

A STUDENT'S GUIDE TO  
**Rights AND Responsibilities**  
in Montgomery County Public Schools

Federal and state laws, Montgomery County Board of Education policies, Montgomery County Public Schools (MCPS) administrative regulations, and other guidelines are subject to change and shall supersede the statements and references contained in this publication.

**Student Name**

**Phone**



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| <b>2025</b>                         |                                                                  |
|-------------------------------------|------------------------------------------------------------------|
| July 4                              | Independence Day—Schools and offices closed                      |
| August 18, 19, 20, 21, 22           | Professional days for teachers                                   |
| August 25                           | Student Transition Day*                                          |
| August 26                           | First day of school for students                                 |
| September 1                         | Labor Day—Schools and offices closed                             |
| September 23                        | Non-Instructional Day—No school for students and teachers        |
| September 26                        | Early release day for students                                   |
| October 2                           | Non-Instructional Day—No school for students and teachers        |
| October 17**                        | Professional Development Day for staff; no school for students   |
| October 20                          | Non-Instructional Day—No school for students and teachers        |
| November 3**                        | Grading and Planning for the end of term; no school for students |
| November 24 and 25                  | Early release days for students                                  |
| November 26                         | Systemwide Closure—Schools and offices closed                    |
| November 27 and 28                  | Thanksgiving—Schools and offices closed                          |
| December 24, 25, 26, 29, 30 and 31  | Winter Break—No school for students and teachers                 |
| December 24 and 25                  | Holidays—Schools and offices closed                              |
| December 30 and 31                  | Systemwide Closures—Schools and offices closed                   |
| <b>2026</b>                         |                                                                  |
| January 1                           | New Year's Day—Schools and offices closed                        |
| January 1 and 2                     | Winter Break—No school for students and teachers                 |
| January 19                          | Dr. Martin Luther King, Jr. Day—Schools and offices closed       |
| January 26**                        | Grading and Planning for the end of term; no school for students |
| February 16                         | Presidents' Day—Schools and offices closed                       |
| February 17                         | Non-Instructional Day—No school for students and teachers        |
| February 27                         | Early release day for students                                   |
| March 20**                          | Professional Development day for staff; no school for students   |
| March 30, 31 and April 1, 2 3 and 6 | Spring Break—No school for students and teachers                 |
| April 1 and 2                       | Systemwide Closures—Schools and offices closed                   |
| April 3 and 6                       | Holidays—Schools and offices closed                              |
| April 15**                          | Grading and Planning for the end of term; no school for students |
| May 25                              | Memorial Day—Schools and offices closed                          |
| May 27                              | Non-Instructional Day—No school for students and teachers        |
| June 17                             | Last day of school for students; early release day for students  |
| June 18**                           | Grading and Planning for the end of term                         |
| June 19                             | Systemwide Closure—Schools and offices closed                    |

\*Student Transition Day is a non-instructional full day for students entering Grades K, 6, and 9; students entering Grade 3 in elementary schools that service only Grades 3-5; and students new to a school or MCPS.

\*\*If the school year is disrupted by emergencies and schools are closed three or more days, dates identified as possible make-up instructional days include: October 17 and November 3, 2025; January 26, March 20, April 15, June 18, June 22, June 23, June 24, June 25 and June 26, 2026.

**+This list of dates does not apply to Arcola Elementary School, which will follow the 2025–2026 Innovative School Year Calendar.**

# QUICK REFERENCE GUIDE RESOURCES FOR STUDENTS

## CRISIS HOTLINES

24-hour information, Referrals, and Supportive Conversation

### Montgomery County Crisis

Hotline/EveryMind/ . . . . . 988  
and <https://www.every-mind.org/>

Provides a staffed hotline as well as a 24-hour chat box on their website.

### Montgomery County Crisis Center. . . . . 240-777-4000

The Crisis Center provides free crisis support services 24/7 for individuals who are experiencing a mental health crisis.

### Trevor Project. . . . . 866-488-7386; Text 678 678

### Youth Crisis Hotline of

Montgomery County. . . . . 988

Provides confidential and anonymous support by trained counselors through a 24-hour telephone active listening and referral service.

## TO REPORT SAFETY AND SECURITY CONCERNS

### MCPS Division of Safety and

Emergency Management . . . . . 240-740-3066

The MCPS office responsible for ensuring the safety of MCPS schools and offices.

### MCPS Student Conduct and Appeals SCA@mcpsmd.org or TitleIX@mcpsmd.org . . . . . 240-740-3215

The MCPS districtwide Title IX coordinator and districtwide child abuse and neglect contact. The Student Conduct and Appeals (SCA) web page is at [www.montgomeryschoolsmd.org/compliance/](http://www.montgomeryschoolsmd.org/compliance/). SCA works collaboratively with schools, the Division of Legal Services and other MCPS offices, and community agencies to ensure consistency and coherence with implementation of policies, regulations, and guidelines, such as issues related to human relations; bullying, harassment (including Title IX sexual harassment), and intimidation; recognizing and reporting child abuse and neglect; incidents of hate-bias, hazing, and student gender identity.

### MCPS Cyber Safety dropbox: . . . CyberSafety@mcpsmd.org

Dropbox to report inappropriate online activity within MCPS.

### The Cyber Tipline . . . . . 1-800-843-5678

A 24/7 hotline to report suspected online enticement of children for sexual acts, extra-familial child sexual molestation, child pornography, child sex tourism, child sex trafficking, unsolicited obscene materials sent to a child, misleading domain names, and misleading words or digital images on the Internet.

### Safe Schools Maryland Hotline . . . . . 833-MD-B-Safe (833-632-7233)

A 24/7 anonymous and free reporting system available to students, teachers, school staff members, parents, and the general public to report any school or student safety concerns, including mental health concerns. Information about incidents is shared with the appropriate offices at Montgomery County Public Schools, respecting anonymity of the caller.

### Montgomery County Child Protective Services,

Department of Health and Human Services

(24 hours) . . . . . 240-777-4417 or 240-777-4815 TTY

A 24/7 reporting hotline to report suspected child abuse or neglect to Montgomery County Child Protective Services.

### Montgomery County Adult Protective Services for

Vulnerable Adults . . . 240-777-3000, 240-777-4815 TTY

A 24/7 hotline to report suspected adult abuse and neglect.

### Montgomery County Police Department, Special Victims

Investigation Division (24 hours) . . . . . 240-773-5400

A 24/7 hotline to report sex crimes against children and adults, physical child abuse, runaways, missing children, felony domestic violence, elder abuse/vulnerable adult abuse, and registration violations of sex offenders to Montgomery County Police Department.

### Montgomery County Police:

Drug and Gang Tip Hotline. . . . . 240-773-GANG (4264) or 240-773-DRUG (3784)

A 24/7 hotline to leave an anonymous tip with information relating to illegal drug/gang activities in Montgomery County.

## MCPS RESOURCES

### Countywide Student Government

[www.montgomeryschoolsmd.org/departments/student-leadership](http://www.montgomeryschoolsmd.org/departments/student-leadership)

### Director, Student Leadership Activities . . . . . 240-740-3977

### Student Member of the Board

[www.montgomeryschoolsmd.org/boe/members/student.aspx](http://www.montgomeryschoolsmd.org/boe/members/student.aspx)

### Office of the Board of Education . . . . . 240-740-3030

### Chief of the Division of School Leadership

and Improvement . . . . . 240-740-3100

### Division of Specialized Support Services . . . 240-740-5630

### Section 504 Coordinator . . . . . 240-987-8031

## MONTGOMERY NONEMERGENCY RESOURCES

### Montgomery County Police

Nonemergency Line . . . . . 301-279-8000

### Montgomery County Health and Human Services

Information Line

Contact the Department of Health and Human Services

General Information . . . . . 311, 301-251-4850 TTY

Outside Montgomery County Residents. . . 240-777-0311

## MCPS INFORMATION AND EMERGENCY ANNOUNCEMENTS

Stay Connected to MCPS . [www.montgomeryschoolsmd.org](http://www.montgomeryschoolsmd.org)

For systemwide information and emergency announcements:

MCPS on Twitter . . . . . [www.twitter.com/mcps](http://www.twitter.com/mcps)

MCPS en Español. . . . . [www.twitter.com/mcpsespanol](http://www.twitter.com/mcpsespanol)

MCPS on Facebook . . . . . [www.facebook.com/mcpsmd](http://www.facebook.com/mcpsmd)

MCPS en Español. . . . . [www.facebook.com/mcpsespanol](http://www.facebook.com/mcpsespanol)

Alert MCPS. . [www.montgomeryschoolsmd.org/alertMCPS](http://www.montgomeryschoolsmd.org/alertMCPS)





## MCPS INFORMATION AND EMERGENCY ANNOUNCEMENTS (CONTINUED)

MCPS QuickNotes Email Messages  
and Newsletter . . . . . [www.mcpsQuickNotes.org](http://www.mcpsQuickNotes.org)

### Ask MCPS Information Service

Telephone . . . . . 240-740-3000  
Spanish Hotline . . . . . 240-740-2845  
Email. . . . . [AskMCPS@mcpsmd.org](mailto:AskMCPS@mcpsmd.org)

### MCPS Public Information Office . . . . . 240-740-2837

MCPS Television . . . . . [www.mcpsTV.org](http://www.mcpsTV.org);  
Comcast 34, 998; RCN 89, 1058; Verizon 36

Recorded Emergency and  
Weather Information. . . . . 301-279-3673

## MCPS RESOURCES ON THE WEB [www.montgomeryschoolsmd.org](http://www.montgomeryschoolsmd.org)

### Search:

MCPS School Directory  
MCPS Staff Directory  
MCPS Strategic Plan  
Athletics  
Be Well 365  
Board of Education  
Bullying, Harassment, and Intimidation  
Bus Routes  
Child Abuse and Neglect  
College and Career Center  
Common Sense Education  
Course Bulletin  
Cybercivility and CyberSafety  
Diploma Requirements  
Gangs and Gang Activity

## MCPS RESOURCES ON THE WEB (CONTINUED) [www.montgomeryschoolsmd.org](http://www.montgomeryschoolsmd.org)

Grading and Reporting  
Guidelines for Respecting Religious Diversity  
Guidelines for Student Gender Identity  
Lunch Menus  
Maryland High School Assessments  
Nondiscrimination  
Online Pathway to Graduation  
Physical Education  
Policies and Regulations  
Psychological Services  
Pupil Personnel Services  
Reporting Allegations of Child Abuse and Neglect  
Restorative Justice  
School Counseling Services  
School Health Services  
School Safety  
Sexual Harassment  
Social Media Digital Citizenship  
Special Education  
Special Programs  
Strategic Planning  
Student Code of Conduct  
Student eLearning  
Student Privacy  
Student Service Learning  
Suicide Prevention  
Summer School

# INTRODUCTION

Montgomery County Public Schools (MCPS) strives to provide a teaching and learning community designed to foster intellectual development, citizenship, responsibility, and mutual respect among students and staff as they engage in the education process. As members of this community, all students have certain rights, responsibilities, and privileges, as set forth in Montgomery County Board of Education (Board) policies, MCPS regulations, and state and federal laws. We firmly believe that every member of our diverse school community shares the responsibility to create, honor, and support an environment that nurtures learning, while recognizing and honoring the inherent dignity of all students, parents/guardians, and staff.

