

# STUDENT'S RIGHTS AND RESPONSIBILITIES

## HOW WELL DO YOU KNOW YOUR RIGHTS AS A STUDENT?

Provided is a summary of the most crucial student's rights and responsibilities that each MCPS student should know.

### ■ TAKE CHARGE OF YOUR EDUCATION

You have the ability to influence how materials are taught in your classes. You are responsible for participating and following classroom rules.

**Did you know that you can work with school staff members to suggest relevant classroom activities or short studies on selected topics?**

Regulation JFA-RA: *Student Rights and Responsibilities*

### ■ THE FIVE: DID YOU KNOW?

A group of students cannot be punished for the actions of **one** student. Students are disciplined based on their individual conduct.

You will be marked as present for a half day if you are at school for **two** hours.

If you are absent, you must bring a note from your parent/guardian within **three** school days of the absence. If a note is not received, the absence will be marked as unexcused.

You will be marked as present for a full day if you're present for at least **four** hours of the school day. Basically, the absence will not be shown on official documents, such as your transcript.

Before missing school, keep in mind that your teachers do not have to help, give credit, or allow extensions for work that is missed during an unexcused absence.

Regulation JFA-RA: *Student Rights and Responsibilities*  
Regulation IKA-RA: *Grading and Reporting*  
Regulation IQB-RA: *Extracurricular Activities*

#### Ten legitimate reasons for missing school

1. You are visiting college campuses or going to a college orientation program\*
2. You have a job interview\*
3. You have a short-term, full-time job\*
4. You have a death in the family
5. You are sick
6. You have been summoned to court
7. It is a religious holiday for you
8. There has been a state emergency or weather is hazardous
9. You have been suspended
10. You qualify for the school bus but it has not been set up yet

\*must be pre-approved by the principal

### ■ GRADES

The grade for work turned in **after the due date or before the deadline** cannot be lowered by more than one letter grade or 10 percent of the grade.

Work turned in **after the deadline** will be given a zero.

**However, due dates and deadlines generally cannot be the same date, but there may be exceptions.**

### ■ OUR VOICE

**You are guaranteed a voice** in the decisions that our school makes.

- Student governments may make recommendations to school administration. School administration must reply within five school days.
- Petitions may be circulated during noninstructional time, as long as they have a clear purpose that won't disrupt school operations.
- You are encouraged to work collaboratively with school staff members to suggest and plan programs and review major policies on the school and county level.

#### Ways to get involved:

- Montgomery County Regional Student Government Association/Montgomery County Junior Councils.  
Contact: [Karen\\_L\\_Crawford@mcpsmd.org](mailto:Karen_L_Crawford@mcpsmd.org)
- Contact your student member of the Board of Education!
- Join your school's PTSA or instructional council

Regulation JFA-RA: *Student Rights and Responsibilities*

#### HAVE YOUR VOICE HEARD!

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### ■ "LES" BE HONEST...

Emergency procedures are important, yet are forgotten amid piles of homework and extra-curricular activities. That's why it's up to you to familiarize yourself with the following "LES" procedure:

**Lockdown**—Imminent danger exists inside or outside of the school building. All students must be supervised by adults.

**Evacuate**—An emergency has occurred inside of the school building. All students and staff members must exit the building.

**Shelter**—An emergency has happened at or near an MCPS building. All students must be under adult supervision within the school building.

### ■ HAVE AN EMERGENCY?

**Montgomery County Public Schools**  
**Safe Schools 24-Hour Hotline: . . . . 301-517-5995**

**Montgomery County Police**  
**Emergency: . . . . . 9-1-1**

**Nonemergency: . . . . . 301-279-8000**

**Drug and Gang Tip Hotline: . . . . . 240-773-8477**

**Text-a-Tip . . . . . 274637**

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

### ■ SEARCH AND SEIZURE

Authorized school personnel conducting a search of person, possessions, locker, or assigned personal storage space will make a reasonable effort to inform the student before the search.

Regulation JFA-RA: *Student Rights and Responsibilities*  
Regulation JGB-RA: *Search and Seizure*  
Annotated Code of Maryland, Education Article, Section 7-308

### ■ RINGING IN ON YOUR CELL PHONE RIGHTS

Technology is becoming a bigger and bigger part of our world. Middle and high school students can have their cell phone on hand during the school day, but it must be kept off and out of sight during school hours (take the battery out if you need to). You have the responsibility to be respectful to your teachers! High schoolers can use their cell phones during lunch.

Elementary school students are not allowed to have portable communication devices during the school day, unless a parent writes a request to the principal and receives approval.

**"Student day" includes High School Plus and Saturday School.**

Regulation COG-RA: *Portable Communication Devices*

### ■ GET THE WORD OUT!

Getting the word out about upcoming student events is important—events like these create communities. However, as fun as these events can be, advertisements must follow guidelines if they are to be posted within MCPS.

#### SCHOOL-SPONSORED EVENTS

If your advertisement has names or photos of students or any other nonpublic figure, or if it contains a company's trademark, you must get the advertisement approved.

If your advertisement can be mistaken as anything besides an advertisement, it must be labeled as an "advertisement."

#### NONSCHOOL-SPONSORED EVENTS

Advertisements in nonschool-sponsored materials may be distributed in the manner approved by the school administration.

The advertisement must include the name of the sponsoring individual or organization.

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