

PARENT HANDBOOK

2019-2020



*RITCHIE PARK ELEMENTARY SCHOOL
1514 DUNSTER ROAD
ROCKVILLE, MARYLAND 20854
301-279-8475*

August, 2019

Dear Ritchie Park Families,

We are looking forward to working with you and your children during the 2019-2020 school year. Similar to in year's past, this handbook will provide families essential information regarding school procedures. We hope it will be a valuable reference to make the school year run smoothly and productively. If you have any further questions, please feel free to call the school.

Sincerely,

Jennifer Redden
Acting Principal

Duane Ross
Assistant Principal

Ritchie Park Elementary School

SCHOOL HOURS

Office Hours: 8:10 a.m. - 4:30 p.m.

School Hours: 9:00 a.m. - 3:25 p.m.

Early Dismissal Hours: 9:00 a.m. - 12:55 p.m.

Delayed Opening: 11:00 a.m. - 3:25 p.m.

LUNCH/RECESS SCHEDULE

| | Lunch | Recess |
|-----------------|--------------------|--------------------|
| K | 11:25 – 12:00 p.m. | 1:20 – 1:55 p.m. |
| 1 st | 12:45-1:15 p.m. | 12:05 – 12:40 p.m. |
| 2 nd | 12:45-1:15 p.m. | 1:20-1:55 p.m. |
| 3 rd | 11:30-12:00 p.m. | 12:05-12:40 p.m. |
| 4 th | 12:05-12:40 p.m. | 12:45-1:15 p.m. |
| 5 th | 12:05-12:40 p.m. | 12:45-1:15 p.m. |

ABSENCES

Parents are asked to call the school office (301-279-8475) in the morning if their child is not going to attend school that day. For your convenience, an answering machine is turned on when the office is closed so that parents can leave messages about absent students. If you wish to call the school before 8:00 a.m. to report an absent student, leave your child's name, his/her teacher's name, and the reason for the absence on the recorder. If you email the homeroom teacher about an absence, please also include Miss Claudia Zegarra on the email (Claudia_V_Zegarra@mcpsmd.org). A written note must be sent to the teacher when your child returns.

If a student is marked absent and the school office has not heard from a parent in the morning in regards to the absence or late arrival an automatic call will be sent out to notify the parent about the unexcused absence.

PLEASE NOTE: The Maryland State Department of Education attendance policy for all students in Maryland counties are:

- Students will be recorded as *a.m. absent*, if they arrive at school more than two hours late.
- Students will be recorded as *p.m. absent*, if they leave school more than two hours early.
- Students will be recorded as either *a.m. absent* or *p.m. absent*, if they are absent from school for more than two hours, but less than four hours during the school day.
- Students will be recorded as *full-day absent*, if they are present for less than two hours of the school day.
- Students will be recorded as *full-day present*, if they are present for more than four hours of the school day.

It is vital that your child comes to school on time. Instruction for students begins promptly at 9:00 a.m. **Students who enter school after 9:00 a.m. are marked as tardy.** Students who report to school after 9:00 a.m. must be accompanied by a parent into the school to obtain a late slip/admit pass in the main office before reporting to their homerooms.

If possible, avoid scheduling medical appointments during the school day. Students leaving school for any reason must be signed out at the office.

Please do not schedule family vacations on days when school is in session. We understand that on limited occasions this is unavoidable, but it is important for students to be present every day.

The Maryland State Department of Education defines a student as chronically absent when the student is absent 10 percent or more school days during the school year and has been enrolled for at least 10 days. This includes students who are absent for any reason regardless of whether absences are excused or unexcused. Therefore, in order to inform parents/guardians of student absences of over 10% of the total school days, parents/guardians will receive a letter home at the end of the month.

ACCESS CONTROL SYSTEM (ACS)

We use an Access Control System (ACS) as part of the initiative to enhance school security in all elementary schools. The ACS consists of a surveillance camera installed at the main entrance with a second camera installed at the back entrance next to the portable classrooms. A remote locking system, controlled from the main office, allows entry into the building. When a visitor arrives, they will be prompted to press an alert button at the main entrance. Office staff will communicate with the visitor to inquire about the nature of their visit and then provide controlled entry into the school. Visitors arriving at the side entrance will be instructed to enter only through the main entrance. In order to ensure the successful implementation of the ACS, **all entrances to the school building will remain secured at all times. All visitors must report to the main office to sign in and show identification.**

In order to maintain building and entrance security at the end of the student day, we are not able to accommodate student dismissals between the times of 3:10 pm and 3:25 pm. If you need to pick your child up early, please plan to arrive by 3:10 pm. This initiative is provided to ensure the safety and security of the learning and working environment.