Students have responsibility for their own learning, personal conduct, and manner in which they exercise their rights. They are expected to participate actively in the educational community; accept the consequences of their actions; and abide by the laws, Board policies, and MCPS rules and regulations. The rights of the student must always be considered in relation to the rights and responsibilities retained by others, including students, staff, parents/guardians, and members of the community.

This handbook is a guide to the rights and responsibilities students enjoy in MCPS and provides a general overview of state and federal laws, Board policies, MCPS regulations, and other guidelines (referred to here as MCPS rules) that affect students. It is not a definitive statement of student rights in any particular situation. Because these are brief summaries, students and families interested in a topic should either read the specific laws, policies, and regulations referenced at the end of each section or speak with their local school administrator for more information. MCPS Regulation JFA-RA, *Student Rights and Responsibilities*, applies throughout. A list of some of the applicable MCPS regulations begins on page 14 of this handbook. Board policies and MCPS regulations are available at [www.montgomeryschoolsmd.org/departments/policy](http://www.montgomeryschoolsmd.org/departments/policy).

Please note that laws and MCPS rules may change between editions of this publication, and those laws and rules shall supersede the statements and references contained in this publication.

## ■ Free Public Education

Residents of Montgomery County who are 5 years old by September 1, and not yet the age of 21 on the first day of school, have a right to attend public schools without payment of tuition. These rights extend until graduation from high school or the end of the school year in which the student turns 21 years of age, whichever is earlier.

Residents of Montgomery County with disabilities have a right to a free appropriate public education, from birth through the end of the school year in which the student turns 21 years of age.

## ■ Nondiscrimination

The Board expects all students and staff to conduct themselves in a manner that demonstrates mutual respect without regard to an individual's actual or perceived personal characteristics, including race, ethnicity, color, ancestry, national origin, nationality, ethnicity, religion, immigration status, sex, gender, gender identity, gender expression, sexual orientation, family structure/parental status, marital status, age, ability (cognitive, social/emotional, and physical), poverty and socioeconomic status, language, or other legally or constitutionally protected attributes or affiliations.

All acts of illegal discrimination are unacceptable and intolerable. Board Policy ACA, *Nondiscrimination, Equity, and Cultural Proficiency*, establishes and promotes a framework that prepares all students to live and work in a globally minded society, and fosters a positive learning environment that embraces all unique and individual differences.

Discrimination includes actions that are motivated by an invidious intent to target individuals based on their actual or perceived personal characteristics as well as acts of hate, violence,

insensitivity, disrespect, or retaliation—such as verbal abuse, harassment, slurs, threats, physical violence, vandalism, or destruction of property—that impede or affect the learning or work environment. Discrimination also includes conduct or practices that may be facially neutral but that have an unjustified disparate impact based on individuals' actual or perceived personal characteristics. Discrimination encompasses racism, sexism, and other forms of institutional prejudice in all their manifestations.

The Division of Equity and Organizational Development/Student Conduct and Appeals unit is a resource for complaints, concerns, or questions, that cannot be resolved at the school level, about a matter involving discrimination against students based on personal characteristics listed above. For more information, see the Nondiscrimination Statement on the inside back cover of this handbook. If bullying, harassment, or intimidation based on personal characteristics has occurred, students should file MCPS Form 230-35, *Bullying, Harassment, or Intimidation Reporting Form*, as described in MCPS Regulation JHF-RA, *Student Bullying, Harassment, or Intimidation*. Complaints for students with disabilities also may be directed to the supervisor of the Division of Special Education Services/Resolution and Compliance Unit, at 240-987-8031

### References:

Board Policy ACA, MCPS Regulation JHF-RA  
MCPS *Student Code of Conduct*  
MCPS *Employee Code of Conduct*  
*Guidelines for Respecting Religious Diversity*  
MCPS *Guidelines for Student Gender Identity*

## ■ Rights of Privacy

A student's privacy will be respected by school staff.

### Participation in Virtual Instruction

Students and parents/guardians accessing MCPS virtual instruction must not preserve, record, duplicate or share/post any portion of their online learning classes, lessons, or student information in any way and must avoid disclosure or retention of otherwise protected student information. Staff shall not disclose protected student information.

### MCPS Security Cameras

Video footage recorded by MCPS security cameras may depict misconduct, a serious incident, and/or criminal conduct on MCPS property, including a school bus. As a general matter, no student, staff member, or visitor has a right or reasonable expectation of privacy when being recorded or photographed in those areas where MCPS security cameras are located, such as hallways, cafeterias, gymnasiums, auditoriums, and exterior school grounds as well as the interior and exterior of MCPS school buses. Classrooms are not considered public spaces and, as such, MCPS does not have video surveillance in classrooms.

Any student or staff member may be disciplined based on evidence gathered through such audio or video surveillance. Members of the public on school property before, during, or after the school day are also subject to video surveillance, which may be provided to law enforcement.

### Participation in Instruction

Students have a right to fulfill instructional objectives, through classroom discussion, assignments, or other means, without disclosing personal information about family occurrences or personal habits, relationships, preferences, traits, decisions, or problems, or comparing themselves or their families with others.

#### References:

MCPS Regulation EGF-RB  
MCPS Regulation JOA-RA

## ■ Freedom of Inquiry and Expression

### Speech

Students have a right to be presented with a variety of viewpoints on controversial topics, within the limitations imposed by state or county curriculum documents; express individual views so that they may weigh alternate ideas and form their own opinions; and analyze and evaluate information before forming conclusions. Students have a responsibility to consider seriously the topics presented in their courses and participate in class discussions to add their views to enhance the variety of viewpoints expressed on the topics under discussion; respect different opinions; and refrain from the use of obscene, libelous, slanderous, profane, vulgar or lewd language, or language that has the intent to harass, threaten, or intimidate, which detracts from a positive learning and working environment, and which is inconsistent with the goal of maintaining an atmosphere of mutual respect. Further, the Board prohibits the use of language and/or the display of images and symbols that promote hate and can be reasonably expected to cause substantial disruption to school or district operations or activities. This prohibition will not be used, however, to prevent responsible discussion of such language, images or symbols for educational purposes.

### Dress and Grooming

Students have a responsibility to be dressed and groomed for school, including virtual instruction, in accordance with community standards for dress and grooming and in a manner that is not disruptive to the learning environment or school activities. Students are permitted to wear scarves, hijabs, yarmulkes, patkas, or other clothing or jewelry associated with their religion or containing religious messages, as long as their style of dress is consistent with the following guidelines. Students' clothing may not—

- endanger or potentially threaten the health and/or safety of self or others;
- fail to meet a reasonable requirement of a course or activity;
- display messages of hate or bias, or depict discriminatory symbols or images;
- be associated with gangs;
- be lewd, vulgar, obscene, or revealing or of a sexual nature; and/or
- promote drugs prohibited on MCPS property as set forth in Regulation IGO-RA, *Guidelines for Incidents of Alcohol, Cannabis, Tobacco, and Other Drug Use Involving Students*.

When possible, schools should provide reasonable accommodations to students if they (or their parents/guardians on their behalf) request permission to wear or not wear certain clothing during physical education class or school-sponsored activities to ensure appropriate modesty, based on religious beliefs. Such accommodations do not preclude a student's participation in an activity. For example, the Maryland Public Secondary Schools Athletics Association allows athletes participating in interscholastic competitions to "wear a head covering, wrap, or other required religious garment which is not abrasive, hard, or dangerous to any player/others, and is attached in such a way that it is unlikely to come off during play." For other questions regarding athletic accommodations, please consult the school athletic director or the MCPS Department of Athletics.

#### References:

MCPS Student Code of Conduct  
*Guidelines for Respecting Religious Diversity in Montgomery County Public Schools*

### Assembly

Students have a right to assemble for discussions of issues of importance to them and to demonstrate peacefully. Students have a responsibility to consult with a school administrator to determine if the activity will be allowed during the school day, the time and place, and the type of supervision required. Students also have a responsibility to work cooperatively with staff members, take reasonable steps to ensure that the activity is orderly, and make up missed work.

Any walk-out or departure from campus during the instructional day will be treated as an unexcused absence, given the disruptive impact on school operations.

### Petitions

Students have a responsibility to meet with school administrators to clarify any misunderstandings and provide a forum for exchange of information on the topics that are the subject of a petition. Students have a right to circulate petitions during noninstructional time, as long as they do not disrupt school operations. Students have the responsibility of ensuring that petitions do not encourage actions that endanger the health or safety of students or others in the school community; and are

not libelous or lewd or otherwise cause substantial disruption to the operation of the school. Circulation of petitions may be halted by the school administration for failure to meet this responsibility. At the school level, students have a right to a response within five school days.

### **Publications, Performances, and Informational Materials**

Students have the following rights with respect to publications, performances, and informational materials:

- Students have the right to produce school-sponsored publications (e.g., newspapers, yearbooks, and literary magazines) and school-sponsored performances (e.g., school plays and television shows).
- Students have the right to decide on the content of school-sponsored publications and performances, subject to the guidelines below and the direction and guidance of the school sponsor.
- Students have the right to distribute publications without school sponsorship, provided that the publications bear the name of the sponsoring organization or individual, and publications that are sold or otherwise distributed are published by students enrolled in MCPS.
- Students have the right to display materials that are not school-sponsored on designated bulletin boards, wall spaces, or other areas normally used for posting, subject to the same restrictions and procedures that govern the distribution of student publications that are not school-sponsored.
- Students have the right to appeal the decisions of school sponsors according to the process established in the local school, or as described in MCPS Regulation JFA-RA, *Student Rights and Responsibilities*.

The principal may exercise prior restraint, halt, or reject the performance of a student production or the distribution of a publication or other informational material by students based on only the following criteria:

- It is obscene, libelous, slanderous, profane, vulgar, lewd, or contains language that has the intent to harass, threaten, or intimidate.
- It constitutes an unwarranted invasion of privacy.
- It incites students to create a clear and present danger of: (a) the commission of an unlawful act, the violation of Board policies and/or MCPS rules; or (b) the material and substantial disruption of the orderly operation of the public school. "Substantial disruption" means either interference with school or disorderly conduct by a significant number of students, including rioting, school boycotts, sit-ins, destroying property, and walkouts.
- It violates state or federal law. For example, this may include material that poses a potential threat to the health and/or safety of students or might reasonably be perceived to advocate student drug, alcohol, and tobacco use or smoking of any kind, violence, sex, illegal discrimination, or other illegal activities.

This guideline will not be used, however, to prevent responsible discussion about such actions. MCPS Regulation JFA-RA establishes the process principals must follow should it become necessary to halt the performance of a student production, a student publication, or the distribution of material by students.

