2015–2016
A Student’s Guide to

RIGHTS AND RESPONSIBILITIES

in Montgomery County Public Schools
www.montgomeryschoolsmd.org

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

Student Name ____________________________________

Address ________________________________________

Phone _________________________________________
VISION
We inspire learning by providing the greatest public education to each and every student.

MISSION
Every student will have the academic, creative problem solving, and social emotional skills to be successful in college and career.

CORE PURPOSE
Prepare all students to thrive in their future.

CORE VALUES
Learning
Relationships
Respect
Excellence
Equity

Board of Education
850 Hungerford Drive, Rockville, Maryland 20850
301-279-3617
E-mail: BOE@mcpsmd.org
www.montgomeryschoolsmd.org/boe

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www.montgomeryschoolsmd.org
2015–2016

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Individuals who request (need) sign language interpretation or cued speech transliteration in communicating with Montgomery County Public Schools (MCPS) may contact the Office of Interpreting Services in the Deaf and Hard of Hearing Program at 301-517-5539 or 301-637-2958VP, or send an e-mail message to interpreting_services@mcpsmd.org.

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### 2015–2016 School Calendar

<table>
<thead>
<tr>
<th>Month</th>
<th>Date(s)</th>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>3</td>
<td>Independence Day—Offices and schools closed</td>
</tr>
<tr>
<td>August</td>
<td>24, 25, 26, 27, and 28</td>
<td>Professional days for teachers</td>
</tr>
<tr>
<td>August</td>
<td>31</td>
<td>First day of school for students</td>
</tr>
<tr>
<td>September</td>
<td>7</td>
<td>Labor Day—Offices and schools closed</td>
</tr>
<tr>
<td>September</td>
<td>14</td>
<td>No school for students and teachers</td>
</tr>
<tr>
<td>September</td>
<td>23</td>
<td>No school for students and teachers</td>
</tr>
<tr>
<td>October</td>
<td>2</td>
<td>Early release day for all students. Planning/grades/interims</td>
</tr>
<tr>
<td>October</td>
<td>16</td>
<td>No school for students and teachers</td>
</tr>
<tr>
<td>November</td>
<td>2</td>
<td>No school for students. Professional day for teachers.</td>
</tr>
<tr>
<td>November</td>
<td>11</td>
<td>Early release day K–8. Parent conferences</td>
</tr>
<tr>
<td>November</td>
<td>12</td>
<td>Early release day K–8. Parent conferences</td>
</tr>
<tr>
<td>November</td>
<td>25</td>
<td>Early release day for all students</td>
</tr>
<tr>
<td>November</td>
<td>26–27</td>
<td>Thanksgiving—Offices and schools closed</td>
</tr>
<tr>
<td>December</td>
<td>24, 25, 28, 29, 30, 31</td>
<td>Winter Break—No school for students and teachers, offices closed Dec. 24 &amp; 25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>Date(s)</th>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>1</td>
<td>New Year’s Day—Offices and schools closed</td>
</tr>
<tr>
<td>January</td>
<td>18</td>
<td>Dr. Martin L. King, Jr. Day—Offices and schools closed</td>
</tr>
<tr>
<td>January</td>
<td>25</td>
<td>No school for students. Professional day for teachers.</td>
</tr>
<tr>
<td>February</td>
<td>15</td>
<td>Presidents’ Day—Offices and schools closed</td>
</tr>
<tr>
<td>February</td>
<td>26</td>
<td>Early release day for all students. Planning/grades/interims</td>
</tr>
<tr>
<td>March</td>
<td>24</td>
<td>No school for students. Professional day for teachers.</td>
</tr>
<tr>
<td>March</td>
<td>25, 28, 29, 30, 31 and April 1</td>
<td>Spring Break—No school for students and teachers, offices closed March 25 &amp; 28</td>
</tr>
<tr>
<td>April</td>
<td>26</td>
<td>Primary Election Day—Offices and schools closed</td>
</tr>
<tr>
<td>May</td>
<td>30</td>
<td>Memorial Day—Offices and schools closed</td>
</tr>
<tr>
<td>June</td>
<td>17</td>
<td>Last day of school for students. Early release day for all students</td>
</tr>
<tr>
<td>June</td>
<td>20</td>
<td>Professional day for teachers</td>
</tr>
</tbody>
</table>

### School Contingency Calendar, 2015–2016

If the school year should be disrupted by emergencies and schools are closed, the school year will be extended. If schools are closed...