BEFORE AND AFTER CARE

The Bar-T Daycare, which is located in the All-Purpose Room at Ritchie Park ES, offers before and after school care for students. Please call the Bar-T phone number (301) 251-0665 for more information.

Due to the daycare being open before and after school, parents of students attending Bar-T daycare should use the Bart-T doorbell located outside of the APR exterior doors by the carpool lane. A Bar-T staff member will open the door for parents to drop off and pick up their child(ren) to and from Bar-T.

BIRTHDAY CELEBRATIONS AT SCHOOL

We will continue to practice monthly celebrations to acknowledge students' special day by engaging in a birthday activity. Parents should not bring food or treats on these days. This is a food free activity. By focusing on fun activities, we eliminate the threat of food allergies and allow all students to be a part of the celebration.

Each grade level will determine the day and time that works for that grade level. There will be a celebration at the end of the year for students with July and August birthdays. MCPS policy does not allow for children under the age of 18 to participate in a school event unless they are enrolled in the school. Therefore, parents are welcome to attend the birthday activity, but siblings are not allowed.

In addition, students will be recognized each day as part of the morning announcements. Each child will come to the office for a special birthday pencil.

BUSES

Students are picked up at designated bus stops if they live more than one mile from their home. Parents are responsible for maintaining discipline and safety at bus stops. Inclement weather, traffic accidents, and road construction can cause delays in the bus routes, so pick-up and drop-off times of each bus may vary somewhat from day to day. Questions about the buses or bus routes should be directed to the Shady Grove Depot at 301-840-8150. If you would like your child to take a bus that they normally do not ride, your child needs a note from a guardian. Drivers will not permit students they don't know on the bus unless they are certain it is what the parents request. Drivers can deny access to the bus if there is over-crowding. This *rarely* happens.

CELL PHONES IN SCHOOL

MCPS policy permits elementary school age students to bring a cell phone to school. Students are expected to keep the phone off and inside their book bag during the student day. If you would like your child to carry a cell phone, we request that you contact the office for a copy of a **cell phone use form**. This form explains expectations and states that the school does not take on responsibility for any lost, damaged or stolen phones. Students are under constant supervision in elementary school so phones are not needed during the day.

CHECK IN AT OFFICE-VISITOR MANAGEMENT SYSTEM (VMS)

We use an electronic visitor management system in our school to assist school staff in identifying and verifying the business of visitors to the school. All visitors to the school - parents, grandparents, volunteers, **everyone** - must check in and show identification at the main office after being allowed building access through ACS before going anywhere else in the building. **Visitors will need to provide a driver's license or another form of identification.** All visitors and volunteers will be signed in by office staff and receive an ID badge generated by the Visitor Management System. This badge must be visible during the time visitors are in the building. If you are bringing a relative to participate in a special event during school hours, please be sure they know to bring identification with them.

DISCIPLINE POLICY

A copy of the Ritchie Park Elementary School Standards of Behavior will be sent home with students during the first week of school. Parents are asked to read and discuss this policy with their child so that students can continue to work in a safe, comfortable school environment. Parents and students will be required to sign and date the BLUE response sheet and return it to school by Friday, September 20th.

This year we will continue the practice of sending home a behavior progress report for each student at the midpoint of each quarter.

DISMISSAL

When students leave your home each morning they should know their plan for after school. When an emergency or unanticipated event causes a change in dismissal plans, please call the school and we will inform the teacher and student about the change. Please do not rely on a call to the school for frequent changes in plans. Each change after students' lunch time means that a staff member must call into the

student's classroom interrupting instruction.

DRESS CODE

In school, students are expected to dress appropriately. These guidelines are also outlined in the Ritchie Park Discipline Policy. The expectations for students' dress includes wearing appropriate clothing for the weather and no hats or head coverings inside the school building except for religious and medical reasons. Designs or wording on student items should be appropriate for an elementary school; therefore, graphics and words that insult or anger others are not acceptable. Please keep this in mind while selecting school clothes with your child.

