



Charles County

Public Schools

Working together to achieve excellence for every student.



2021-2022 Parent Handbook/Calendar

Charles County Public Schools Contact Us

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The *2021-22 Parent Handbook/Calendar* is produced by the Charles County Public Schools (CCPS) Communications Department. Call 301-934-7220 for more information.

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Information included in the *Parent Handbook/Calendar* is subject to change throughout the school year. Visit the CCPS website, ccboe.com, for the most up-to-date calendar.

Pictured on the **front** cover, left to right, are Dr. James Craik Elementary School student Oliver Johnson; Henry E. Lackey High School Class of 2021 graduates Jaime Sweeney and Amaya Mackall; and Milton M. Somers Middle School student Jalen Williams, pictured with Mattawoman Middle School student Ryan Cantillano.

Pictured on the **back** cover is Superintendent Maria Navarro with Arthur Middleton Elementary School students Jason Vides Echeverria and Jayden Jones.

Superintendent's Welcome



Maria V. Navarro, Ed.D.
Superintendent of Schools
mnavarro@ccboe.com

Dear Parents/Guardians:

Welcome to the 2021-2022 school year. The start of a new school year brings enthusiasm and excitement. In CCPS, our focus is on working together to achieve excellence for every student. To ensure this focus stays at the forefront of decisions about teaching and learning, we hold our students and ourselves to high expectations. Education is a shared responsibility and we codify our expectations for students with our motto of Think, Inspire, Grow. This involves showing our students how to think critically and strategically, inspiring them to do their best and share with them rich learning experiences so they can grow and are well prepared to take their next step after graduation.

Our collective goal in CCPS is to motivate and support the learning and achievement of every student. We know our students excel when they feel safe and supported in our schools. This school year brings more change for our communities as we transition from a full virtual, then hybrid school year to five days of in-person learning. CCPS will continue to update and implement guidelines and recommendations from the Centers for Disease Control and Prevention (CDC), our state and local health departments, and the Maryland State Department of Education (MSDE) to ensure teaching and learning is happening in safe environments for our students and staff.

We are also focused on supporting the mental well-being of our students as we return to in-person learning and will be implementing additional academic supports to ensure our students succeed. Our teachers and staff will not only focus on academic excellence, but they will also focus on ensuring all children receive appropriate social and emotional supports. Many children are returning to a physical classroom after months of some form of social isolation. And they will need our help to cope and adapt. Learning gaps existed before the pandemic and only grew during the school closures. We want every child to have access to additional supports to gain the skills needed to advance in their learning. We are committed to providing such supports to every student.

As the new superintendent in Charles County, I am committed to using multiple means to communicate with families in ways that support community engagement and input. The Parent Handbook/Calendar is one way we communicate our expectations, school policies and other important information. We will update you regularly through school newsletters, phone calls, email and text messages, school and community meetings, and electronic media. Please take a moment to visit our school system website, ccboe.com, and your child's school website. Follow our journey this year on social media at Charles County Public Schools on Facebook, and @ccps on Twitter.

Thank you for your support as we launch another school year focused on the education, achievement and prosperity of all our students.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Navarro', written over a light blue horizontal line.

Maria V. Navarro, Ed.D.
Superintendent of Schools

Staff honored for excellence



Debra Calvert, principal of William A. Diggs Elementary School, is the 2021 Charles County Public Schools Principal of the Year. She was a finalist for the *Washington Post* 2021 Principal of the Year award.



Brian Kuhn, a vocal music teacher at St. Charles High School, was Charles County's finalist in the *Washington Post* 2021 Teacher of the Year awards program.



Alexis Eaton, fourth-grade teacher at Dr. James Craik Elementary School, is the 2021 Maryland Teacher of the Year for Charles County.

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Admissions and immunizations

State law requires that persons ages 5 through 20 years be admitted, free-of-charge, to CCPS. Students must be domiciled with parents or legal guardians who live within Charles County's boundaries. Students attend a school based upon the location of their parents'/guardians' home. Contact the department of student services, 301-934-7326, or use School Locator on the CCPS website at ccboe.com for school zone information. A request to attend a school other than where assigned must be submitted to the director of student services. School change request forms are available at ccboe.com. Requests are not processed until June of each year.

State law requires children to attend kindergarten before they enter first grade. Children who are 5 years old on or before Sept. 1, 2021, must be registered for kindergarten or receive an exemption from the school system. Parents of children who are 4 years old by Sept. 1, 2021, can apply for prekindergarten. Prekindergarten admission is set by Maryland State Department of Education guidelines.

At registration, a birth certificate (or other acceptable proof of a child's birth date), two proofs of domicile (*see page 30 for a complete list*) and a record of the child's immunizations must be submitted to the school. CCPS requires from the registering parent/legal guardian two acceptable proofs of the domicile address when students enroll in school, and for transitioning students entering the sixth and ninth grades. Students are not officially registered for the next year's sixth- or ninth-grade classes until the proofs are received. Families who are domiciled with another family and have no proofs of domicile in their name may complete an Application of Domicile Request Form accompanied by two acceptable proofs of domicile for the owner/lessee of the property. Requests must also include the student's birth certificate, owner/lessee photo identification showing current address, and a state-issued parent/guardian photo identification showing current address. These items must be provided within 15 days of the request.

