
Physical Attack on a Student	Conference	Recommendation for Expulsion	
Physical Attack on a Staff Member	Conference	Recommendation for Expulsion	
Possession or Use of Intoxicants	Police Referral Suspension	Police Referral Recommendation for Expulsion	Regulation COF-RA: <i>Intoxicants on MCPS Property</i>
Sexual Harassment <sup>1</sup>	Conference	Recommendation for Expulsion	Regulation ACF-RA: <i>Sexual Harassment</i>
Sexual Offenses <sup>1</sup>	Police Referral Suspension	Police Referral Recommendation for Expulsion	Regulation ACF-RA: <i>Sexual Harassment</i>
Sexual Activity (consensual)	Conference	Suspension	Regulation ACF-RA: <i>Sexual Harassment</i>
Theft (taking of property without the owner’s consent)	Suspension	Police Referral Recommendation for Expulsion	
Theft, if over \$500 for a single incident	Police Referral Conference	Recommendation for Expulsion	
Burglary (breaking and entering of a building or occupied structure with the intent to commit a crime therein)	Suspension	Police Referral Recommendation for Expulsion	
Threat (verbal, electronic, or written)	Conference	Recommendation for Expulsion	
Verbal Abuse	Conference	Police Referral Recommendation for Expulsion	
Hate/Violence	Police Referral Conference	Police Referral Recommendation for Expulsion	Reference hate/violence guidelines (Contact Human Relations Compliance Office for copy)
Gang-Related Incident	Police Referral Conference	Police Referral Recommendation for Expulsion	

3. Violent physical attack on another that requires medical attention outside of the school health room.

4. Examples of academic dishonesty include, but are not limited to, the following: the willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in academic work over other students using fraud, duress, deception, theft, trickery, talking, signs, gestures, copying, or any other methodology including the use of photographs without the permission of the photographer.

5. Refer to the definition in MCPS Regulation JHF-RA.

6. Hazing is an act which recklessly or intentionally subjects a student to mental or physical discomfort, embarrassment, harassment, or ridicule for the purpose of initiation into an organization.

7. Intentional possession of a knife requires police referral.

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## Appendix—MCPS Regulations

### **MCPS Regulation ABA-RA: *Community Participation in Decision Making at the Local School***

This regulation recognizes that citizens have a direct interest in the successful operation of MCPS, especially the local school, and outlines policy and procedures for obtaining and maintaining meaningful citizen participation in local decision making. The local school discipline plan is one such important area for community participation.

### **MCPS Regulation ABC-RA: *Parent Involvement***

This regulation establishes guidelines for school, field, and central office staff for working with parents/guardians to ensure a strong home-school partnership and promotes an environment that enhances the motivation, commitment, achievement, and self-worth of each student.

### **MCPS Regulation ACF-RA: *Sexual Harassment***

This regulation defines sexual harassment and sets forth the procedures that an individual shall use to report such an incident and secure assistance and support. It further identifies the actions that MCPS shall take to assure students and staff that they will not be subjected to such behavior.

### **MCPS Regulation CNA-RA: *Advertising Materials and Announcements***

This regulation provides guidelines for approval and distribution of advertising materials and/or announcements or sale of products and/or services.

### **MCPS Regulation COB-RA: *Reporting a Serious Incident***

This regulation establishes the procedures to be implemented when a serious incident occurs on school property or in connection with a school-related activity.

### **MCPS Regulation COC-RA: *Trespassing or Willful Disturbance on MCPS Property***

This regulation establishes the authority of school personnel to deal with persons trespassing on MCPS property and provides procedures for enforcing the law. As stipulated in this document, students suspended from school are not permitted on school grounds unless authorized by the principal or his/her designee.

### **MCPS Regulation COE-RA: *Weapons***

This regulation sets forth the law prohibiting possession on MCPS property of weapons considered dangerous or deadly and establishes procedures to be followed when a violation of the law is observed. Weapons are defined as “. . . implements that can cause bodily harm. This includes firearms, knives, and any object used as a weapon.”