- The school year will be extended by...
  - 5 days 1 day to June 20, 2016
  - 6 days 2 days to June 20 and 21, 2016
  - 7 days 3 days to June 20, 21, and 22, 2016
  - 8 days 4 days to June 20, 21, 22, and 23, 2016
  - 9 days 5 days to June 20, 21, 22, 23, and 24, 2016
RESOURCES FOR STUDENTS

Stay Connected to MCPS  www.montgomeryschoolsmd.org
For systemwide information and emergency announcements:

- MCPS on Twitter:  www.twitter.com/mcps
- MCPS en Espanol:  www.twitter.com/mcpsespanol
- Alert MCPS:  www.montgomeryschoolsmd.org/alertMCPS
- MCPS QuickNotes E-mail Messages and Newsletter:  www.mcpsQuickNotes.org
- Ask MCPS Information Service
  - Telephone: 301-309-MCPS (6277)
  - E-mail:  AskMCPS@mcpsmd.org
- MCPS Television (www.mcpsTV.org; Comcast 34, RCN 89, Verizon 36)
- Recorded Emergency and Weather Information: 301-279-3673

Youth Crisis Hotline of Montgomery County .................................................. 301-738-9697
Montgomery County Crisis Center ................................................................. 240-777-4000
General Hotline 301-738-2255

To Report Safety and Security Concerns
MCPS Safe Schools 24-Hour Hotline .......................................................... 301-517-5995
MCPS Department of Safety and Security .................................................. 301-279-3066
Child Welfare Services, Department of Health and Human Services ............. 240-777-4417
Montgomery County Police Department, Special Victims Investigation Division ... 240-777-5400
Montgomery County Police Nonemergency ............................................... 301-279-8000
Montgomery County Police: Drug and Gang Tip Hotline ................................ 240-773-TIPS (8477)
Montgomery County Health and Human Services Information Line .......... 240-777-1245, TTY 240-777-4513
The Cyber Tipline ............................................................................................ 1-800-843-5678

Report inappropriate online activity within the school system to  CyberSafety@mcpsmd.org

Useful Contacts
Countywide Student Government (www.montgomeryschoolsmd.org/departments/student_leadership)
  - Coordinator of Student Leadership ......................................................... 301-444-8620

Student Member of the Board (www.montgomeryschoolsmd.org/boe/members/student.aspx)
  - Office of the Board of Education ............................................................. 301-279-3617

Associate Superintendent of Secondary Schools ......................................... 301-315-7370
Associate Superintendent of Elementary Schools ......................................... 301-315-7362
Office of Community Engagement and Partnerships ................................... 301-279-3074
Homework Hotline ..................................................................................... 301-279-3234 or Text 724-427-5445
Section 504 Compliance Officer .................................................................. 301-315-7335
Human Relations Compliance Officer ......................................................... 301-279-3126
Extracurricular Activity Fee ....................................................................... 301-517-5000

MCPS Resources on the Web
Web address:  www.montgomeryschoolsmd.org

- Search:
  - MCPS School Directory
  - MCPS Staff Directory
  - College and Career Center
  - Cybercivility and CyberSafety
  - Course Bulletin
  - Diploma Requirements
  - High School Assessments
  - Homework Hotline Live
  - Grading and Reporting
  - Policies and Regulations
  - Special Programs
  - Strategic Planning Framework
  - Student Rights and Responsibilities and Code of Conduct
  - Student Service Learning
  - Guidelines for Respecting Religious Diversity
  - Reporting Allegations of Child Abuse and Neglect
# CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Free Public Education</td>
<td>1</td>
</tr>
<tr>
<td>Student Participation</td>
<td>1</td>
</tr>
<tr>
<td>Rights of Privacy</td>
<td>1</td>
</tr>
<tr>
<td>Attendance</td>
<td>1</td>
</tr>
<tr>
<td>Excused Absences</td>
<td>1</td>
</tr>
<tr>
<td>Unexcused Absences</td>
<td>2</td>
</tr>
<tr>
<td>Work Missed During an Absence</td>
<td>2</td>
</tr>
<tr>
<td>Honors, Advanced-level, and Advanced Placement (AP) Courses</td>
<td>2</td>
</tr>
<tr>
<td>Grading and Reporting</td>
<td>2</td>
</tr>
<tr>
<td>Student Service Learning</td>
<td>3</td>
</tr>
<tr>
<td>Student Government</td>
<td>3</td>
</tr>
<tr>
<td>Participation</td>
<td>3</td>
</tr>
<tr>
<td>Faculty Support</td>
<td>3</td>
</tr>
<tr>
<td>Powers of Student Government</td>
<td>3</td>
</tr>
<tr>
<td>Freedom of Inquiry and Expression</td>
<td>3</td>
</tr>
<tr>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>Petitions</td>
<td>3</td>
</tr>
<tr>
<td>Technology</td>
<td>4</td>
</tr>
<tr>
<td>Publications and Productions—Print and Nonprint</td>
<td>4</td>
</tr>
<tr>
<td>School-sponsored Publications and Productions</td>
<td>4</td>
</tr>
<tr>
<td>Non-school-sponsored Posters, Flyers, and Similar Materials</td>
<td>4</td>
</tr>
<tr>
<td>Prohibited Material</td>
<td>5</td>
</tr>
<tr>
<td>Political Material</td>
<td>5</td>
</tr>
<tr>
<td>Participation in Political Campaigns</td>
<td>5</td>
</tr>
<tr>
<td>Freedom of Assembly</td>
<td>5</td>
</tr>
<tr>
<td>Patriotic Exercises</td>
<td>5</td>
</tr>
<tr>
<td>Freedom of Religion</td>
<td>5</td>
</tr>
<tr>
<td>Clubs, Teams, and Student Organizations</td>
<td>5</td>
</tr>
<tr>
<td>School-sponsored Organizations</td>
<td>6</td>
</tr>
<tr>
<td>Student Organizations Without School Sponsorship</td>
<td>6</td>
</tr>
<tr>
<td>Nondiscrimination</td>
<td>6</td>
</tr>
<tr>
<td>Dress and Grooming</td>
<td>6</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>6</td>
</tr>
<tr>
<td>Student Records</td>
<td>7</td>
</tr>
<tr>
<td>Search and Seizure</td>
<td>7</td>
</tr>
<tr>
<td>School Safety and Security</td>
<td>7</td>
</tr>
<tr>
<td>Portable Communication Devices</td>
<td>8</td>
</tr>
<tr>
<td>Discipline</td>
<td>8</td>
</tr>
<tr>
<td>Appeals-Complaint Procedure—Due Process</td>
<td>8</td>
</tr>
<tr>
<td>School-level Decision</td>
<td>8</td>
</tr>
<tr>
<td>Appeal of the Decision of the Principal</td>
<td>8</td>
</tr>
<tr>
<td>Appeal of the Decision of the Superintendent of Schools</td>
<td>9</td>
</tr>
<tr>
<td>Appendix—MCPS Regulations</td>
<td>11–13</td>
</tr>
<tr>
<td>Glossary and Notes</td>
<td>14</td>
</tr>
</tbody>
</table>
INTRODUCTION