### **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. This decision may be appealed. The appeal procedure is described in the Appeals-Complaint Procedure—Due Process section of this booklet (page 13).

Other political material may be distributed in accordance with these rules:

- Materials made available to people who are interested, rather than given to everyone. Examples of distribution in accordance with this rule include: hand out material to interested people, set up a display, or post material on bulletin boards.
- Students may not distribute political materials in classrooms, the media center, or other school rooms during the school day, except—
  - when the room is being used as a voluntary meeting place, or
  - 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.
- Campaign materials must have an authority line (see MCPS Regulation KEA-RA, *Participation in Political Campaigns and Distribution of Campaign Materials*).

### **Participation in Political Campaigns**

In order to earn student service learning hours for political campaigns, students must have MCPS Form 560-50, *Individual Student Service Learning (SSL) Request*, approved in advance of any service for an individual running for public office.

#### **References:**

Board Policy KBA, *Policy on Public Information*  
MCPS Regulations JFA-RA, KBA-RB, KEA-RA, IGT-RA, and IID-RA

### **■ Freedom of Religion**

Students have a right to—

- school-sponsored activities that are neutral toward religion and do not include religious exercises; and
- an academic environment where religious beliefs are not advocated in courses or in school-sponsored activities such as commencements or assemblies; and
- observe their religious practices in school, including non-school-sponsored student prayer groups, unless these violate the rights of others or disrupt school activities.

The Board is committed to promoting respect and appreciation for the religions, beliefs, and customs of the diverse MCPS student population. MCPS publishes the *Guidelines for Respecting Religious Diversity* as a reference regarding MCPS-rules, which guides the district on these topics.

#### **References:**

*Guidelines for Respecting Religious Diversity*  
MCPS Regulation IKB-RA

### **■ Patriotic Exercises**

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



Students have a right not to be compelled to participate in patriotic exercises, or be penalized or embarrassed for failure to participate.

A student may not interrupt others who are participating in patriotic exercises.

#### References:

Annotated Code of Maryland, Education Article, § 7-105

## ■ Student Participation

Students shall be informed of the general objectives of each course and the basis on which their performance will be evaluated. Students have the responsibility to involve themselves in classroom activities and abide by classroom rules, expectations, and procedures.

Students, in consultation with faculty, may suggest seminars, assemblies, or short courses of study on selected topics during the school day as alternatives or additions to the regular program and/or voluntary programs of interest to students outside the school day.

Students will work collaboratively with principals and staff members to plan programs. Programs should be consistent with the district's Strategic Plan and MCPS's basic educational mission, be appropriate for the age and maturity of the audience, and be structured to create a balance in presentation of controversial topics.

Student representatives shall be involved in the revision or development of major Board policies affecting students. Such involvement may be accomplished by including student representatives in meetings or by soliciting student input at any stage in the process of the development or revision. Students have a right to similar involvement in the revision or development of a major local school policy or rule affecting students. Before developing or revising major local school policies or rules affecting students, copies will be available for student review by posting them in locations convenient to students, with sufficient time for student comment.

If the student's parents/guardians ask that the student not participate in classroom activities that are part of the state-required Comprehensive Health Education Curriculum units on Family Life, alternative activities will be provided for the student. See MCPS Regulation IGP-RA, *Comprehensive Health Education Instructional Program*.

## ■ Student Government

### Participation

Students have a right to establish, maintain, and participate in student government. Students have a right to have a voice in school affairs through the student government organization. Students have a responsibility to work toward creating an effective student government organization that is accountable to the students. Any student legally enrolled in a school and meeting any criteria set forth in the school constitution may run for and hold office in student government. Service learning hours may be earned for participation in student government.

### Faculty Support

School staff members will support a student's right to participate in student government. The principal will ensure that

the students have a voice in school affairs through the student government organization.

In the spring, the student government executive committee will meet with the principal regarding the appointment of an advisor for the following year, and careful consideration will be given to the students' input before the advisor is appointed.

School staff members will help the student government obtain needed supplies and use of rooms.

Students who miss class to participate in student government activities approved by school administration will receive an excused absence and have the responsibility to make up missed assignments.

### Powers of Student Government

Students have a responsibility to prepare a written constitution or amendments to the existing constitution for the student government, with advice from school staff members/advisor as needed. All constitutions must include an article recognizing the decision-making authority of the principal. Students have a right to expect the principal to approve the student government constitution or amendments to it, unless it violates MCPS rules or would, in the judgment of the principal, substantially interfere with the effective operation of the school. Students will be notified in writing of the reasons for disapproval and must be given an opportunity to revise the constitution to address administrative concerns.

Students, through their student government, have a right to receive from the school administration a response to recommendations by the student government within five school days. The administration shall give reasons, either written or oral, if recommendations are not adopted or are modified. If the recommendations are extensive or complicated, the school administration, in consultation with representatives of the student government, shall establish a reasonable time for either an oral or written response.

The executive committee, student government advisor, and principal will confer regularly regarding progress and concerns of the student government organization.

#### References:

Board Policy IQD

MCPS Regulations IQD-RA and IQD-RB

MCPS Student Leadership: 240-740-4691

(<http://www.montgomeryschoolsmd.org/departments/student-leadership/>)

## ■ Attendance

Daily attendance is essential to student achievement and required in order to demonstrate mastery of material and receive credit for courses. Students are required to attend school and to arrive at school and to classes on time.

Except when excused, students must go to classes and other required activities during the school day. Attendance will be reported to parents/guardians on the student's report card and in ParentVUE/StudentVUE. A student is counted present for a full day if the student is in attendance for 50 percent or more of the school day. A student is counted present for a half day if the student is in attendance for 10 percent or more, but less than 50 percent, of the school day.

According to the local school's procedures, if a student is absent from school, the school will follow up on the absence.



Students participating in interscholastic athletics are required to attend all of their scheduled classes on the day of the event or practice. For inquiries related to absences or tardiness, student-athletes should contact their coach or the athletic director for further assistance.

### Excused Absences

The Maryland State Department of Education (MSDE) recognizes the following as lawful absences:

- Work approved or sponsored by the school, MCPS, or MSDE
- Death in the immediate family
- Student illness and well-being concerns (The principal may require a physician's certificate from the parent/guardian in cases of chronic or extended absences for an illness.)
- Pregnancy and parenting-related conditions (including absences due to an illness or medical appointment of the student's child and absences due to a legal appointment related to family-law proceedings, including adoption, custody, and visitation). These rights extend to students who are mothers and fathers.
- Court summons
- Hazardous weather conditions (weather conditions that would endanger a student on the way to or from school)
- Doctor/Medical appointments
- Observance of a religious holiday
- State emergency
- Suspension
- Lack of authorized transportation (e.g., if the school bus does not show up)
- Permission from the principal

If students miss school for one of these reasons, they must bring a note from a parent/guardian within three school days after returning to school and the absence will be excused. For example, if a student misses school Wednesday and Thursday and then returns Friday, a student must hand in a note explaining the absence by the following Tuesday. Otherwise, the absence will be considered unexcused. If a school chooses to issue awards for perfect attendance, it may not withhold awards from students whose only absences have been excused absences for reasons of religion.

If students are 18 or older or married, they can write their own note after completing MCPS Form 281-12, *Eligible Student Declaration Form*. Additional notification of unexcused absences may be sent to the parent/guardian of an eligible student who is residing as a dependent child with a parent/guardian, without prior consent of the eligible student.

The principal also may allow students to miss school for work or another activity if the student's parent/guardian (or the eligible student) has provided permission at least five school days in advance. The principal usually will excuse students if they 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.

Each school establishes a process to encourage regular daily attendance, monitor attendance, and provide interventions.

### Unexcused Absences

An absence that is not excused according to the above conditions is an unexcused absence. If a student misses a day of school and is not excused, the student will receive an unexcused absence in each class missed.

The principal may refuse a student the opportunity to participate in extracurricular activities on a day that they have an unexcused absence.

Students who accumulate five or more unexcused absences may receive an attendance letter from the school. Elementary, middle and high school students with excessive absences and/or tardies, both excused and unexcused, may be referred for appropriate intervention. At the discretion of the principal/designee, students who demonstrate a pattern of absences may be referred to appropriate staff and/or outside agencies for intensive interventions designed to increase regular attendance.

The school counselor will consult with the student and the parents/guardians, verify reasons for the absences, and determine the appropriate interventions in accordance with school practices and MCPS Regulation JEA-RA, *Student Attendance*.

### Work Missed During an Absence

It is important for students to make up missed work regardless of the legal status of their absence. Teachers may assign an equivalent, but different, task or assessment to students when they return from any absence. For unexcused absences, teachers may deny credit for missed assignments or assessments, in accordance with the process approved by the principal and the leadership team.

#### References:

Board Policy IKB, *Homework*

MCPS Regulations IKA-RA, IOA-RA, IOE-RA, IQB-RA, JEA-RA, JGA-RB, and JGA-RC.

Maryland Student Records System Manual

MCPS High School Course Bulletin

## ■ Classwork

### Grading and Reporting

Grading and reporting practices will be fair, meaningful, and support rigorous performance standards for all students. Grades will have consistent meaning throughout the district and be based on grade-level and course expectations, as outlined in the curriculum. See Board Policy IKA, *Grading and Reporting* and MCPS Regulation IKA-RA, *Grading and Reporting*. Grading, homework, reteaching, and reassessment procedures will be applied consistently within and among schools. School-level processes are set forth by the principal, in collaboration with the school leadership team.

In Grades 1–5, grades are based on evidence of the attainment of grade-level or course standards. Teachers check for understanding by providing multiple and varied opportunities for students to demonstrate their knowledge, critical and creative thinking skills, and academic success skills orally, in writing, and through performances and products.

In middle schools and high schools, grades are based on the attainment of course expectations.

Middle and high school students and parents/guardians are encouraged to review MCPS Regulation IKA-RA, *Grading and Reporting*, with particular attention to—

- assessments developed for, or adopted by, the Maryland State Department of Education that may be required for graduation or contribute to a student's grade (including End-of-course assessments);
- due dates, deadlines, and late work;
- how homework contributes to a grade;
- calculation of marking period grades and semester grades;
- the "50 percent rule" and conditions under which a student may be assigned a zero;
- assignments which may have opportunities for reassessment, and those that will not;
- conditions under which a student may retake a high school credit-bearing course or a portion of a course; and
- the implications of academic dishonesty, which includes but is not limited to 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.

Students and their parents/guardians are expected not to share, or otherwise distribute, information contained in assessments or other graded work.

Additional information about grading and reporting is available to parents/guardians and students on the MCPS website, [www.montgomeryschoolsmd.org/info/grading](http://www.montgomeryschoolsmd.org/info/grading), and in schools' main offices.

#### References:

See Board Policy IKA and MCPS Regulation IKA-RA.