DROPPING STUDENTS OFF AT SCHOOL

Students not signed up for the Bar-T daycare cannot be dropped off at school earlier than 8:40 a.m. as there is no supervision until that time. Parents who drive their children to school are asked to drop off their children in the "drop off circle" next to the bus loop or park in the side parking lot or on the street and walk their students to the front door. No cars will be permitted in the driveway entrance to the bus circle during arrival (8:35am–9:00am) and dismissal (3:20pm–3:45pm) times for safety reasons. Please adhere to all signs posted.

When using the drop off circle, please pull up farther along the sidewalk to the drop off sign. This will enable more students to be dropped off at the same time and less of a backup on Dunster Rd. If you would like to watch your child enter the building, please park your car in a designated space. This will make the drop off circle more efficient. If you are dropping students off from Dunster Rd., please be aware of no parking and no standing zones. Cars are not permitted in areas that block the view of students and families in the pedestrian walkways.

Due to the daycare being open before and after school, parents of students attending Bar-T daycare should use the Bart-T doorbell located outside of the APR exterior doors by the carpool lane. A Bar-T staff member will open the door for parents to drop off and pick up their child(ren).

EARLY DISMISSAL DAYS/DELAYED OPENING DAYS

Students are dismissed from school at 12:55 p.m. on early dismissal days. This includes days already scheduled on the calendar for early dismissal, such as parent/teacher conference days, as well as early dismissal days for inclement weather. Students eat lunch at school prior to leaving school on early dismissal days.

If we have a delayed opening due to inclement weather, the morning schedule is shifted back by two hours and the official school day begins at 11:00 a.m. Students may arrive to school at 10:40 a.m. and proceed to their regular line-up location. There is no breakfast served on delayed opening days. Bus schedules for delayed openings are also shifted back for two hours. For example, if your child normally gets picked up at 8:30 a.m. by the bus, they will be picked up at 10:30 a.m. Students will still eat lunch at school. More information can be found on the MCPS website: <http://www.montgomeryschoolsmd.org/emergency/closings/#delayed>

During inclement weather, check the MCPS website, radio, or television for updated information regarding weather-related schedule changes. Parents/guardians can also sign up for Alert MCPS to receive emails or text messages regarding weather emergencies at <https://www.montgomeryschoolsmd.org/emergency/alertmcps.aspx>,

EMERGENCY CLOSINGS

School is occasionally closed all day due to unsafe weather conditions or mechanical problems in schools. Announcements are made over local radio or television stations during the mornings of unscheduled closings. In addition, the MCPS website will post an announcement. Please do not call the school for this information; limited staff make it difficult to manage the phones and address other concerns. Emergency closings are announced on the MCPS website. MCPS uses numerous communication tools. Click [here](#) for a complete list.

A letter about emergency closings and a request for information about procedures for your child(ren) will be sent home late in the fall so that you can plan in advance for these days.

FIELD TRIPS

In order to ensure student safety, MCPS instituted additional requirements for parent chaperones. All parents must complete the Child Abuse and Neglect training prior to attending a field trip. Upon completion, please email a copy or provide a hard copy of your certificate to Mrs. Melissa Sander or Miss Claudia Zegarra. Schools must have documentation of compliance with those requirements several weeks in advance.

This creates difficulty for staff who must plan well in advance, and for parents who must arrange time off from work long before the trip. When work demands require a parent chaperone to drop out at the last minute, it creates a problem for the school because new chaperones cannot be added at that late date. For these reasons, all of our out of area field trips will be reconsidered each year. Trips that were conducted in the past, may not be repeated each year.

When a field trip is scheduled, each student who is to participate will bring home a permission form giving the date of the trip and the destination. The form must be signed by a parent or guardian and returned to the teacher before the student is allowed to go on the trip. Permission to attend a field trip cannot be given over the phone. There will be a fee charged for most, if not all field trips. Students must pay for the field trip prior to the date of the trip. If there is a financial concern, please contact Ms. Redden by note or email.

FOOD BROUGHT TO SCHOOL

Any food brought in that will be shared with other students, needs to be store-bought, labeled, and contained in a sealed package. Food products with labels indicating that the product contains peanut or tree nut ingredients or stating that the food product was manufactured in a facility that also processes peanuts or tree nuts is not permitted. No homemade foods may be served to students.

This is to ensure that food was handled according to health and safety regulations which will help avoid things such as food poisoning. This also allows staff members to review the list of ingredients to help prevent an allergic reaction for students with significant food allergies. This applies to all events that include food. We have students with extremely severe allergies to peanuts and other ingredients. It is essential that we make every effort to maintain an environment where these children can avoid contact with their allergens. We also encourage you to bring in healthy choices such as apple or carrot slices, raisins etc.