This booklet is a guide to the rights and responsibilities students enjoy in Montgomery County Public Schools (MCPS). This booklet is only a summary of laws and regulations that affect students. It is not a definitive statement of student rights in any particular situation. For additional information, please read the specific laws, policies, and regulations referenced at the end of each section. Board of Education (Board) policies and MCPS regulations are available at www.montgomeryschoolsmd.org/departments/policy. In addition, each school’s media center and school administrators should have copies of these documents. State laws, Maryland State Board of Education bylaws, Board policies, and MCPS regulations are subject to change and shall supersede the statements and references contained in this publication.

- Free Public Education

Residents of Montgomery County who are 5 years old or older and under the age of 21 have a right to attend public schools without payment of tuition.

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

- Student Participation

Students shall be informed of the general objectives of each course and the basis upon 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 Board’s Strategic Planning Framework and the schools’ 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 any major Board policies affecting students. Such involvement may be accomplished by the responsible office, department, or committee (including student representatives in meetings) or by soliciting student input at any one of several stages 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 rules 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 and Human Sexuality and Disease Prevention and Control, alternative activities will be provided for the student.

References:
- Regulation JFA-RA: Student Rights and Responsibilities
- COMAR 13A.04.18.04 Program in Comprehensive Health Education

- Rights of Privacy

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

Students or their parents/guardians have a right to ask a teacher to provide an alternative to an activity if the parent/guardian or student believes the activity would invade student privacy by calling attention to the student’s grades, religion, values, or physical condition.

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

Students may be subject to audio and video camera surveillance in public locations with posted notification, and any student may be disciplined based on evidence gathered through such audio or video surveillance. Under these circumstances, students should have no expectation of privacy.

References:
- Regulation JFA-RA: Student Rights and Responsibilities

- 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. A student is counted present for a full day if a student is in attendance four hours or more of the school day. A student is counted present for a half day if in attendance for at least two hours of the school day, but less than four hours.

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

Excused Absences

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

If a student misses school for one of these reasons, the student must bring a note from his/her parent/guardian within three school days after returning to school. 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 student is 18 or older or married, the student can write his/her own note after completing an age of majority form. When a student is exercising his/her age of majority rights and is residing as a dependent child with his/her parent/guardian, additional notification of unexcused absences may be sent to the parent/guardian.

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

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

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

Unexcused Absences

An absence that is not excused according to the above conditions is an unexcused absence. If a student misses a day of school and is not excused, the student will have an unexcused absence in each class missed. High school students with five unexcused absences in a class will automatically be required to submit an appeal of the recording of their absences, if they or their parents/guardians believe any absence was recorded incorrectly, and/or develop an attendance intervention plan with their counselors/administrators. Initiation of an appeal and/or attendance intervention plan may be initiated by the student, parent/guardian, or counselor/administrative team. If the student does not complete either an appeal of attendance recording or an attendance intervention plan and/or continues to be absent without an excuse, the student will be considered to be in danger of receiving a failing grade in that course.