### 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, advanced-level, and/or AP courses will be afforded an opportunity to do so. Each school provides responsible open enrollment in Honors, advanced-level, and/or AP courses, for all students to pursue a rigorous program and higher-level coursework upon a thorough review of the following 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

### High School Courses Taken in Middle School

For students who entered Grade 6 prior to the 2016–2017 school year, the final grade and credit earned for high school courses successfully completed while in middle school are reported on the high school transcript and included in the calculation of the student's cumulative GPA.

For students who entered Grade 6 during or after the 2016–2017 school year, the final grade and credit earned for high school courses successfully completed while in middle school will be reported on the high school transcript, but

will not be calculated into the cumulative GPA, unless the grade earned improves the student's cumulative GPA. If the course grade for a high school course taken in middle school improves the student's cumulative GPA, it will be applied automatically by MCPS. Parents/guardians may opt out of the automatic calculation by contacting the school counselor.

#### References:

Board Policy IKA, MCPS Regulations IKA-RA and IKC-RA  
MCPS Grading and Reporting Website

## ■ Student Records

Schools will maintain student records for all students. A student record has a cumulative folder that contains basic information recorded primarily on MCPS forms. In some special circumstances, a confidential folder may be created. School personnel must inform parents/guardians when they create a confidential folder.

Students and their parents/guardians have the right to see a cumulative student record during a meeting with school personnel. When requested, school personnel can explain or interpret a cumulative record for students and parents/guardians.

Within 30 days of the beginning of the school year, MCPS provides MCPS Form 281-13, *Annual Notice for Directory Information and Student Privacy*, or MCPS Form 281-13ISC, *Annual Notice for Directory Information and Student Privacy for Innovative School Year Calendar Schools*, to all MCPS students and their families, which lists categories of information that will be considered directory information. Home addresses and phone numbers may be released only to organizations of parents/guardians, teachers, and students of a school; a branch of the military; a person engaged by the school or Board of Education; or a Maryland community college. Parents/guardians may withhold any or all of the personally identifiable information from public release for a specified amount of time, and the information will be treated confidentially, as is any other information in a student record.

When students reach the age of majority, students and parents/guardians have the same rights regarding student records. However, parents/guardians of dependent eligible students may access their child's record without prior consent of the eligible student.

If a parent/guardian or eligible student believes the education records relating to the student are inaccurate, misleading, or in violation of the student's rights to privacy, the parent/guardian or eligible student may ask MCPS to amend the record, using MCPS Form 270-8, *Complaint from the Public*.

#### References:

MCPS Regulations JOA-RA and KLA-RA

## ■ Synergy ParentVUE/StudentVUE

MCPS students can find their current schedule, assignments, grades, student information such as emergency contacts, assigned counselor, locker, primary bus stop information, and email teachers. In addition, secondary students can view requested courses for next year and high schoolers can view their graduation status. Parents/Guardians can access the same information via ParentVUE using the ParentVUE mobile app or website. Parents/Guardians can, in most cases, update emergency contacts, register children for interscholastic athletics, complete a Change of School Assignment (COSA)

or enroll new students. For more information please see the Technology Information and Support for Students webpage at [www.montgomeryschoolsmd.org/parents/tech-info-support/](http://www.montgomeryschoolsmd.org/parents/tech-info-support/)

## ■ Technology

### Student Responsible Use Guidelines

MCPS provides computer equipment, computer services, and network access to schools and students for the purposes consistent with the mission of MCPS. The wide array of information technology available to MCPS students introduces new risks and opportunities. It is the shared responsibility of school personnel and the parent/guardian of each student to educate students about appropriate behavior and to establish expectations when using technology. In schools, the online activities of students are monitored by staff through systemwide technology protection measures. Students must protect information and resources against theft, malicious damage, unauthorized access, tampering and loss, and comply with Board policies, MCPS regulations and rules and local, state, and federal laws.

All MCPS students agree to follow the procedures outlined in MCPS Regulation IGT-RA, *User Responsibilities for Computer Systems, Electronic Information, and Network Security*, and MCPS Regulation COG-RA, *Personal Mobile Devices*, including the following:

- Students will use the MCPS network productively, appropriately, and for school-related purposes and will avoid using any technology resource, either supplied by the district, the student, or the student's family, in such a way that would disrupt the activities of other students and staff members.
- Students will use email and other means of communication (e.g., X, the company formerly known as Twitter, blogs, wikis, podcasting, chat, instant-messaging, discussion boards, social media, virtual learning environments) responsibly.
- Students will cite work and give acknowledgment to others for their ideas and work.
- Students will keep their personal information (including home/mobile phone number, mailing address, and user password) and that of others private.
- Students will report inappropriate use of technology immediately.
- Students understand that MCPS administrators will use regulations and policies to deem what conduct is inappropriate use if such conduct is not specified.
- Students understand that all MCPS equipment, the MCPS network, and the student's MCPS network account are property of MCPS and can be monitored, logged, and archived.
- Should students commit a violation, students understand that consequences of their actions could include suspension of computer privileges, disciplinary action, and/or referral to law enforcement.

### Personal Mobile Devices

Mobile phones, e-readers, tablets, personal computers, or other devices equipped with microphones, speakers, and/or cameras, and other similar non-MCPS-issued devices are examples of personal mobile devices (PMDs) and are subject to MCPS Regulation COG-RA, *Personal Mobile Devices*, and MCPS Regulation IGT-RA, *Responsibilities for Computer Systems, Electronic Information, and Network Security*. PMDs, for MCPS purposes, have three distinguishing features:

- MCPS does not own or issue the device.
- The device has the capability to obtain an Internet, wi-fi, or cellular connection to send and receive data.
- The device has the capability to capture sound and images/video.

**Before and After School:** Students in all grade levels may use their personal mobile devices before the school day begins and after it ends.

**Elementary and Middle Schools:** During the school day—including class time, lunch and transitions between class periods—students will need to keep their personal mobile devices turned off and stored away.

**High Schools:** High school students may use their personal devices during lunch and between classes, but not during instructional time.

**On School Buses:** Students are permitted to use their devices while riding vehicles owned, operated or hired by MCPS, as long as such use does not impact the safe operation of the bus and is compliant with this and other related MCPS rules.

**Student Responsibility:** Students are expected to manage their devices responsibly, making sure they are turned off and out of sight when use is not permitted.

**Discipline and Expectations:** If a student misuses their PMD, consequences will follow a progressive approach outlined in the updated Student Code of Conduct in MCPS. Principals have the authority to allow limited cell phone use during instructional time if the use supports instruction.

**Medical and Learning Accommodations:** Students will have access as documented in a 504 or Individualized Education Plan (IEP) that allows for PMD use.

Information may not be communicated using a PMD if it violates the privacy of others, jeopardizes the health and safety of students, is obscene or libelous, causes disruption of school activities, perpetuates academic dishonesty, or violates the security of MCPS computer systems, related technology, or electronic information (including grades or other student information). MCPS prohibits cyberbullying, including misconduct away from MCPS property that may be subject to disciplinary action when there is a connection back to the school setting, the conduct creates a risk of harm to other students while they are at school; or the conduct interferes with the educational environment. PMDs may be confiscated by school authorities if used in a manner inconsistent with MCPS rules.

MCPS will assume no responsibility or liability for loss, theft, or damage to a device or for the unauthorized use of any such device.

MCPS uses filtering and other technological measures to limit students' ability to access harmful Internet sites. Access through private cellular networks does not provide the same measures of filtering; therefore, while on MCPS property, students must use the MCPS network (i.e., not private cellular networks) for Internet access. If a student uses a PMD to access the Internet on MCPS property but is not on the MCPS network, the student remains obligated to comply with the requirements of this regulation.



#### References:

MCPS Regulations COG-RA, IGT-RA, ILA-RA, JHF-RA,  
MCPS *Student Code of Conduct*  
MCPS Social Media: Best Practices for Employees  
MCPS *Employee Code of Conduct*  
MCPS Annual Notification for Directory Information and Student Privacy  
MCPS Best Practices for Email and Other Digital Communications

## ■ Student Service Learning (SSL)

All students working toward a Maryland high school diploma 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. Students must complete 75 service learning hours before graduation, with certain exceptions for transfer students. Details of the MCPS Student Service Learning program may be found at [www.mcps-ssl.org](http://www.mcps-ssl.org) or by contacting the SSL coordinator at any middle or high school.

Secondary students and parents/guardians can view the student's accumulated SSL hours on ParentVue/StudentVue.

#### References:

COMAR 13A.03.02.05 Student Service  
Director, Student Leadership and Extracurricular Activities:  
240-740-3977 or [SSL@mcpsmd.org](mailto:SSL@mcpsmd.org)

## ■ MCPS Extracurricular Student Organizations and Teams

Students have a right to create and participate in extracurricular student organizations and teams. Students also have a responsibility to become familiar with appropriate MCPS rules that affect their ability 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 MCPS rules, on and off campus. Schools may not ban students from forming groups solely because they involve discussion of controversial and complex social and legal issues.

### Extracurricular activities

An extracurricular activity (ECA) means a voluntary, student-led activity that is organized around students' interests and open to students enrolled in MCPS. An ECA is distinguished from a co-curricular activity which means an activity of a graded course that takes place beyond the classroom, class period, or instructional day in which all students in the class must participate to meet the requirements of the class.

### School-sponsored Organizations

School-sponsored ECAs have sought approval from, and been designated as a school-sponsored activity by, the principal/designee (e.g., an ECA director). By definition, each school-sponsored ECA must have a sponsor who is an MCPS employee and responsible for supervision of students.

### Student Organizations Without School Sponsorship

Non-school-sponsored student-initiated clubs shall not be represented or treated as a school-sponsored organization. Students have a right to conduct a meeting during noninstructional time, provided they meet the following responsibilities:

- 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; however, a school employee may provide supervision for safety.
- School employees do not lead or participate in meetings, including religious meetings.
- The meeting does not and cannot reasonably be predicted to materially and substantially interfere with the orderly conduct of educational activities within the school.
- Nonschool persons do not lead or regularly attend meetings.
- Public funds are not spent on meetings (except the costs of providing a place to meet).

### Teams

MCPS offers a comprehensive interscholastic athletics program open to all students who satisfy MCPS and Maryland Public Secondary Schools Athletic Association eligibility requirements. Students participating in interscholastic athletics are required to read important information contained on the MCPS Athletics web page. During the online registration process, parents and students will acknowledge reviewing this information. [www.montgomeryschoolsmd.org/departments/athletics/](http://www.montgomeryschoolsmd.org/departments/athletics/)

#### References:

Board Policy IQB, and MCPS Regulations IQB-RA, IQD-RA, IQD-RB, and JFA-RA.  
Director of Student Leadership Activities: 240-740-3977

## ■ Safety and Emergency Management

The safety of students and staff is essential to maintaining a positive learning environment. MCPS has reviewed district protocols, practices, and infrastructure related to the critical imperative of maintaining safe, orderly learning environments for all students.