HEALTH AND ACCIDENT NEEDS

A health technician is on duty from 9:00 to 3:30 each school day. First aid for minor injuries is administered in the health room. When a serious injury occurs, parents are notified immediately and the rescue squad

may be called. A public health nurse is assigned to Ritchie Park one day a week to verify immunizations and other forms, and to advise teachers and parents of services available at the local health clinic. The nurse can also help families with health care issues.

All students should have on file in the office an emergency number to contact in case parents may not be available in the event that a child really needs to be sent home due to illness. These numbers need to be updated as jobs change and neighbors or friends you may have indicated move or go back to work. Please be sure to update your numbers if it is needed. When we have a child in the health room who is running a temperature, we contact the parents. If a child complains of being ill or has a headache and no temperature, the rule of thumb is to let them rest for ten or fifteen minutes and send them back to class with the understanding that if the pain or illness persists, they are to come back to the health room and we will try to contact their parents.

Please do not ask the office to keep a sick child in the health room the rest of the day. That is not good for the child or other students who may need to use the area temporarily. The times when you cannot pick up your sick child yourself are the times when an emergency contact is most valuable. The health room is also not an appropriate area for students to take a nap if they stayed up to late, or woke up very early in the morning.

Please be alert to your child's health and decide when it is best to send him/her to school. Keeping a sick child at home benefits your child as well as other children. Department of Health guidelines state that children should stay home for 24 hours after running a fever or vomiting.

Recess and Physical Education (PE) are considered part of the school curriculum. If your child needs to miss recess or PE for health reasons, we need a note from a physician to explain the exclusion from the program. In those cases, we will make arrangements for your child to engage in an alternative activity.

HOME-SCHOOL COMMUNICATION

Timely and effective communication between home and school is essential for student success. Email is a great tool in this effort, but it doesn't fit every occasion. Those of us who have a job that includes some time at a desk everyday get accustomed to sending and receiving emails throughout the day. Teachers do not have that ability. Often the student day does not include teacher planning time without meetings. This means they cannot check email until after students leave. If a situation occurs related to the safety and security of your student for dismissal, please call the school office at 301-279-8475 and we will get word to your child(ren).

For other questions or concerns, you can email or you can also call the school office to leave a message for a staff member to call you. All staff emails can be located on the school staff directory webpage: <https://www.montgomeryschoolsmd.org/schools/ritchieparkes/staff/directory.aspx> Our goal is to respond within one business day.

The Ritchie Park ES staff is always happy to speak on the phone or meet in person to discuss any concerns or suggestions you have. Please contact the staff member you wish to speak with to set up an appointment.

MCPS Parent Portal

MCPS created a parent portal for parents to have a central location to access information. Currently this portal will give parents access to a child's mid-term progress report, quarterly grades, attendance records, and a Ritchie Park calendar. More information about setting up an account can be found at: <http://www.montgomeryschoolsmd.org/mymcps-classroom/index.aspx> Scroll down and look on the right-hand side for parent guides.

Principal's Newsletter and Update: The Panther Periodical

A newsletter will be published electronically once a month. It will be posted on the school webpage and emailed via Connect-ED to addresses given during the registration process. A principal's update will be emailed via Connect-ED mid-month every month. The newsletters and updates contain important information relating to the school and MCPS.

LOST AND FOUND

A lost and found area is located in the All-Purpose Room for items that have been misplaced by students. Clothing and lunch boxes should be labeled clearly with your child's name, as many items are very similar in appearance. The lost and found fills up very quickly, often with new items in excellent condition. When a student's name is on a garment, we can get it back to the owner.

LUNCH AND RECESS

Students have 35-minute lunch periods and 35-minute recess periods each day except for early release or delayed opening days. Students will have recess outdoors unless it is raining or the temperature is below 32 degrees F. They should dress accordingly when the weather is windy or cold; all students are expected to go outside on outdoor recess days. If a student cannot participate in outdoor recess, a note from your doctor is required.

Schools offer lunch, breakfast and a la carte items sold in our cafeteria. Some a la carte items will be available to students when they walk through the lunch line every day. All items meet or exceed the Healthy US Challenge nutritional guidelines for competitive foods and the nutrition guidelines for competitive foods as outlined in the MCPS Wellness Policies / Regulations. If you would like to limit your child's ability to purchase a snack, please send a note to the cafeteria stating that snacks cannot be purchased, or can only be purchased a certain number of times each week. After you send in the note, a message will appear at the register to inform the manager. This is a very small screen on the register so the message needs to be limited to no snacks, or —x times per week. It is not possible to list the types of snacks or foods a child can purchase.