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.

The principal may refuse a student the opportunity to participate in extracurricular activities on a day that he/she has an unexcused absence. Each school establishes a process to encourage regular daily attendance, monitor attendance, and provide interventions.

Work Missed During an Absence

Students have a responsibility and are expected to make up missed work, regardless of the legal status of their absence. If the absence is excused or is a result of a suspension, the teacher will help a student make up work. If the absence is unexcused, the teacher does not have to help a student make up the work missed, give a retest, or give an extension on work that was due. Even though the teacher does not have to help a student make up missed work, the student still has to make up the work so the student can complete the rest of the course.

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

Honors, Advanced-level, and Advanced Placement (AP) Courses

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

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

Grading and Reporting

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

In Grades 1–5, grades reflect academic achievement in relation to grade-level 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 Grades 6–12, grades reflect academic achievement in relation to course expectations. In middle schools and high schools, teachers implement MCPS Procedures in Grades 6–12 for grading, reteaching/reassessment, and homework.

Teachers assign a grade no lower than 50 percent to a task or assessment. A teacher may assign a zero if the teacher determines that the student did not attempt to meet the basic requirements of the task/assessment or if the student engaged in academic dishonesty.
Teachers will establish due dates and deadlines. Teachers are expected to separate the due date from the deadline; however, there may be some exceptions when the due date and deadline are the same. Work turned in after the due date and by the deadline may be lowered no more than one letter grade or 10 percent of the grade. Work submitted after the deadline will be recorded as a zero. Teachers will not award extra credit.

These procedures are available to parents/guardians and students on the MCPS website, www.montgomeryschoolsmd.org/info/grading, and in schools’ main offices.

### Student Service Learning

All students working toward a Maryland State Department of Education 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. Details of the MCPS Student Service Learning plan may be found at www.mcpsssl.org or by contacting the Student Service Learning coordinator at any middle or high school.

References:
- Annotated Code of Maryland, Education, Sections 13A.03.02.07
- MCPS Student Service Learning Coordinator: 301-315-7335

### Student Government

#### Participation

Students have a right to establish 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, academically eligible, and meeting any criteria set forth in the school constitution may run for and hold office in student government. Students must remain academically eligible to continue to hold office. This means a student must maintain at least a 2.0 average and have no more than one failing grade on a report card to hold an elected office. 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 student government gives students a voice in school business. 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 get needed supplies and use of rooms.

Students who miss class in order to participate in student government activities approved by the 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/advisor as needed. All constitutions must include an article recognizing the decision-making authority of the principal. Students have a right to expect the school principal to approve the student government constitution or amendments to it, unless it violates the law, policy, 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:
- Regulation JFD-B: Student Rights and Responsibilities
- Regulation JFD-JA: Academic Eligibility for High School Students
- Who Participate in Extracurricular Activities
- Regulation JFD-RB: Academic Eligibility for Middle School Students
- Who Participate in Extracurricular Activities
- MCPS Student Leadership: 301-444-8620
  (www.montgomeryschoolsmd.org/departments/studentaffairs/)

### 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, and a right to express individual views so that they may weigh alternate ideas and form their own opinions. Students have a responsibility to respect different opinions and the right of each person to hold and express an individual viewpoint. Students have a responsibility to consider seriously the topics presented in their courses; participate in class discussions to add their views to enhance the variety of viewpoints expressed on the topics under discussion. They also have a responsibility to refrain from the use of vulgar and abusive language, which detracts from a positive learning and working environment, and which is inconsistent with the goal of maintaining an atmosphere of mutual respect.

#### 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 by posting the response or forwarding the response to the originator if the originator can be identified.

**Technology**

Students have a right to use technology provided by MCPS for educational purposes only as defined in MCPS Regulation IGT-RA, *User Responsibilities for Computer Systems, Electronic Information, and Network Security*. Computer equipment, computer services, and network access to schools and offices are provided for purposes consistent with the mission of MCPS. All actions are subject to MCPS review and may be logged and archived. Students must protect information and resources against theft, malicious damage, unauthorized access, tampering and loss, and comply with relevant state, local, and federal laws. Students do not have a right or expectation of privacy in their use of school computers. Students have the responsibility to conduct themselves in accordance with the requirements of MCPS Regulation IGT-RA and other reasonable rules and restrictions regarding electronic communications.

**Publications and Productions—Print and Nonprint**

A publication/production is sponsored by a person or a group when the person or group either financially backs or produces the product. There are different rules for school-sponsored and non-school-sponsored publications/productions. Cablecast requests are covered under a separate MCPS Regulation IID-RA, *Programs to be Cablecast on the MCPS Education Channels*.

