



Student Arrest on School Property CONFIDENTIAL

MCPS Form 236-4
May 2019

Department of School Safety and Security
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

In accordance with COMAR 13A.08.01.12, Arrests on School Property, "When possible and appropriate, arrest by police should be made during nonschool hours and away from the school premises. When an arrest on school premises during the school hours is necessary, the responsible school official shall ascertain the facts from the arresting officer which will enable the school official to fully advise the parent or guardians and other school officials of the nature of the charge, the identity of the arresting officer, and the location of the student. When an arrest has taken place on school premises or during school hours, every effort shall be made by school officials to inform the parent or guardians immediately and thereafter promptly to advise the local superintendent of schools. Arrest on school premises during school hours shall be effectuated in such a manner as to avoid both embarrassment to the student being arrested and jeopardizing the safety and welfare of other students. School officials may not permit questioning of a student under arrest on the school premises and shall request the arresting officer to remove the student from the premises as soon as practicable after the arrest is made."

INSTRUCTIONS: This form should be completed electronically (NOT handwritten) by a school administrator and/or the security team leader/designated security staff member. As required in [MCPS Regulation COB-RA, Incident Reporting](#), the arrest also must be reported to OSSI by phone call within one hour, even if all facts about the arrest have not been assembled, so that the arrest can be recorded in the Incident Management System. The arrest may necessitate additional reporting to law enforcement or other external agencies on a case-by-case basis. See MCPS Regulation COB-RA, [Incident Reporting](#), for additional guidance.

School name and number _____

Student's name (Last, First, Middle Initial) _____ Grade _____

MCPS Student ID# _____

Date of the arrest ____/____/____ Where was the student arrested/cited (location)? _____

Arrest type _____ Date of the incident/conduct ____/____/____

Student charged with _____

When did the incident/conduct occur? _____

Who notified parents/guardians? _____

How and when were parents/guardians notified? _____

Arresting officer's name (Last, First) _____ Agency _____ District _____

Arresting officer was _____ Is arresting officer primarily assigned to student's school? Yes No

Police report number _____ Copy attached (if available)

School disciplinary response (if determined): Student suspended? Yes No If yes, how many days? _____

If student suspended in-school out-of-school Other discipline _____

Suspension date(s) _____ Suspension offense _____

Name of person completing form _____ Date ____/____/____

Security team leader/Designated security staff member signature _____ Date ____/____/____

Principal/Designee signature _____ Date ____/____/____

This form **MUST** be completed and either **FAXED** or **SCANNED** to the Department of School Safety and Security **WITHIN 24 HOURS** of the arrest. FAX # is 301-279-3192, DROP BOX for scanned documents is ArrestNotifications@mcpsmd.org. Fax or scan must include this completed form, **AND** the police report, if available. See instructions above about also reporting the arrest to OSSI.