Seven key priority areas for all schools:

1. Data-driven accountability for school safety and positive school culture as a system priority across MCPS.
2. Effective allocation, utilization, and management of school security personnel and other staff.
3. Technology infrastructure, including security cameras, and their use.
4. Facility enhancements to restrict or limit access to more isolated areas of school buildings and grounds.
5. Procedures and practices for supporting positive student behavior throughout the school day.
6. Systemwide prevention and early intervention programs.
7. Collaboration with law enforcement and other partner agencies.

Safety and security of our schools is everyone's concern. MCPS takes a proactive approach to school safety, planning and training for emergency preparedness. An emergency is an unpredictable, unplanned situation that requires an immediate response. Emergencies may include, but are not limited to fires, weather-related incidents, accidents, hazardous materials incidents, bomb threats, or criminal activity. As required by the Maryland State Department of Education (MSDE), MCPS has developed procedures for Evacuation;



Hold and Secure; Reverse evacuation; Lockdown; Drop, cover, and hold; and Severe weather, to respond as appropriate to emergency conditions. These procedures are part of each school's emergency preparedness plan.

MCPS understands that any emergency situation, whether it is a fire, a weather-related incident, or criminal activity, could be upsetting to our students and staff members; therefore, MCPS complies with state mandates to conduct drills by drawing on national best practices and the advice of mental health professionals. It is vital that students, staff members, and parents/guardians have an understanding of these procedures.

*Lockdown* is a term used to describe one type of response to an emergency at an MCPS facility. The instruction to conduct a Lockdown alerts staff members that imminent danger exists inside or outside the building and requires moving to an immediate lockdown mode. It requires that all students are under adult supervision. Students and staff members must move quickly to a securable location, remain quiet, and follow staff members' instructions. Additionally, MCPS works collaboratively with the Montgomery County Police Department, and in consultation with the National Association of School Psychologists (NASP), to design Active Assailant training to teach staff and secondary students skills needed to assess a critical life safety situation and understand options for possible responses.

*Evacuate* is a term used to describe an emergency inside the school. It requires all students and staff members to exit the building using either a fire alarm for a fire evacuation or a public announcement directed by school administrators.

*Shelter* is a term used to alert students and staff members that they need to take shelter inside the building due to environmental hazards. This will occur in instances of severe weather or a hazardous materials release.

*Hold* is a term used to alert students and staff members that a critical event is occurring inside or near the building and for everyone's safety, all students and staff must remain in place. Learning may continue, but everyone must stay where they are.

*Secure* is a term used to alert students and staff that a critical event is taking place in the community and for everyone's safety, students and staff will be brought inside the building and all exterior doors will be locked. Learning may continue, but everyone will remain vigilant and remain inside the secured building.

MCPS continues to work with MSDE, the Maryland Center for School Safety, local law enforcement partner agencies, and NASP to review and improve MCPS emergency response protocols.

Students shall be provided guidance regarding the recognition of potentially threatening behavior and processes for reporting threatening behavior, and students should report immediately to the principal/designee any expression of intent to harm another person, concerning communications, or concerning behaviors that suggest the likelihood of a threatening situation or that any individual may intend to commit an act of targeted violence.

Under Maryland law, a threat is an expression of an intent to cause physical harm. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means; and is considered a threat regardless of whether it is observed by or communicated directly to the target of the threat or observed by or communicated to a

third party, and regardless of whether the target of the threat is aware of the threat. Threats may be direct (e.g., "I am going to beat you up.") or indirect (e.g., "I'm going to get him.").

In an effort to provide students, staff members, and parents/guardians with an anonymous way to report safety and security concerns, MCPS has partnered with the Maryland Center for School Safety within the Maryland State Department of Education, to utilize and promote a threat-reporting service known as Safe Schools Maryland. This is an anonymous tip reporting system that allows students, parents, guardians, and community members to easily report anonymous safety concerns anywhere in Maryland. Tips received are routed appropriately to local and state education, public safety, health officials, and/or social services support personnel for follow-up.

Individuals can use this web, phone, and app-based tool to share concerns such as—

- mental health crises,
- bullying,
- school and community violence,
- drug activity,
- abuse, and
- harassment

Remember, safety and security of our schools and facilities are everyone's concern. Maryland law states that a person may not store or leave a loaded firearm in a location where the person knew or should have known that an unsupervised minor has access to the firearm. Any concerns that threaten the safety and security of our schools need to be reported in a timely manner to a responsible adult or through the **Safe Schools Maryland Hotline**.

Safe Schools Maryland Hotline: 833-632-7233  
(833-MD-B-SAFE)

Additional hotlines staffed 24 hours a day/7 days a week:  
Montgomery County Police—

Nonemergency: 301-279-8000  
Drug Tip Hotline: 240-773-DRUG (3784)  
Gang Tip Hotline: 240-773-GANG (4264)  
Drug and Gang Tips: 240-773-TIPS (8477)

Montgomery County Health and Human Services  
Information Line (Monday–Friday, 8:30 a.m.–5:00 p.m.):  
240-777-0311, TTY 240-251-4850

MCPS Division of Safety and  
Emergency Management: 240-740-3066

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

#### References:

Board of Education Policy COA  
MCPS Regulation COA-RA  
MCPS Regulation EKA-RA

## ■ Transportation

MCPS encourages a partnership of students, parents/guardians, school staff, and Department of Transportation staff to teach and enforce safe practices for moving to and from school in all modes of transportation. Students are subject to the all MCPS rules and the *Student Code of Conduct* in MCPS while riding on buses and other vehicles owned, operated or hired by MCPS. Students who violate the behavior and safety rules may have bus-riding privileges denied temporarily or permanently by the school principal, in accordance with

procedures established in MCPS Regulation EEA-RA, *Student Transportation*.

When a school bus or student activity bus is equipped with a passenger restraint system (i.e., lap-shoulder belts), all passengers shall follow safe riding practices for their use. All passengers shall be instructed, in an age-appropriate manner, regarding the proper use of passenger restraint devices. Students who fail to use or improperly use such passenger restraint devices may be subject to discipline. When a student with a disability fails to use or improperly uses such passenger restraint devices, the bus operator notifies the principal. The principal will determine if an IEP meeting should be conducted in order to amend the IEP to address the use of the restraint device.

MCPS buses are equipped with cameras to increase the safety of students. Cameras record visual and audial activity on the interior and exterior of the bus.

■ Student Health and Wellness

Students are encouraged to take responsibility for their own health, adopt healthy eating habits, and incorporate physical activity into their daily lives. Board Policy JPG, *Wellness: Physical and Nutritional Health*, affirms the Board’s commitment to creating a school culture that promotes and protects children’s health, well-being, and ability to learn by supporting healthy eating and physical activity.

MCPS Regulation JPG-RA, *Wellness: Physical, and Nutritional Health*, sets forth procedures to support school environments that promote physical and nutritional health and social-emotional well-being and teach and model behaviors and activities that contribute to a healthy lifestyle. Physical activity before, during, and after the instructional day is encouraged.

The MCPS initiative, Be Well 365, addresses the physical, social, and psychological well-being of our students. Students perform better academically when they are healthy in body, mind, and spirit.

Be Well 365 works to ensure that students have the necessary skills to become positive members of the school and broader community; manage their emotions; build academic and social resilience; identify and access support for themselves or a friend; peacefully resolve conflict; and make positive decisions.

Student Emergency Information

Parents/guardians must complete the Student Emergency Information section in the ParentVue parent portal or complete MCPS Form 565-1, *Student Emergency Information*, to provide MCPS with emergency contact information.

Hearing and Vision Screening

Maryland law requires school children to have their hearing and vision screened. In compliance with this law, all Pre-K, Head Start, Kindergarten, Grade 1, Grade 8, and students new to MCPS will be screened for possible hearing or vision problems. Trained School Health Services staff will provide hearing and vision screenings at your child’s school. Parents/guardians will be notified if their student is referred for further evaluation.

Healthy vision and hearing are important for your child’s success in school. Seeing and hearing are necessary to learn and develop social relationships. Difficulties in hearing and seeing

that are not recognized and treated may impact your child’s ability to see and/or hear and learn. Families should contact their school nurse for assistance in locating resources. According to Maryland law, parents/guardians who do not want their child to be screened on the grounds that it conflicts with the tenets and practice of a recognized church or denomination of which they were an adherent or member must provide a written request to the school nurse.

Source: Annotated Code of Maryland, *Education Article, §7-404. Hearing and vision screenings for students.*

Student Sunscreen Use

A student may possess and use sunscreen on school property or at a school-sponsored activity without written permission from a health-care provider. Students are encouraged to use sunscreen to minimize the risks of sun exposure.

Suicide Awareness

All secondary schools (Grades 6–12) participate in the Signs of Suicide Prevention Program to promote suicide-awareness education and destigmatize mental health concerns. The central message is to encourage people to ACT if they are concerned about a friend or themselves:

- » Acknowledge that your friend may need help
- » Care for your friend
- » Tell a trusted adult

Any student, parent/guardian, or staff member who is aware of a student in distress or who may need support should ACT and tell a trusted adult or mental health professional.

Support and help are available 24 hours a day, seven days a week:

Crisis Hotlines

- Crisis Center . . . . . 240-777-4000
- National Suicide . . . . . 988
- Prevention Lifeline (Available 24 hours a day)
- Trevor Project . . . . . 866-488-7386; Text 678 678
- Online chat at [www.contact-usa.org/chat](http://www.contact-usa.org/chat)
- Text CONNECT to 741741 from anywhere within the United States

Behavior Threat Assessment

School-based behavior threat assessment teams (BTATs) provide guidance to students and staff at all school levels (i.e., elementary and secondary schools) regarding recognition of potentially threatening behavior and processes for reporting threatening behavior. When a school-based BTAT investigates a student who is threatening harm to others, the school-based BTAT also will screen for risk of self-harm and suicidal ideation. Through the threat assessment process set forth in MCPS Regulation COA-RA, *Behavior Threat Assessment*, the BTAT will consider any intent to self-harm or suicidal ideation and, if appropriate, refer the student to the Montgomery County Crisis Center and/or their private provider.

■ Administration of Medication

MCPS and the Montgomery County Department of Health and Human Services (DHHS) discourage the administration of medication to students in school during the school day. Any necessary medication that possibly can be administered before and after school should be so prescribed. Over-the-counter

medication and homeopathic and herbal medications are administered in accordance with procedures for prescription medication. School personnel will, when it is absolutely necessary, administer medication to students during the school day and while participating in outdoor education programs and overnight field trips, according to the procedures outlined on MCPS Forms 525-13, *Authorization to Administer Prescribed Medication*, or 525-14, *Emergency Care for the Management of a Student with a Diagnosis of Anaphylaxis*.

Self-carry/self-administration of emergency medication such as inhalers and epinephrine auto-injectors must be authorized by the authorized prescriber and be approved by the DHHS school community health nurse, according to MCPS Maryland State School Health Services Guidelines outlined on MCPS Forms 525-13 and 525-14.