**School-sponsored Publications and Productions**

School-sponsored publications, such as newspapers, yearbooks, and literary magazines and school-sponsored productions, such as school plays and television shows designed for use within schools are encouraged. Each publication/production will have a qualified advisor. Students have the right to select or develop the content of school-sponsored publications and productions, subject to their advisor’s approval. If any material is rejected for publication or production by the advisor, students may appeal to the principal.

Advertisements in school-sponsored publications/productions will follow these rules:

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

For more information on school-sponsored publications and productions, see MCPS Regulation JFA-RA, *Student Rights and Responsibilities* and MCPS Regulation CNA-RB, *Advertising*.

**Non-school-sponsored Posters, Flyers, and Similar Materials**

The school administration and faculty will permit students 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 may post materials on bulletin boards, walls, or other areas that are normally used for posting student information, as long as the content doesn’t fit into one of the prohibited categories described in the next section.

Students may place flyers or brochures at any time of the school year on tables, magazine racks, or similar areas designated by the school, as long as the content doesn’t fit into one of the prohibited categories described in the next section.

Materials may be removed periodically by the school. If materials are removed because the content violates one of the rules, the student will receive a written explanation.

Distribution of any commercial advertisements or announcements, political campaign material, and religious material is subject to additional indicated regulations. *(Also see MCPS Regulation KEA-RA, *Participation in Political Campaigns and Distribution of Campaign Materials* and MCPS Regulation CNA-RA, *Display and Distribution of Informational Materials and Announcements.*)

**Prohibited Material**

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

- The content is in violation of the law, Board policies, or MCPS regulations.
- The content causes or may be reasonably expected to cause substantial disruption of school activities. “Substantial disruption” means either interference with school or disorderly conduct by a significant number of students, including but not limited to rioting, school boycotts, sit-ins, destroying property, and walkouts.
- The content, as a whole or in significant part, through depiction or description, encourages actions that endanger the health or safety of students or staff, including, but not limited to, the unlawful or excessive use of alcohol, drugs, or other intoxicants; violence; underage sex; illegal discrimination; or illegal activities. However, this guideline does not preclude publication or distribution of information materials containing responsible debate or discussion.
- The content is obscene, in that it depicts or describes sexual conduct and meets all three of the criteria for obscenity described in MCPS Regulation JFA-RA: *Student Rights and Responsibilities*.
- The content is libelous, in that it includes any unprivileged, false, or malicious material which by printing, writing, or other form of representation such as signs or pictures tends to expose an individual to public scorn, hatred, or ridicule, done knowingly and/or recklessly and/or negligently. This is described further in MCPS Regulation JFA-RA: *Student Rights and Responsibilities*.

If the principal stops a student from distributing a publication, a meeting will be held to discuss the publication and if distribution will be allowed. The principal will give the student a decision in writing within two school days that states the reasons for the decision. The decision may be appealed.
Freedom of 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 the school principal to determine if the activity will be allowed during the school day, outside the school day, or during lunch, and the type of supervision required. Students also have a responsibility to work cooperatively with staff members and take reasonable steps to ensure that the activity is orderly.

References:
Regulation JFA-RA: Student Rights and Responsibilities

Patriotic Exercises

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

Students have a right to not 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, Section 7-105
Regulation JFA-RA: Student Rights and Responsibilities

Freedom of Religion

Students have the right to an academic environment where religious beliefs are not advocated in courses or in school-sponsored assemblies and also the right to observe their own religious beliefs. Students have the right to miss school in order to observe religious holidays and the right to make up the work due to absences for religious holidays. Students may pray in school and discuss their religious views, as long as these activities are voluntary, are initiated by the students, occur outside of instructional time, and respect the rights of others. Students have the right to express religious beliefs or nonbelief in their school assignments, as long as the views are relevant to and fulfill the requirements of the assignment. Instructional activities that include religion (e.g., in literature or history) must be factual and presented in a fair, objective manner that does not advocate for or demean any religious beliefs or nonbelief. Students have the right to participate in or attend holiday concerts that include religious music, as long as the objective of the program is secular overall and no one religion is emphasized. Likewise, students may request to be excused from such events due to religious beliefs. Students may distribute religious materials in school, just as they are permitted to distribute political and other informational materials that are unrelated to the school curriculum or activities. Finally, students have the right to organize student-led, religion-related clubs, meetings, assemblies, or other observances during noninstructional time.

References:
Montgomery County Public Schools Guidelines for Respecting Religious Diversity
Regulation JFA-RA: Student Rights and Responsibilities
Regulation IKB-RA: Homework Procedures

Clubs, Teams, and Student Organizations

Students have a right to participate in clubs, teams, and student organizations and a responsibility to become familiar with appropriate Board policies and MCPS regulations that affect their ability to participate.