LUNCH SCHOOL ACCOUNTS

Children may bring lunch or purchase a school lunch. The SNAP program is used for keeping funds in an account for this purpose. Accounts may be created at:
<https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home>. (Any money left over from last year in a student's account will roll over into his/her account this year).

Even if your child normally brings a lunch to school, it is wise to place a small amount of money in the account for emergency situations. Because of the SNAP program, there should be no need for the school office to loan money to students. Parents are expected to put money in their child's account for this purpose. When a child does not have a lunch or money on account with the SNAP program, the child will receive a cheese sandwich for lunch. Having a small SNAP account for such occasions is much more convenient! Guidelines and application forms for free and reduced price lunch will be sent home the first week of school.

Checks used to pay for school meals must contain an address, phone number and student pin number. Returned checks are subject to recovery for the face value and Maryland State allowed fee of \$25 through

an electronic debit or paper draft to the same account. Your payment by check constitutes your acceptance of these terms. If you have any questions concerning our check acceptance policy, please call CHECKredi at 1-800-239-1222.

More information regarding purchasing school meals can be found at:
<http://www.montgomeryschoolsmd.org/departments/food-and-nutrition/meal-payments/>.

Lunch prices for this school year are:

| <u>Breakfast</u> | | <u>Lunch</u> | |
|-------------------------|---------|---------------------|--------|
| Regular Price | \$1.30 | Regular Price | \$2.55 |
| Reduced | No Cost | Reduced | \$0.30 |
| Milk | \$0.60 | Milk | \$0.60 |

Paper copies of school menus are sent home. Click [here](#) for an electronic version.

MEDICATIONS

Parents are encouraged to administer medications to their children at home whenever possible. No medications will be administered in school or during school-sponsored activities without written authorization from the parent/guardian and a physician's written order. Any prescribed medication that needs to be administered at school must be in the original bottle and must be accompanied by MCPS form 525-13 (Authorization to Administer Prescribed Medication.) All medications must be hand delivered to the school by a parent; **under no circumstances will school personnel administer medications brought to school by a student**. Over-the-counter medications must be accompanied by a physician's note to be administered by the health technician. Please do not send cough drops, throat drops, vitamins, aspirin, Tylenol, etc., to school with your child.

PARENT-TEACHER CONFERENCES

It is extremely important that open lines of communications be maintained between home and school. A great method for communication is through the parent-teacher conferences. Conferences are encouraged and can be initiated by teachers, parents, or the principal. The initial contact to discuss concerns or problems should be with the child's teacher rather than an administrator. When you ask to conference with an administrator, she/he will ask you about your discussions with your child's teacher.

PICKING STUDENTS UP FROM SCHOOL

Once students have arrived at school, they will be released only to their parents or legal guardians. All students leaving school before the end of the school day must be signed out in the office by their parents. If parents want their child to be picked at school by anyone else, including siblings and grandparents, the parents must send a note to the school stating their wishes and the name of the person who will pick up the child. The person picking up the child should bring picture identification with them to the school office. Please inform adults picking up children at the end of the day that they must arrive prior to 3:10 or after 3:25 for end of the day dismissal.

PLAY DATES

If your child has a "play date" after school and will be accompanying another student home, you MUST write the teacher a note giving written authorization for this to occur. The note will be returned to the

student to give to the bus driver. Because of potential overcrowding on some buses, it may not be possible to use school transportation to transport your child and a friend home unless they usually ride the same bus. Please check with the bus driver in advance to make sure space is available on that bus. Your cooperation with these procedures will help insure the whereabouts and safety of all our children.

PTA MEETINGS

PTA activities are scheduled periodically throughout the year and provide opportunities for families to come together at the school for information, entertainment, and/or socialization. PTA informational and business meetings are scheduled for the first Tuesday evening of each month. The meetings are held at the school and all parents are welcome to attend PTA meetings and activities. We are fortunate to have a very active PTA. Here is a link to their website: [RPES PTA](#).

SAFETY DRILLS

Throughout the school year we will conduct a variety of drills to be prepared for an emergency situation. These drills include fire, shelter, lockdown, and reverse evacuation. The purpose of these drills is for students and staff to be very familiar with the steps they need to take in case there is a real emergency.