**Reference:**

MCPS Regulation JPC-RA

### **Food Allergens and Anaphylaxis Awareness**

In compliance with Maryland law, the Department of Food and Nutrition Services has created “Meal Viewer” available on the MCPS web that allows parents/guardians, students, and staff to identify if any foods served by DFNS contain any of the nine major allergens specified in Maryland law: milk, eggs, fish, crustacean shellfish, tree nuts, wheat, peanuts, soybeans, or sesame.

### **Anaphylaxis Medication**

Parents/guardians are responsible for notifying schools of a student’s special health-care needs or diagnosis of anaphylaxis, providing appropriate medications and completing appropriate authorization form(s). These medications will be kept in the school’s health room for student’s use in case of an emergency. Students may also self-carry epinephrine auto-injectors with parent/guardian approval, authorization by authorized prescriber and approval by the DHHS school community health nurse, according to MCPS Maryland State Health Services Guidelines, by completing MCPS Form 525-14, *Emergency Care for the Management of a Student with a Diagnosis of Anaphylaxis: Release and Indemnification Agreement for Epinephrine Auto Injector*. The state of Maryland also requires that all schools train their staff members to recognize signs of anaphylaxis and maintain a stock supply of epinephrine auto-injectors (e.g., EpiPens) for use in case of an emergency. Designated staff members at each school are trained to administer epinephrine auto-injectors.

### **Diabetes Awareness and Medication**

Parents/guardians are responsible for informing the school if their student has diabetes; providing complete, accurate, and up-to-date medical information related to the student’s diabetes care, including a written Diabetes Medical Management Plan (DMMP) or health-care provider’s order form; supplying the school with routine and emergency medications and medication administration devices or equipment; completing appropriate authorization form(s); and notifying the school of any changes to the student’s medical needs.

Staff members who have daily responsibility for students with diabetes receive additional training to support the implementation of the students’ DMMP and/or health-care providers’ orders. The school community health nurse will work with the school and parents/guardians to delegate any diabetes management activities to school personnel as appropriate to ensure

that the student is able to participate in field trips or other school-sponsored activities.

### **Naloxone and Opioid Awareness**

The *Start Talking Maryland Act of 2017* requires Maryland districts to provide increased education and instruction on heroin and opioid addiction and prevention. School nurses, school health services personnel, and other staff identified by MCPS are authorized to administer Naloxone, or other overdose-reversing medication, to students in emergency situations and those medications are stored at schools for that purpose.

Per Regulation JPD-RC, *Emergency Care for Students Experiencing Anaphylaxis*, students who carry naloxone on MCPS property and during school sponsored activities are not subject to disciplinary action solely for carrying naloxone. Students are strongly encouraged to seek the assistance of DHHS or MCPS personnel, and/or contact 911, in the event of a suspected opioid overdose.

**References:**

Board Policy IGN, and MCPS Regulation JPC-RA, JPD-RB, and JPD-RC

## **■ Student Code of Conduct**

All students have a right to a safe place in which to learn. Schools that foster positive school climates help to engage all students in learning and intervene appropriately to support struggling and vulnerable students. Policy JGA, *Behavior Intervention, Safety, and Well-being Plan*, sets forth a philosophy of behavior intervention and expected student behaviors and consequences for misbehavior. Implementation of this policy is communicated to students, staff members, and parents/guardians/families through codes of conduct and implementing regulations that establish consistent expectations of conduct and set forth consequences to address student behavior that is not in line with the *Student Code of Conduct in MCPS*.

**References:**

MCPS Regulations JGA-RA, JGA-RB, and JGA-RC.

## **■ Search and Seizure**

Conditions under which MCPS staff members may conduct a search of a student’s person or property and/or seize student property are set forth in MCPS Regulation JGB-RA, *Search and Seizure*. Every effort will be made to conduct searches and seizures in a manner that will minimize disruption of the normal school routine and minimize embarrassment to students affected.

School officials authorized to conduct a search and/or seizure include a principal or assistant principal, an MCPS Division of Safety and Emergency Management staff member and/or a school-based security staff member (employed by MCPS), and a teacher on a school-sponsored trip who has been so designated in writing by the principal/designee and who has been trained in conducting searches.

A locker, storage cubicle, or other such school-supplied item is not considered a student’s personal possession, and search of such school-supplied items does not require the reasonable belief of a violation. However, student possessions within the locker or storage cubicles (e.g., backpacks or purses) or vehicles on school property (e.g., a car or bicycle) may only be searched subject to the reasonable belief of a violation, and an additional MCPS staff member must be



present at the time of any search of a student and/or the student's possessions. At the conclusion of the student search, a reasonable attempt will be made to contact the parent/guardian of the student searched to provide information related to the reason for the search and its outcome.

A student's refusal to permit a lawful search may result in disciplinary action.

#### References:

MCPS Regulation JGB-RA

Annotated Code of Maryland, Education Article, §7-308

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

## ■ Bullying, Harassment, or Intimidation

In accordance with Maryland law, bullying, harassment, and intimidation are serious and will not be tolerated. MCPS Form 230-35, *Bullying, Harassment, or Intimidation Reporting*, should be completed by a student; the parent/guardian, or close relative of a student; or a school staff member to report alleged bullying, harassment, or intimidation. The completed form should be returned to the principal at the school of the student alleged to have been harmed. Contact the school for additional information or assistance at any time.

The Board prohibits verbal, physical, or written (including electronic) bullying, including cyberbullying, harassment (including sexual harassment), hazing, intimidation, or incidents of hate-bias of any person on MCPS property, which includes schools, grounds owned or operated by MCPS, MCPS buses, the facility and/or the grounds of any MCPS-sponsored activities involving students; or by the use of electronic technology.

In accordance with Maryland law, Board Policy JHF states that prohibited conduct means bullying, harassment, or intimidation that is –

- intentional conduct, including verbal, physical, or written conduct, or an intentional electronic communication that either occurs on MCPS property, which includes schools, grounds owned or operated by MCPS, MCPS buses, the facility and/or the grounds of any MCPS-sponsored activities involving students, or substantially disrupts the orderly operations of a school; and
- creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance or with a student's physical or psychological well-being and is either –
  - » motivated by actual or perceived personal characteristics identified in Board Policy ACA, *Nondiscrimination, Equity, and Cultural Proficiency*;
  - » sexual in nature, including descriptions or depictions of a student with the student's intimate parts exposed or while engaged in an act of sexual contact; or
  - » threatening or seriously intimidating.

In accordance with the Maryland State Department of Education (MSDE) guidance, the following definitions are used to address harm caused by bullying (including cyberbullying), harassment, or intimidation of any person on MCPS property:

Bullying means unwanted, demeaning behavior among students that meets the criteria for prohibited conduct in Policy JHF and includes –

» an imbalance of power (individuals who bully use their physical, emotional, social, or academic power to control, exclude, or harm others); and

» repetition (bullying behaviors happen more than once or are highly likely to be repeated based on evidence gathered).

Cyberbullying means bullying that meets the criteria for prohibited conduct in Policy JHF and is transmitted by means of a portable communication device through electronic communication that allows individuals to view or share content.

» Cyberbullying includes sending, posting, or sharing personal or private information about someone, causing embarrassment or humiliation.

» Cyberbullying may be subject to disciplinary action when there is a connection back to the school setting; it creates risk of harm to other students while they are at school; or it interferes with the educational environment, regardless of whether the instructional environment is in person or virtual.

*Electronic communication* means a communication transmitted by means of an electronic device, including a telephone, computer, or portable communication device.

*Harassment* means actual or perceived negative actions that meet the criteria for prohibited conduct in Policy JHF and offend, ridicule, or demean another individual with regard to an individual's actual or perceived personal characteristics, as defined in Board Policy ACA, *Nondiscrimination, Equity, and Cultural Proficiency*, or are sexual in nature, as set forth in Board Policy ACF, *Sexual Misconduct and Sexual Harassment of Students*, or Board Policy ACI, *Sexual Harassment of Employees*, including descriptions or depictions of a student with the student's intimate parts exposed or while engaged in an act of sexual contact.

*Intimidation* means any communication or action directed against another individual that meets the criteria for prohibited conduct in Policy JHF and threatens or induces a sense of fear and/or inferiority. Retaliation may be considered a form of intimidation.

The Board is further committed to prohibiting reprisal or retaliation against individuals who report acts of bullying, harassment, or intimidation; students who are alleged to have been harmed by bullying, harassment, or intimidation; or witnesses, bystanders, or others with reliable information about an act of bullying, harassment, or intimidation.

Bullying may include but not be limited to physical (hitting, pushing, shoving); verbal (being teased, threatened, coerced, made fun of, called derogatory names); or relational (spreading rumors, being left out or ostracized).

If bullying, harassment, or intimidation has occurred, student affected; the parent, guardian, or close relative of a the student; or a school staff member should file MCPS Form 230-35, *Bullying, Harassment, or Intimidation Reporting Form*, as described in MCPS Regulation JHF-RA, *Student Bullying, Harassment, or Intimidation*, and immediately notify the school principal or appropriate public school official/administrator. The reporting form may be completed and submitted on paper, in person, or online through the MCPS website at [www.montgomeryschoolsmd.org/info/bullying](http://www.montgomeryschoolsmd.org/info/bullying). The school official/administrator will promptly conduct an adequate, reliable, and impartial investigation, including the opportunity for the parties to present evidence. Upon completion of the investigation, the school official/administrator will implement remedial measures and consequences as appropriate, and take steps to prevent the recurrence of bullying, harassment, or intimidation, as well as notify parents/guardians.



## Sexual Misconduct and Sexual Harassment

MCPS does not tolerate sexual misconduct or sexual harassment of any kind of, or by, students in its educational programs and activities or on its property, under any circumstances. Unwelcome conduct that may be considered sexual misconduct or sexual harassment may include, but is not limited to—

- offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures directed at an individual, or against a particular group;
- because of that individual's or group's actual or perceived sex, sexual orientation, gender identity, gender expression, marital status, pregnancy/parenting status, and/or sex-based stereotypic, based on conformance or nonconformance to stereotypical notions of masculinity or femininity; or
- sexual violence, including dating violence, domestic violence, sexual assault, or stalking.

Sexual misconduct or sexual harassment complaints should be reported. One way to report such conduct is to give MCPS Form 230-35, *Bullying, Harassment, or Intimidation Reporting Form*, to school staff or the principal, according to the procedures set forth in MCPS Regulation JHF-RA, *Bullying, Harassment, or Intimidation of Students*. There will be no adverse action against an individual for reporting an incident of sexual misconduct or sexual harassment, or participating in or cooperating with an investigation of an alleged incident.

In some cases, sexual misconduct or sexual harassment may constitute child abuse or neglect. Suspected abuse or neglect must be immediately reported to Child Welfare Services (also commonly known as Child Protective Services) following the procedures set forth in MCPS Regulation JHC-RA, *Reporting and Investigating Child Abuse and Neglect*. Individuals who have any doubt about whether to report abuse or neglect should err on the side of reporting.