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

MCPS offers a comprehensive interscholastic athletics program open to all students who satisfy MCPS and Maryland Public Secondary School Athletic Association eligibility requirements. Students participating in interscholastic athletics are required to read health and safety-related information contained on the MCPS athletics web page (www.montgomeryschoolsmd.org/departments/athletics/).
Nondiscrimination

Students have a responsibility to conduct themselves in a manner built on mutual respect and a right to be treated in the same manner. All acts of hate/violence and illegal discrimination are unacceptable and intolerable and in particular those based on race, color, national origin, religion, gender, age, marital status, socioeconomic status, sexual orientation, gender identity, physical characteristics, or disability.

Students have a right to an environment that is free of bullying, harassment, and intimidation so that schools are safe places in which to learn. Bullying, harassment, or intimidation is disruptive to learning and can adversely affect academic achievement, emotional well-being, and school climate.

- Schools will inform students of the reporting procedures at each school, including the availability of MCPS Form 230-35: Bullying, Harassment, or Intimidation Reporting. Reports are turned in to the school’s principal.
- The reporting of bullying, harassment, or intimidation incidents shall be encouraged and supported by MCPS.

- Principals or designees will promptly investigate all reports of bullying, harassment, and intimidation and implement remedial measures and consequences as appropriate.
- Principals will promptly notify parents/guardians of students involved in a bullying incident.
- At the conclusion of an investigation, individual and private conferences will be held with both the student who was bullied and the student who bullied to determine if the bullying, harassment, or intimidation has continued.
- Support services shall be made available to the student who is bullied, the student who bullies, and bystanders.

(Refer to Regulation JHF-RA, Bullying, Harassment, or Intimidation.)

References:
Policy ACB: Nondiscrimination
Regulation ACA-RA: Human Relations
Regulation JFA-RA: Student Rights and Responsibilities
Regulation CNA-RA: Display and Distribution of Informational Materials and Announcements
Regulation JHF-RA: Bullying, Harassment, or Intimidation
First Amendment to the United States Constitution
Section 1983 of the Civil Rights Act of 1871
Title VI of the Civil Rights Act of 1964
Title IX of the Education Amendments of 1972
Section 504 of the Rehabilitation Act of 1973
The Americans with Disabilities Act of 1990
MCPS R.E.S.P.E.C.T. Make it Real: www.montgomeryschoolsmd.org/staff/respect
www.montgomeryschoolsmd.org/info/bullying/
Director Systemwide Athletics: 301-279-3144

Dress and Grooming

Students have a responsibility to be dressed and groomed for school, in accordance with the community standards for dress and grooming addressed by the local school discipline policy. Students may not be disciplined for their style of dress or grooming unless it—
- is likely to cause disruption to school activities;
- causes a disruption to the educational environment;
- endangers health or safety;
- fails to meet a reasonable requirement of a course or activity;
- is associated with gangs;
- is lewd, vulgar, obscene, revealing, or of a sexual nature; or
- promotes the use of tobacco, alcohol, or drugs.

References:
Regulation JFA-RA: Student Rights and Responsibilities

Sexual Harassment

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

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

Principals will maintain student records for all students. A student record has a cumulative folder that contains basic information recorded 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.

A student and his/her 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 the student and his/her parents/guardians.

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

When a student reaches the age of majority, students and parents/guardians have the same rights regarding student records. However, if a student is dependent on his/her parents/guardians, they continue to have access to the student record, regardless of the student’s age.

References:
Regulation JFA-RA: Student Rights and Responsibilities
Regulation JOA-RA: Student Records

Search and Seizure

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

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

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

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

www.montgomeryschoolsmd.org/departments/security/

School Safety and Security

The safety of students and staff is essential to maintaining a positive learning environment. Safety and security of our schools is everyone’s concern. In order to be prepared for an emergency situation and as a proactive approach to school safety, all schools have developed a school emergency plan. An emergency is an unpredictable, unplanned situation that requires an immediate response. Emergencies may include, but are not limited to bomb threats, criminal activity, accidents, fire, hazardous materials incidents, and weather-related incidents. Procedures called Lockdown, Evacuate, and Shelter have been developed as a response to an emergency situation at a school and are part of the school emergency preparedness plan. It is vital that students, staff members, and parents/guardians have an understanding of these procedures.

Lockdown is a term used to describe an emergency at an MCPS facility. 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 secure location, remain quiet, and follow staff members instructions. Evacuate is a term used to describe an emergency inside the school. It requires all students and staff members to evacuate the building using either the fire evacuation alarm or a public announcement directed evacuation by the administration. Shelter is a term used to alert staff members that an emergency exists at or near an MCPS facility. It requires all students to be accounted for and under adult supervision inside the building. There are three types of shelter alerts: Public Safety, Severe Weather, and Outside Hazardous Materials Release. In an effort to provide students, staff, and parents/guardians with an anonymous way to report safety and security concerns, Safe Schools Hotline is staffed 24 hours a day/7 days a week and does not utilize caller ID. Remember, safety and security of our schools and facilities is everyone’s concern, and these concerns need
to be reported in a timely manner to a responsible adult or through the Safe Schools Hotline.