### **MCPS Regulation COF-RA: *Intoxicants on MCPS Property***

This regulation sets forth the state law that makes it unlawful for any individual to consume, possess, or distribute alcoholic beverages or controlled substances not authorized by a physician's prescription on school premises and establishes procedures and penalties for school administrators to apply if confronted with such a situation.

### **MCPS Regulation COG-RA: *Portable Communication Devices***

This regulation establishes the procedures and penalties for possession and use of portable communication devices by students who are on MCPS property or engaged in MCPS-sponsored activities.

### **MCPS Regulation ECC-RA: *Loss of MCPS Property***

This regulation establishes procedures for identifying and reporting property loss, including both accidental and malicious damage, theft of property, and fire loss or damage; deleting stolen or destroyed items from the school inventory; and obtaining restitution for property loss.

### **MCPS Regulation ECG-RA: *Student Driving and Parking Facilities***

This regulation sets forth the responsibility of principals to annually evaluate available facilities and the parking needs of students and establishes criteria for allocating parking facilities to students. The local school community is given authority to determine appropriate disciplinary action for parking violations. Students are subject to all laws and local school rules regarding driving and parking vehicles on school grounds.

### **MCPS Regulation ECH-RA: *Unregistered Motor Vehicles not Permitted on MCPS Property***

This regulation identifies certain vehicles (such as go-carts, minibikes, and other motor vehicles not subject to registration by the Maryland Motor Vehicles Administration) that are not permitted on public highways by law and not permitted to be operated on MCPS property.

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

This regulation sets forth the procedures for displaying the flags and establishes responsibility for approving opening exercises and encouraging student participation in such exercises. The regulation prohibits penalties for not participating.

**MCPS Regulation EEA-RA: *Transportation of Students***

This regulation establishes the walking distance for each grade level and lists the guidelines a principal must follow in transporting students, keeping proper records, and ensuring that proper safety precautions are taken. It establishes the procedure to be followed by a bus driver in reporting disciplinary problems and states the principal's responsibility in following through on student discipline. Transportation for special education students and students with disabilities also is addressed.

**MCPS Regulation EKA-RA: *Emergency and Disaster Preparedness***

This regulation sets forth the procedures for the development and maintenance of the comprehensive local crisis plans, which provides for the safety of all persons in MCPS sites.

**MCPS Regulation EKC-RA: *Bomb Threats/ Explosive Devices***

This regulation provides the procedures to be used in case of a bomb threat communicated to MCPS personnel or the discovery of a suspected explosive device on an MCPS site.

**MCPS Regulation IGO-RA: *Guidelines for Drug/Alcohol Abuse Counseling***

This regulation recognizes drug abuse as a serious and complex community, national, and worldwide problem and establishes a program to address the problem within MCPS. That program calls for parent/guardian and community involvement, educational and counseling opportunities for students, and cooperation with other county agencies.

**MCPS Regulation IGT-RA: *User Responsibilities for Computer Systems and Network Security***

This regulation establishes procedures and expectations for the appropriate use of computer networks, such as Outlook accounts.

**MCPS Regulation IID-RA: *Programs to be Cablecast on the MCPS Education Channels***

This regulation establishes procedures for schools and school-related organizations and departments for requesting taped or live programs to be cablecast on the MCPS education channels

**MCPS Regulation IKB-RA: *Homework Procedures***

This regulation provides specific guidelines for homework procedures and assignments. It also defines designated religious holidays as those indicated on the Board of Education's adopted calendar and clarifies that students who have been excused from school for religious observances should have the opportunity to make up assignments.

**MCPS Regulation IKA-RA: *Grading and Reporting***

This regulation promotes grades that accurately reflect student achievement by aligning grading and reporting processes with the standards-based curriculum and assessments of MCPS and the State of Maryland.

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

This regulation establishes procedures for determining grade point averages and weighted grade point averages and for reporting them to current and prospective employers and postsecondary institutions that require the information as part of the application and admissions process.