Parents/guardians are responsible for promptly notifying the school system of any change in address. Failure to do so may result in the student being immediately transferred to the school zoned for the student's correct address. CCPS also requires parents or legal guardians enrolling students to certify their child is not under suspension or expulsion from another school system. Falsification or misrepresentation of enrollment documentation is considered fraud and may result in sanctions, including the charging of back tuition, the immediate unenrollment of the student from the school system with no credits awarded, and the pursuit of criminal and civil charges. Call your child's school or the department of student services at 301-934-7326 with questions.

State law requires minimum immunization levels to enter school. These vaccines include DPT, polio, measles, mumps, rubella, chickenpox, hepatitis B, Hib, Prevnar and for those entering Grades 6-12, Tdap and meningococcal. The number of vaccines required depends on the age and grade of the child. A list is posted on the CCPS website at ccboe.com. Students can be admitted to school without completed immunizations, but have to show proof of an appointment occurring within 20 calendar days. By law, if proof of immunization after the appointment is not provided, the student will be excluded. Children entering Maryland public schools for the first time must have a physical examination.



J.P. Ryon Elementary School teacher Michelle Rawlings guides student Zavon Jones through a lesson using the class Smart Board.

Emergency card

Parents/guardians receive an emergency card during the first week of school. It should be completed immediately and returned to the child's school. Parents/guardians should ensure that accurate and working phone numbers are provided in the event an emergency occurs. Schools will call emergency contacts if a parent/guardian is unable to be reached. Listing an emergency contact does not allow the individual to pick up a student at any given time in a non-emergency situation without prior written authorization from the parent/guardian. Parents/guardians should notify the school promptly with any contact information changes. A valid email address should be provided in order to receive important notices and school information.

Photographs/videos

Throughout the year, photographs, audio and video may be taken of CCPS students and used or published for educational purposes or to promote school or school system activities, unless consent is withheld in writing **for the current school year** and submitted to the school by the parent or guardian. Photos and videos are regularly used on the school system website, CCPS social media and television stations, as well as submitted for publication to local media, and used in school system brochures and other CCPS printed materials. Staff, parents and visitors may not take photographs or record audio or video at a CCPS school or school-sponsored event without the permission of the school principal, except at events open to the general public.

*Parent visitation/observation

Parents/guardians, as well as all visitors to schools and centers including staff, are asked to present photo identification upon arrival to gain access to the building. Each school has a doorbell and camera system in place to monitor visitor access. All visitors must report to the main office and sign in using photo identification through the ScholarChip system to obtain a visitor's badge. This process helps to ensure the safety and security of students and staff. Parents/guardians may either visit their child's classroom (including the playground) at the teacher's or school's invitation, or request a formal observation of their child's classroom. Making an appointment with the school at least two school days in advance of an observation is not only a courtesy, but a requirement, and it enables the parent/guardian to schedule the observation for the maximum benefit. Teachers cannot stop teaching to confer with parents/guardians who stop by without an appointment. Parents/guardians may schedule up to two classroom observations of up to 45 minutes in duration each grading period. Staff will accompany visitors to the classroom. Siblings should not attend. Teachers will be happy to discuss the observation at a mutually convenient time. Parents/guardians are welcome to visit the cafeteria and eat lunch with their child. This process is different than parent shadowing. Contact your child's principal with questions about parent shadowing.

In order to protect the privacy of other students and in order to maintain a proper learning environment, parents/guardians and other visitors may not use any audio or visual recording device at any time during the visit and must turn off all cell phones. Principals have the authority to deny access to the school for any individual who has been disruptive or may disrupt or disturb the learning environment, or who lacks a valid or legal purpose for entering the school. ***The parent visitation/observation policy is subject to change based on COVID-19 recommendations.**

September 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Calendar Notes for August and September <ul style="list-style-type: none"> • Fall sports begin Aug. 11 • New teacher orientation starts Aug. 16 • First day for teachers is Aug. 23 • First day for students is Aug. 30 • Arts in Education Week, Sept. 12-18 • Constitution Week, Sept. 17-23 • Hispanic Heritage Month, Sept. 15-Oct. 15 • International Literacy Day, Sept. 8 	<ul style="list-style-type: none"> • World Physical Therapy Day, Sept. 8 • Attendance Awareness Month • Library Card Sign-Up Month • National Sickle Cell Awareness Month • Kindergarten Readiness Assessment, Aug. 31-Oct. 8 • ELA = English Language Arts • MCAP = Maryland Comprehensive Assessment Program 		1 Grade 6-8 iReady ELA & Math assessments (Sept. 1-Oct. 1)	2 Grade 1-5 iReady ELA & Math assessments begin (Sept. 2-Oct. 15) High school iReady ELA & Math assessments begin (Sept. 2-24)	3	4
5	6 Labor Day Schools/offices closed Rosh Hashanah (begins at sunset)	7 First day of school for prekindergarten students Rosh Hashanah	8	9	10	11 Patriot Day
12	<ul style="list-style-type: none"> • Charles County College Fair • College of Southern Maryland (CSM) Financial Aid workshop • Early Fall MCAP Assessments begin (Sept. 13-Oct. 29) 	13 Board meeting, 1 p.m. Public Forum, 6 p.m.	14 Yom Kippur (begins at sunset) Special Education Citizens Advisory Committee meeting, 6:30 to 8 p.m.	15 Yom Kippur	16 Teacher in-service day Schools closed for students only (subject to change) McDonough homecoming game	17 McDonough homecoming dance
19	20	21 National IT Professionals Day	22 First day of autumn	23 Title I DADvisory Council meeting, 6 p.m. @ Starkey	24	25
26	27	28 Two-hour early dismissal AM Prek attends	29	30	August 2021 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	October 2021 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31