MCPS Safe Schools 24-Hour Hotline: 301-517-5995

Additional hotlines staffed 24 hours a day/7 days a week:
- Montgomery County Police—Nonemergency: 301-279-8000
- Drug and Gang Tip Hotline: 240-773-8477 (TIPS)
- Drug Tip Hotline: 240-773-3784
- Gang Tips: 204-773-4264

Montgomery County Health and Human Services
Information Line (Monday–Friday, 8:30 a.m.–5:00 p.m.):
- Nonemergency: 240-777-4513, TTY 240-777-1245
- MCPS Department of School Safety and Security:
  - 301-279-3066
  - www.montgomeryschoolsmd.org/departments/security/
  - Regulation EKA-RA: Student Rights and Responsibilities

### Discipline

Students have a right to an environment of order, safety, and discipline necessary for learning. Student rights and responsibilities with respect to discipline are outlined in the MCPS Code of Conduct.

### Appeals-Complaint Procedure—Due Process

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

#### School-level Decision

A. If a student has a problem or complaint, including complaints of discrimination, the student has a right to—
   1. meet with the principal or designee to seek an informal resolution, or
   2. request in writing that the principal or designee formally review the complaint.

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

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

#### Appeal of the Decision of the Principal

A. Submitting an Appeal

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

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

B. Review of an Appeal

1. The superintendent of schools or designee shall review the issue and related information.
2. Within 10 school days of receipt of the appeal, the superintendent of schools or designee shall render a decision and notify the student and principal in writing.
Appeal of the Decision of the Superintendent of Schools

The student has the right to appeal the decision of the superintendent of schools. The decision may be appealed by contacting the Office of the Montgomery County Board of Education (Suzann_M_King@mcpsmd.org or fax to 301-279-3860).

References:
- Regulation JFA-RA: Student Rights and Responsibilities
- Policy BLB: Rules of Procedure in Appeals and Hearings
- Policy BLC: Procedures for Review and Resolution of Special Education Disputes
- MCPS Division of Pupil Personnel Services: 301-315-7335

1 MCPS prohibits discrimination based on race, color, national origin, religion, ancestry, gender, age, marital status, socioeconomic status, sexual orientation, gender identity, physical characteristics, or disability. Students pursuing a complaint of discrimination may contact Ms. Lori-Christina Webb, Executive Director to the Chief Academic Officer, Carver Educational Services Center, 850 Hungerford Drive, Room 129, Rockville, Maryland 20850, 301-279-3128, or the Student Leadership Office, 301-444-8620, for advice and assistance.

2 During any investigation of a sexual harassment complaint, the complainant is not to be required to attend a face-to-face meeting with, or confront in any way, the alleged harasser.
This regulation recognizes that citizens have a direct interest in the successful operation of MCPS, especially the local school, and outlines policy and procedures for obtaining and maintaining meaningful citizen participation in local decision making. The local school discipline plan is one such important area for community participation.

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

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

MCPS Regulation CNA-RA: 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 COB-RA: Reporting a Serious Incident
This regulation establishes the procedures to be implemented when a serious incident occurs on school property or in connection with a school-related activity.

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

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

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

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

MCPS Regulation 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 EKA-RA: Emergency and Disaster Preparedness
This regulation sets forth the procedures for the development and maintenance of the comprehensive local crisis plans, which provides for the safety of all persons at MCPS sites.

MCPS Regulation EKC-RA: Bomb Threats/Explosive Devices
This regulation provides the procedures to be used in case of a bomb threat communicated to MCPS personnel or the discovery of a suspected explosive device on an MCPS site.

MCPS Regulation IGO-RA: Guidelines for Incidents of Alcohol, Tobacco, and Other Drug Abuse Involving Students
This regulation establishes procedures for communicating with students and parents with respect to alcohol, tobacco, and other drugs; identifying students in need of assistance; reporting incidents involving students; and handling suspicious materials.

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 Outlook 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 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 defines designated religious holidays as those indicated on the Board’s adopted calendar and clarifies that students who have been excused from school for religious observances should have the opportunity to make up assignments.

MCPS Regulation IKC-RA: Grade Point Averages (GPA) and Weighted Grade Point Averages (WGPA)
This regulation establishes procedures for determining grade point averages and weighted grade point averages and for reporting them to current and prospective employers and postsecondary institutions that require the information as part of the application and admissions process.

MCPS Regulation IOA-RA: Gifted and Talented Education
This regulation establishes procedures for implementing the policy on gifted and talented education.

MCPS Regulation IKB-RA: Extracurricular Activities
Criteria for establishing and maintaining an extracurricular activity program are set forth in this regulation.