**MCPS Regulation IOA-RA: *Gifted and Talented Education***

This regulation established procedures for implementing the policy on gifted and talented education.

**MCPS Regulation IQA-RA: *Administration of the High School Interscholastic Athletic Programs***

This regulation clarifies the authority of the administration of the countywide interscholastic athletic program in Montgomery County high schools. Schedules, rules, and guidelines pertaining to all aspects of secondary school athletics are contained in the *Senior High School Athletic Handbook*, which is available in the principal's office and the media center of each high school.

**MCPS Regulation IQB-RA: *Extracurricular Activities***

Criteria for establishing and maintaining an extracurricular activity program are set forth in this regulation.

**MCPS Regulation IQD-RA: *Academic Eligibility for High School Students Who Participate in Extracurricular Activities***

This regulation establishes procedures for eligibility for high school students.

**MCPS Regulation IQD-RB: *Academic Eligibility for Middle School Students Who Participate in Extracurricular Activities***

This regulation establishes procedures for eligibility for middle school students.

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**MCPS Regulation ISB-RA: High School Graduation Requirements**

This regulation publishes the procedures for implementation of the state and county graduation requirements.

**MCPS Regulation JEA-RA: Student Attendance**

This regulation sets forth the appropriate sections of law that apply to attendance, establishes responsibility for excusing and recording absences, and outlines procedures for improving attendance and for follow-up with students and parents/guardians. The regulation describes the way in which course credit may be related to excessive unexcused absences of students in Grades 9–12. Finally, the regulation establishes the responsibilities of teachers and students in making up work missed due to student absences.

**MCPS Regulation JEC-RA: Student Withdrawals from Classes**

This regulation sets forth the procedures students must follow to withdraw from a class. It defines time frames for such actions and establishes guidelines for the assignment of grades and credit.

**MCPS Regulation JFA-RA: Student Rights and Responsibilities.**

This regulation provides procedures for the implementation of the Student Rights and Responsibilities policy.

**MCPS Regulation JGA-RA: Classroom Management and Student Behavior Interventions**

This regulation sets forth procedures for establishing a continuum of classroom discipline and control procedures that are designed for an environment that is conducive to maintaining learning. The regulation provides specific direction concerning the principal's responsibilities in line with this document and the agreement between the Montgomery County Education Association and the Board of Education of Montgomery County.

**MCPS Regulation JGA-RB: Suspension or Expulsion of an MCPS Student**

This regulation implements the state law governing suspension and expulsion, establishes procedures defining the responsibilities of MCPS staff, clarifies the rights of students in the process, and provides for appeals. Included are procedures regarding suspension or expulsion related to a student's disability.

**MCPS Regulation JGB-RA: Search and Seizure**

This regulation sets forth specific guidelines to be followed whenever students and/or their possessions are subject to search and seizure for alleged infraction of law or an MCPS rule or regulation. It establishes procedures to be followed when it is necessary to take action.

**MCPS Regulation JIA-RA: Honor Societies & Honor Rolls in Secondary Schools**

This regulation provides procedures for establishing an honor roll system in middle and high schools, and an honor society in high schools.

**MCPS Regulation JNA-RA: Curricular Expenses for Students**

This regulation sets forth procedures to provide all students, regardless of their economic circumstances, with full access to all courses, the instructional materials required for those courses, and the instructional program.

**MCPS Regulation JOA-RA: Student Records**

This regulation sets forth procedures and establishes responsibilities for collecting, maintaining, and releasing information about students.

**MCPS Regulation KBA-RB: Educational Purposes and Administration of the MCPS Web**

The purpose of this regulation is to provide a framework for the structure and content of the MCPS web. It ensures that use of the Web serves the educational purpose of MCPS and establishes controls to protect the privacy of MCPS staff and students.

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

The criteria for student participation in political campaign activity as well as procedures for securing approval for participation are set forth in this regulation.

# NOTES





