

# REGULATION

## MONTGOMERY COUNTY PUBLIC SCHOOLS

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**Related Entries:** COA, COA-RA, COB-RA, COC-EA, COD-RA, ECD, ECH-RA, ECH-EA, ECJ-RA, ECJ-EA

**Responsible Office:** Deputy Superintendent for Instruction  
Deputy Superintendent for Planning, Technology, and Supportive Services

### **Trespassing or Willful Disturbance on MCPS Property**

#### **I. PURPOSE**

To outline the steps to be taken in the event that someone trespasses or willfully disturbs activities on school system property

#### **II. BACKGROUND**

It is against state law for anyone to willfully disturb or otherwise prevent the orderly conduct of the activities, administration, or classes of any elementary or secondary institution. (*Annotated Code of Maryland, Education, Section 26-101.*)

Furthermore, administrative personnel and authorized employees may demand identification from anyone who desires to use or enter the premises and may deny access to anyone who has been suspended or expelled, who does not have lawful business, or who acts in a manner that disrupts or disturbs the normal educational functions. (*Annotated Code of Maryland, Education, Section 26-102.*)

#### **III. PROCEDURES**

- A. The principal or designee may deny access as set forth in section II, above.
- B. Any person causing a disturbance on any part of MCPS property or having no lawful business on MCPS property will be notified by the school principal or his/her designee that the intruder's presence is contrary to the law and will be asked to comply with the law.
- C. In those instances when the individual refuses to comply with the law, the police will be notified. As soon as possible, the principal will notify by telephone the deputy superintendent for instruction.

- D. Within 24 hours of the oral report, the principal will report the incident in writing, using MCPS Form 270-3: *Report of a Serious School Incident*.
- E. If such a serious incident occurs at the central office, the appropriate administrator will be notified verbally and will complete and submit within 24 hours MCPS Form 270-3 to the deputy superintendent for planning, technology, and supportive services.

***Administrative History:*** Formerly Regulation No. 230-15, March 6, 1981; directory information updated, January 1983; revised 1989; revised June 11, 1993.