MCPS Regulation IQA-RA: Administration of the High School Interscholastic Athletic Programs
This regulation clarifies the authority of the administration of the countywide interscholastic athletic program in Montgomery County high schools. Schedules, rules, and guidelines pertaining to all aspects of secondary school athletics are contained in the MCPS High School Athletic Handbook, which is available in the principal’s office and the media center of each high school.

MCPS Regulation IQB-RA: Academic Eligibility for High School Students Who Participate in Extracurricular Activities
This regulation establishes procedures for eligibility for high school students.

MCPS Regulation IQD-RA: Academic Eligibility for Middle School Students Who Participate in Extracurricular Activities
This regulation establishes procedures for eligibility for middle school students.

MCPS Regulation ISB-RA: High School Graduation Requirements
This regulation publishes the procedures for implementation of the state and county graduation requirements.

MCPS Regulation JEA-RA: Student Attendance
This regulation sets forth the appropriate sections of law that apply to attendance, establishes responsibility for excusing and recording absences, and outlines procedures for improving attendance and for follow-up with students and parents/guardians.

MCPS Regulation JEC-RA: Student Withdrawals from Classes and School
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: Transfer of Students
This regulation sets forth the procedures for a request for a student to attend a school outside of the established attendance area.
MCPS Regulation JFA-RA: Student Rights and Responsibilities
This regulation provides procedures for the implementation of the Student Rights and Responsibilities policy.

MCPS Regulation JGA-RA: Classroom Management and Student Behavior Interventions
This regulation sets forth procedures for establishing a continuum of classroom discipline and control procedures that are designed for an environment that is conducive to maintaining learning. The regulation provides specific direction concerning the principal’s responsibilities in line with this document and the agreement between the Montgomery County Education Association and the Board.

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. Included are procedures regarding suspension or expulsion related to a student’s disability.

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

MCPS Regulation JHC-RA: 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: 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.
abuse
1. Any physical injury, not necessarily visible, or mental injury of a child or vulnerable adult, by any person who has permanent or temporary custody or responsibility for the care or supervision of a child or vulnerable adult,* under circumstances that indicate that the health or welfare of the child or vulnerable adult is harmed or at substantial risk of being harmed.
2. Any sexual act or acts (whether physical injuries are sustained or not) involving sexual molestation or exploitation, including but not limited to incest, rape, or sexual offense in any degree, sodomy or unnatural or perverted sexual practices on a child or vulnerable adult by any person who has permanent or temporary custody or responsibility for the care or supervision of a child or vulnerable adult. Sexual molestation or exploitation includes, but is not limited to, contact or conduct with a child or vulnerable adult such as exposure, voyeurism, sexual advances, kissing, fondling, sexual crime in any degree, rape, sodomy, prostitution, trafficking, or allowing, permitting, encouraging, or engaging a child or vulnerable adult in pornographic display, photographing, filming, or depiction of a child or vulnerable adult as prohibited by law or allowing a child or vulnerable adult to reside with or be in the regular presence of a registered sex offender.

* A person who has permanent or temporary custody or responsibility for the care or supervision of a child or vulnerable adult includes a parent, guardian, adoptive parent, family or household member, neighbor, MCPS employee, volunteer or contractor, a person in a position of authority, or any other person.

chronic
a constant behavior pattern regularly followed

collaboratively
accomplished by working with others

commencement
the ceremony of awarding degrees or giving diplomas at the end of the academic year

compelled
feeling forced or driven to do something

continuum
a series having at least two or more possibilities

controversial
causing much discussion, disagreement, or argument

cumulative
collecting, often in gradual degrees

designee
a person named or selected for a position

discretion
the power or right to decide or act according to one's own judgment

forum
an assembly or meeting place

indecent
offending against generally accepted standards of good taste

infractions
the act of breaking a rule or guideline

intoxicants
alcohol or certain drugs

lewd
obscene or indecent

libelous
intentional false or unjustified injury of the good reputation of another by written or printed words, pictures, or in any form other than by spoken words or gestures

malicious
deliberate and without motive or without being provoked

materially
to an important degree; considerably

neglect
The leaving of a child or vulnerable adult unattended or other failure to give proper care or attention, or the provision of improper care or attention, to a child or vulnerable adult by any person who has permanent or temporary custody or responsibility for the care or supervision of a child or vulnerable adult under circumstances that indicate:
1. That the child’s or vulnerable adult’s health or welfare is harmed or placed at substantial risk of harm, or
2. Mental injury to the child or vulnerable adult or a substantial risk of mental injury.

obscene
offensive to morality or decency; indecent

precede
to go before

profane
crude; coarse; indecent; obscene; lewd

socioeconomic
pertaining to the interaction of human society and economic factors

substantially
ample (lots) or considerable amount, quantity, size

supersede
to replace in power, authority, effectiveness, acceptance

tampering
meddling, especially for the purpose of altering, damaging, or misusing

vulgar
crude; coarse; indecent; obscene; lewd