Montgomery County Public Schools (MCPS) has developed an emergency/crisis plan to handle any type of potentially dangerous situation. The plan is tailored to meet the needs of individual schools. Our school will practice safety and security procedures, called “Shelter/Lockdown drills” to ensure that the plan meets our needs and to ensure that children are familiar with the procedures. Similar to fire drills, Shelter/Lockdown drills assure us that everyone will know what to do in an actual emergency. We want you to know that the students are not in any danger during these drills.

Shelter puts the entire school on alert status when an emergency or crisis situation arises in the neighborhood or in the building. The types of situations meriting a Shelter status may include approaching severe weather, notification by the police that a criminal suspect is in the area, or medical emergencies in or around the school. Shelter requires all students to be accounted for and under supervision. During a Shelter situation, classroom instruction continues, and teachers await further instruction. If you have any questions about safety preparedness, please contact the school. While we hope we will not have an actual emergency, we are prepared.

Lockdown is the term used in an emergency/crisis situation that warrants an immediate lockdown of classroom and school facility doors. Lockdown alerts staff that an imminent danger exists inside or immediately outside the building. Some examples may include; an armed intruder or potentially dangerous person is on the school property. It requires staff move to an immediate lockdown mode with all students, staff, and visitors are under supervision. Students, staff members, and visitors proceed to a designated safe area away from doors and windows and do their best to create the impression that their room is vacant. Lights are turned off, windows in doors are covered, and blinds are closed. During Lockdown drills students will practice “staying low, staying quiet, and staying still” as the teacher secures the room. Additional information about school safety and security can be found at: <http://www.montgomeryschoolsmd.org/departments/security/>

SAFETY PATROLS

Student safety patrols are assigned to each school bus and throughout the school grounds. The purpose of patrols is to set an example for safe behavior and to guide and assist students in boarding and getting off buses safely and to cross the street. Unsafe practices or unsafe conditions are reported to the safety patrol

teacher sponsor. Safety patrols are not responsible for monitoring students' behavior while waiting for the bus in the morning. It is important that adults take responsibility for this task.

SCHOOL HOURS

The school day for students is 9:00 a.m. to 3:25 p.m. Students should plan to arrive at school between 8:40 and 8:55. Students ***will not be allowed to enter the building until 8:40 am as there is no supervision. Please do not drop students off early.*** The first bell rings at 8:55 signaling students to leave the morning line-up areas and report to their classrooms. Our instructional day begins at 9:00. Your child will be reported as "tardy" if he/she arrives in the building after 9:00. **Please make every effort to ensure that your child arrives at school between 8:40 and 8:55.**

Students who report to school after 9:00 a.m. must be accompanied by a parent into the school to obtain a late slip/admit pass in the main office before reporting to their homerooms.

SCHOOL SUPPLIES

Teachers have prepared a list of school supplies that they would like students to have. Please label all your child's supplies and belongings.

We are committed to providing all students, regardless of their economic circumstances, with full access to the instructional program. If you need assistance for any requested expense, or with providing the organizational tools and personal supplies, please contact Mrs. Capoccia, Dr. Ross or Ms. Redden.

TECHNOLOGY USE

Technology tools are powerful tools for students and staff to use. At times, students might attempt to conduct an inappropriate search for materials that are obscene or pornographic and thus harmful to minors/students. Due to the filtering system on our computers, students cannot access any of these sites. However, the principal receives a report with the website that a student attempted to access, or the terms that were placed in a search engine. Please talk to your children about appropriate use of computers and make sure they know that all of their work is monitored. Staff members will also review this with students. If you would like more information on user responsibilities for computer systems, electronic information, and network security, the policy can be viewed at: <http://www.montgomeryschoolsmd.org/departments/policy/pdf/igtra.pdf>

Additional Parent Resources:

- Student Code of Conduct:
https://www.montgomeryschoolsmd.org/uploadedFiles/students/rights/1308%2019_2019_2020_STUDENT_Code%20of%20Conduct%20ENGLISH.pdf
- Student Rights and Responsibilities:
[https://www.montgomeryschoolsmd.org/uploadedFiles/students/rights/1318%2019_20%20StudentRightsAndResponsibilities_Web\(2\).pdf](https://www.montgomeryschoolsmd.org/uploadedFiles/students/rights/1318%2019_20%20StudentRightsAndResponsibilities_Web(2).pdf)