- Parents/guardians, students, and staff members can report any incidents of discrimination and/or sexual harassment to the Title IX coordinator at [TitleIX@mcpsmd.org](mailto:TitleIX@mcpsmd.org). Reports and allegations concerning MCPS employees will immediately involve the Office of Human Resources and Talent Management, Department of Compliance and Investigations (DCI). They can be reached at [DCI@mcpsmd.org](mailto:DCI@mcpsmd.org).
- Safe Schools Maryland Tip Line is an anonymous reporting system used to report threats to the safety and/or well-being of students. Call 1-833-MD-B-SAFE or download the app.
- Other resources include the Montgomery County Crisis Center at 240-777-4000, where a trained staff member or volunteer is available to provide supportive listening and information. The hotline is staffed 24 hours a day, seven days a week. For those who prefer not to speak to a person and prefer to text. EveryMind's chat feature, Chat Now, is [www.every-mind.org](http://www.every-mind.org) and is available between 7:00 a.m. and midnight. Families or students may contact the Victim Assistance and Sexual Assault Program (VASAP) for support. VASAP provides information and referrals, advocacy, as well as crisis and ongoing counseling for victims of sexual assault.

### References:

MCPS Regulations ACF-RA, GKA-RA, JHC-RA, and JHF-RA  
MCPS *Student Code of Conduct*

## ■ MCPS Employee Code of Conduct

MCPS is committed to an organizational culture that furthers the Board core values of Learning, Relationships, Respect, Excellence, and Equity. As summarized in the MCPS *Employee Code of Conduct*, all employees must make every effort to create and maintain safe and healthy learning environments for all of our students. All employees are expected to interact with all students, parents/guardians, colleagues at all levels, and the community with the utmost integrity and professionalism.

### Social Media: Best Practices for Employees

MCPS also provides guidance to MCPS staff regarding social media activities. Guidelines are available at this link: [www.montgomeryschoolsmd.org/social-media-best-practices/](http://www.montgomeryschoolsmd.org/social-media-best-practices/)

### References:

MCPS *Employee Code of Conduct*  
MCPS Social Media: *Best Practices for Employees*  
Email and Digital Communication Best Practices for MCPS Employees  
MCPS Culture of R.E.S.P.E.C.T.—compact between the Board, MCPS, and the MCPS Employee Associations

## ■ Appeals-Complaint Procedure—Due Process

This section is designed to provide information about fair treatment for each student involved in a grievance, discrimination complaint, disciplinary action not involving suspension or expulsion, or other cases where an alternative dispute resolution process is specifically provided by statute or another regulation, such as the *Individuals with Disabilities Education Act*. In order to ensure such treatment, school rules must be consistent with federal and state laws, Board policies, and MCPS rules.

### School-level Decision

A. The student has a right to—

1. meet with the principal or other designated administrator to seek an informal resolution. The principal/designee will attempt to resolve the matter through reasonable informal methods, or
  2. If unsatisfied with the informal process or the proposed resolution, or if no resolution is reached within 15 school days, they may request for a formal review of the complaint, by the director in the Division of School Leadership and Improvement (DSLII) using MCPS Form 270-8.
- B. When the director formally reviews a student's complaint, the student has a right to present witnesses and evidence in support of the complaint. Within 10 work days of receipt of the written complaint, the director will contact the complainant and establish a date and time to discuss the complaint, if such a discussion has not already occurred. Within 10 workdays of the receipt of the written complaint, or the date of the scheduled meeting, the director shall render a decision in writing and forward a copy of it to the complainant. The director may extend the deadline by an additional 10 workdays if the complaint is complicated or otherwise cannot be reasonably resolved within 10 workdays.

## **Appeal of the Decision of the Principal**

### **A. Submitting an Appeal**

If the student is not satisfied with the decision rendered by the director of DSLI, the student may appeal the decision to the chief of the Division of Equity and Organizational Development/superintendent's designee in writing within 15 school days of the director's written decision or the date when a decision should have been made, whichever occurs first. 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 chief of the Division of Equity and Organizational Development is the designee of the superintendent of schools and shall review the issue and related information.
2. Within 45 school days of receipt of the appeal, the chief of Equity and Organizational Development or designee shall render a decision and notify the student and principal in writing, unless further investigation is required.

## **Appeal of the Decision of the Chief of Equity and Organizational Development**

The student has the right to appeal the decision of the Division of Equity and Organizational Development/Student Conduct and Appeals unit. The decision may be appealed by contacting the Montgomery County Board of Education (boe@mcpsmd.org or fax to 301-279-3860) within 30 calendar days of the date on which the chief of the Equity and Organizational Development made the decision. References: Board Policies BLB and BLC and MCPS Regulation KLA-RA; or contact the Department of Student Support and Attendance Services at 240-740-5620.

### **References:**

Board Policies BLB and BLC and MCPS Regulation KLA-RA  
Student Support and Attendance Services: 240-740-5620

# APPENDIX — SELECTED MCPS REGULATIONS

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

## **MCPS Regulation ABC-RA, Parent and Family Involvement**

This regulation establishes guidelines to facilitate a strong home-school partnership, promote and increase effective and comprehensive parent/guardian and family involvement practices, and support efforts to ensure that parent/guardian and family involvement reflects the diversity of local school communities.

## **MCPS Regulation ABA-RC, Vendors On or Near School Premises**

This regulation states that vendors seeking to do business in a Montgomery County Public Schools building during the school day must have the authorization of the principal, and existing Montgomery County Code and the Code of Montgomery County Regulations which restrict vendors on a public road or right-of-way within 500 feet of any Montgomery County public school unless permitted by the director of the Montgomery County Department of Permitting Services and the school principal for a special event. Montgomery County further restricts certain types of vendor activity less than 100 feet from a school bus stop within 10 minutes of the scheduled bus arrival time, and vending activity on private property in proximity to a school.

## **MCPS Regulation ACA-RA, Nondiscrimination, Equity, and Cultural Proficiency**

This regulation establishes procedures for responding to allegations of discrimination and designates appropriate lead offices responsible for implementation of Montgomery County Board of Education Policy ACA, *Nondiscrimination, Equity, and Cultural Proficiency*, and ensures compliance with all federal, state, and local nondiscrimination laws.

## **MCPS Regulation CNA-RA, Display and Distribution of Informational 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 CNA-RB, Advertising**

This regulation publishes the criteria for advertising and recognition of sponsors throughout MCPS. The regulation establishes where advertising may be placed and for what duration, sets forth content criteria, and provides guidance for entering into advertising agreements.

## **MCPS Regulation COA-RA, Behavioral Threat Assessment**

This regulation provides guidelines for MCPS to establish procedures for the assessment of and intervention with students, staff, parents/guardians, contractors, and nonaffiliated individuals on school property whose behavior poses a threat to the safety of school staff or students.

## **MCPS Regulation COB-RA, Incident Reporting**

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. Students suspended from school are not permitted on school grounds, unless authorized by the principal or the principal's 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, Alcohol, Tobacco, and Other Drugs on Montgomery County Public Schools 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, Personal Mobile Devices**

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

## **MCPS Regulation ECC-RA, Loss of or Damage to Montgomery County Public Schools 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, Parking Facilities and Student Driving**

This regulation sets forth guidelines for the development of local school rules concerning the allocation of available parking spaces for student vehicles on school grounds, and establishes procedures for the implementation of Maryland laws concerning parking permits and towing from parking facilities on properties owned by the Montgomery County Board of Education (Board) or contracted for use by Montgomery County Public Schools (MCPS).

## **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, Student Transportation**

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 EGF-RB, Retention and Disclosure of Video Records**

This regulation sets forth procedures for retention and disclosure of video footage from MCS security cameras located in hallways, cafeterias, gymnasiums, auditoriums, and exterior school grounds as well as the interior and exterior of MCPS school buses. Classrooms are not considered public spaces, and as such, MCPS does not have video surveillance in classrooms.

## **MCPS Regulation EKA-RA, Emergency and Disaster Preparedness**

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

## **MCPS Regulation FAA-RA, Educational Facilities Planning**

This recently revised regulation develops procedures for implementing the three key components of Board Policy FAA: 1) ongoing analyses of student enrollment projections and the physical condition of educational facilities and building systems; 2) stakeholder engagement and input into facility decision making; and 3) a decision-making framework that generates responsive options and leads to equitable and fiscally responsible and educationally sound decisions, in compliance with all local, state, and federal requirements, taking into account the equity implications of Board Policy ACA, Nondiscrimination, Equity, and Cultural Proficiency.

## **MCPS Regulation FFA-RA, Naming School Facilities**

This regulation establishes procedures to implement Montgomery County Board of Education Policy FFA, *Naming School Facilities*.

## **MCPS Regulation IGO-RA, Guidelines for Incidents of Alcohol, Cannabis, Tobacco, and Other Drug Use Involving Students**

This regulation establishes procedures for incidents of alcohol, cannabis, tobacco, and other drug use or smoking involving students.



**MCPS Regulation IGT-RA, User Responsibilities for Computer Systems, Electronic Information, and Network Security**

This regulation establishes procedures and expectations for the appropriate use of computer networks, such as email accounts and compliance with relevant state, local, and federal law.

**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 IGP-RA, Comprehensive Health Education Instructional Program**

This regulation outlines procedures for implementing the Comprehensive Health Education instructional program for all students as required by Maryland law and approved by the Montgomery County Board of Education.

**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 IKB-RA, Homework Procedures**

This regulation provides specific guidelines for homework procedures and assignments. It also clarifies that students who have been excused from school for religious observances should have the opportunity to make up assignments.

**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 IOE-RA, Guidelines for the Continuing Education of Pregnant and Parenting Students**

This regulation establishes procedures to assist pregnant and parenting students to remain in school; to assign responsibility as appropriate for compliance with federal and state law, with respect to pregnant and parenting students in MCPS.

**MCPS Regulation IOE-RB, Home and Hospital Teaching**

This regulation establishes procedures for Interim Instructional Services (IIS) in MCPS to meet the instructional needs of students who are unable to participate in their MCPS school of enrollment due to a qualified physical or mental health condition for reasons set forth in Maryland law.

**MCPS Regulation IPD-RA, Travel-Study Programs, Field Trips, and Student Organization Trips**

This regulation outlines the requirements for field trips, student organization trips, and travel-study programs sponsored by MCPS; and to publish procedures for planning, obtaining approval for, and implementing approved trips.

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

This regulation establishes 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 county-wide interscholastic athletic program in Montgomery County high schools. Schedules, rules, and guidelines pertaining to all aspects of secondary school athletics are contained in the MCPS High School Athletics Handbook, which is available in the principal's office and the media center of each high school. In addition, the MCPS High School Athletics Handbooks can be found on the Resources tab of the MCPS Athletics web page.

**MCPS Regulation IQB-RA, Extracurricular and Cocurricular Activities**

This regulation provides the criteria for establishing and maintaining an extracurricular activity program.

**MCPS Regulation IQD-RA, Academic Eligibility for High School Students Who Participate in Interscholastic Athletics**

This regulation establishes procedures for eligibility for high school students.

**MCPS Regulation IQD-RB, Academic Eligibility for Middle School Students Who Participate in Interscholastic Athletics**

This regulation establishes procedures for eligibility for middle school students.

**MCPS Regulation IRB-RA, Volunteers in School**

This regulation establishes procedures to encourage and effectively utilize the services of parent/guardian and community volunteers in MCPS.

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

This regulation publishes the procedures for implementation of the state and county graduation requirements. Additional details can be found in the High School Course Bulletin.

**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.

**MCPS Regulation JEA-RC, Enrollment and Placement of International and Foreign Students**

This regulation sets forth procedures for enrolling and placing exchange, foreign, and international students in a Montgomery County public school.

**MCPS Regulation JEA-RE, Tuition-based Enrollment**

This regulation sets forth the procedures students must follow to withdraw from individual classes and permanent withdrawal from school. It defines time frames for such actions and establishes guidelines for the assignment of grades and credit.

**MCPS Regulation JEE-RA, Student Transfers and Administrative Placements**

This regulation sets forth the procedures concerning within-county Changes of School Assignments (student transfers) and administrative placements.

**MCPS Regulation JFA-RA, Student Rights and Responsibilities**

This regulation provides procedures for the implementation of Board Policy JFA, *Student Rights and Responsibilities*.

**MCPS Regulation JGA-RA, 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.

**MCPS Regulation JGA-RB, Suspension and Expulsion**

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.

**MCPS Regulation JGA-RC, Suspension and Expulsion of Students with Disabilities**

This regulation defines and clarifies the requirements, under the federal law, that pertain to the suspension or expulsion of students with Individualized Education Programs (IEPs) and students who qualify under section 504 of the *Rehabilitation Act of 1973*.

**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 infractions of MCPS rules.

**MCPS Regulation JHC-RA, Reporting and Investigating Child Abuse and Neglect**

This regulation defines child abuse and neglect and outlines the procedures that MCPS takes to inform and train all staff members of their responsibility as mandated reporters, how to recognize signs of child abuse and neglect, and the consequences for failing to follow Maryland state law. This regulation also describes the procedures that MCPS will follow to investigate allegations of child abuse and neglect, or other inappropriate conduct, by MCPS staff members.

**MCPS Regulation JHF-RA, Student Bullying, Harassment, or Intimidation**

This regulation states MCPS's commitment to an environment that is free of bullying, harassment, or intimidation so schools are a safe place in which to learn. The regulation defines "bullying, harassment, or intimidation" and lays out steps for prevention and intervention, consequences and remedial actions, and procedures for reporting acts of bullying, harassment, or intimidation.



**MCPS Regulation JHG-RA, Gangs, Gang Activity, or Other Similar Destructive or Illegal Group Behavior Prevention**

This regulation states MCPS's belief that academic achievement and social growth occur when students and staff feel safe. Gangs, gang activity, and other similar destructive or illegal group behaviors (gang-related behaviors) interfere with the safe operation of schools. This regulation defines gangs, gang activity, prevention activities, and intervention activities. It lays out procedures for prevention, intervention, consequences, reporting procedures, investigative procedures, and support services.

**MCPS Regulation JIA-RA, Honor Societies and 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 JNA-RB, Collection of Student Financial Obligations**

This regulation sets forth guidelines for the collection of student financial obligations (money owed to replace or repair MCPS property that has been lost or damaged, or to reimburse MCPS for unpaid fees owed by the student).

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

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

**MCPS Regulation JPA-RB, Safety and Screening Programs: Lead, Hearing, and Vision**

This regulation sets forth guidelines to comply with state and federal requirements to screen and identify students at risk for lead poisoning, as well as to comply with state requirements to screen and identify students with auditory or visual problems and to refer and follow-up on children who failed auditory and/or visual screening. This regulation also sets forth procedures to comply with state and federal guidelines regarding the safety of school and office drinking water.

**MCPS Regulation JPG-RA, Wellness: Physical and Nutritional Health**

This regulation establishes school-level wellness teams/councils and the integration of wellness activities as a component of social-emotional well-being in school improvement plans. The regulation also clarifies existing practices in health education, nutrition education, physical education, physical activity, the reimbursable school meals program, and foods and beverages available to students outside the reimbursable school meals program.

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

This regulation provides 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 KBA-RC, Translation and Interpretation**

This regulation establishes procedures for translation and interpretation services in Montgomery County Public Schools (MCPS), in alignment with Maryland state law and informed by directives from the U.S. Department of Education, Office for Civil Rights, to ensure meaningful language access to MCPS services, programs, and activities. The regulation also defines the nature and scope of vital documents in alignment with federal and state guidance.

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

This regulation provides the criteria for student participation in political campaign activity as well as procedures for securing approval for participation.

**MCPS Regulation KLA-RA, Concerns, Complaints, and Appeals to the Superintendent of Schools**

This regulation encourages the collaborative resolution of concerns expressed by members of the public whenever possible. The regulation further sets forth procedures to process and obtain prompt and responsive solutions to public complaints concerning the application of laws, Montgomery County Board of Education (Board) policies, or Montgomery County Public Schools (MCPS) regulations or rules, unless the subject matter is otherwise specified by another process.

# MCPS NONDISCRIMINATION STATEMENT

Montgomery County Public Schools (MCPS) prohibits illegal discrimination based on race, ethnicity, color, ancestry, national origin, nationality, religion, immigration status, sex, gender, gender identity, gender expression, sexual orientation, family structure/parental status, marital status, age, ability (cognitive, social/emotional, and physical), poverty and socioeconomic status, language, or other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity, inclusion, and acceptance for all. The Board prohibits the use of language and/or the display of images and symbols that promote hate and can be reasonably expected to cause substantial disruption to school or district operations or activities. For more information, please review Montgomery County Board of Education Policy ACA, *Nondiscrimination, Equity, and Cultural Proficiency*. This Policy affirms the Board's belief that each and every student matters, and in particular, that educational outcomes should never be predictable by any individual's actual or perceived personal characteristics. The Policy also recognizes that equity requires proactive steps to identify and redress implicit biases, practices that have an unjustified disparate impact, and structural and institutional barriers that impede equality of educational or employment opportunities. MCPS also provides equal access to the Boy/Girl Scouts and other designated youth groups.\*

It is the policy of the state of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- (1) Title VI of the federal *Civil Rights Act of 1964*; and
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not
  - (a) discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
  - (b) refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
  - (c) discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.\*\*

Please note that contact information and federal, state, or local content requirements may change between editions of this document and shall supersede the statements and references contained in this version. Please see the online version for the most up-to-date information at [www.montgomeryschoolsmd.org/info/nondiscrimination](http://www.montgomeryschoolsmd.org/info/nondiscrimination).

| For inquiries or complaints about discrimination against MCPS students***                                                                                                                                                                      | For inquiries or complaints about discrimination against MCPS staff***                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Director of Student Compliance and Appeals<br>Division of Equity and Organizational Development<br>850 Hungerford Drive, Suite 200, Rockville, MD 20850<br>240-740-3215   <a href="mailto:SWC@mcpsmd.org">SWC@mcpsmd.org</a>                   | Human Resource Compliance Officer<br>Division of Human Resources and Talent Management<br>Department of Compliance and Investigations<br>15 West Gude Drive, Suite B400, Rockville, MD 20850<br>240-740-2888   <a href="mailto:DCI@mcpsmd.org">DCI@mcpsmd.org</a> |
| For student requests for accommodations under Section 504 of the Rehabilitation Act of 1973                                                                                                                                                    | For staff requests for accommodations under the Americans with Disabilities Act                                                                                                                                                                                   |
| Section 504 Coordinator<br>Division of Specialized Support Services,<br>School Counseling Services Unit<br>850 Hungerford Drive, Room 257, Rockville, MD 20850<br>240-987-8031   <a href="mailto:504@mcpsmd.org">504@mcpsmd.org</a>            | ADA Compliance Coordinator<br>Division of Human Resources and Talent Management<br>Department of Compliance and Investigations<br>15 West Gude Drive, Suite B400, Rockville, MD 20850<br>240-740-2888   <a href="mailto:DCI@mcpsmd.org">DCI@mcpsmd.org</a>        |
| For inquiries or complaints about sex discrimination under Title IX, including sexual harassment, against students or staff***                                                                                                                 |                                                                                                                                                                                                                                                                   |
| Title IX Coordinator<br>Division of Equity and Organizational Development, Student Compliance and Appeals<br>850 Hungerford Drive, Suite 200, Rockville, MD 20850<br>240-740-3215   <a href="mailto:TitleIX@mcpsmd.org">TitleIX@mcpsmd.org</a> |                                                                                                                                                                                                                                                                   |

\*This notification complies with the federal *Elementary and Secondary Education Act*, as amended.

\*\*This notification complies with the *Code of Maryland Regulations Section 13A.01.07*.

\*\*\*Discrimination complaints may be filed with other agencies, such as the following: U.S. Equal Employment Opportunity Commission (EEOC), Baltimore Field Office, GH Fallon Federal Building, 31 Hopkins Plaza, Suite 1432, Baltimore, MD 21201, 1-800-669-4000, 1-800-669-6820 (TTY); Maryland Commission on Civil Rights (MCCR), William Donald Schaefer Tower, 6 Saint Paul Street, Suite 900, Baltimore, MD 21202, 410-767-8600, 1-800-637-6247, [mccr@maryland.gov](mailto:mccr@maryland.gov); Agency Equity Officer, Office of Equity Assurance and Compliance, Office of the Deputy State Superintendent of Operations, Maryland State Department of Education, 200 West Baltimore Street, Baltimore, MD 21201-2595, [oeac.msde@maryland.gov](mailto:oeac.msde@maryland.gov); or U.S. Department of Education, Office for Civil Rights (OCR), 61 Forsyth St. S.W., Suite 19T10, Atlanta, GA 30303, 404-974-9406 and TDD: 800-877-8339, [OCR.Atlanta@ed.gov](mailto:OCR.Atlanta@ed.gov), 1-800-421-3481, 1-800-877-8339 (TDD), [OCR@ed.gov](mailto:OCR@ed.gov), or [www2.ed.gov/about/offices/list/ocr/complaintintro.html](http://www2.ed.gov/about/offices/list/ocr/complaintintro.html).

This document is available, upon request, in languages other than English and in an alternate format under the *Americans with Disabilities Act*, by contacting the MCPS Office of Communications at 240-740-2837, 1-800-735-2258 (Maryland Relay), or [PIO@mcpsmd.org](mailto:PIO@mcpsmd.org). Individuals who need sign language interpretation or cued speech transliteration may contact the MCPS Office of Interpreting Services at 240-740-1800, 301-637-2958 (VP) [mcpsinterpretingservices@mcpsmd.org](mailto:mcpsinterpretingservices@mcpsmd.org), or [MCPSInterpretingServices@mcpsmd.org](mailto:MCPSInterpretingServices@mcpsmd.org).



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