Latina L. Wilson
Chairperson



Virginia R. McGraw
Vice Chairperson



Jennifer S. Abell
Member



Tajala Battle-Lockhart
Member



Elizabeth C. Brown
Member



David Hancock
Member



Michael Lukas
Member



Ian Herd
Student Member

Board functions

The Board of Education of Charles County establishes educational and fiscal policy, provides overall direction and governs Charles County Public Schools. Board members are elected by registered voters. The next general election will be held in November 2022.

Legislation passed by the Maryland General Assembly in 2021 changes the 2022 Board of Education election. Two Board members will be elected from each of the four Charles County Commissioner districts for a total of eight Board members to serve a four-year term. Additionally in the 2022 election, one member will be elected from the county at-large to serve an initial two-year term, and then be eligible to run for a four-year term in 2024. Elected Board members will be limited to two terms.

The legislation also provides voting rights to the student Board member. The student Board member can vote on all matters before the Board except for legal appeals; personnel matters; collective bargaining; the hiring, salary, and evaluation of the Superintendent; the operating and capital budgets; and school openings, closings and boundaries. The elected Board members can determine whether any motion is subject to the exclusions.

The Board generally meets the second Tuesday of most months during the school year at the Jesse L. Starkey Administration Building located at 5980 Radio Station Road in La Plata. Tuesday meetings begin with executive session at 12 p.m. The public portion of the meeting begins at 1 p.m. Recognition begins at 4:30 p.m. and Public Forum is at 6 p.m. Meetings are open to the public. Work sessions and special meetings are scheduled throughout the year, as needed. Board meeting agendas and times are subject to change.

Community members are invited to participate in Board meetings by speaking at Public Forum. Registration for Public Forum begins 30 minutes prior to the start of the meeting and speakers have three minutes to address the Board about educational issues. Public Forums are generally held at 6 p.m. at both the monthly meetings and work sessions. The purpose of Public Forum is for the Board to receive information for review and consideration. Speakers should not expect an immediate response or verbal exchange with Board members. Speakers can provide copies of written information for the Board to review.

Board meetings

Tuesday meeting dates are as follows: Sept. 14, 2021; Oct. 12, 2021; Nov. 9, 2021; Dec. 14, 2021; Jan. 11, 2022; Feb. 8, 2022; March 8, 2022; April 12, 2022; May 10, 2022; June 14, 2022; Aug. 9, 2022; and Sept. 13, 2022. The Board of Education does not generally hold a meeting in July.

Schedules are subject to change. All Board of Education meetings are televised live on the school system's educational television stations, Comcast Channel 96 and Verizon Fios Channel 12, and streamed live on the school system website, cboe.com. Meetings are also added to the Charles County Public Schools CCPSTV website the day after they are televised.

Board of Education Core Values

1. The Board values collaborative, meaningful relationships with all stakeholders to include parents/legal guardians, students, teachers, staff, administrators, Board members, state and local elected officials, and members of the community at large.
2. The Board believes in equity for all students, understanding that some students require additional resources in order to receive a quality education.
3. The Board values equity as a personal and professional responsibility and will strive to create inclusive learning environments in which every child is able to achieve her/his highest potential.
4. The Board will maintain rigorous standards and high expectations for all students as keys to academic excellence and lifelong learning.
5. The Board believes there is value in diversity and all students and staff members are endowed with unique talents and entitled to mutual respect.
6. The Board values and promotes practices that ensure a safe and orderly learning and work environment.
7. The Board will responsibly advocate for funding to operate an outstanding school system, and expects to be held accountable for allocating that funding to meet system needs.

Board agenda/meeting reports

Meeting agendas are available online through BoardDocs, sent to local media and posted on the school system website one week prior to each meeting. BoardDocs is a website developed specifically for school boards, local governments and other private and public boards to provide transparent and up-to-date information for the Board and the public. To access BoardDocs, visit the school system website at cboe.com and look for the BoardDocs link from the main menu.

October 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Calendar Notes <ul style="list-style-type: none"> • Bullying Prevention Month • Bully Prevention Week is Oct. 18-22 • National Principals Month • Learning Disabilities Awareness Month • Fire Prevention Week, Oct. 3-9 • National School Lunch Week, Oct. 11-15 • National School Bus Safety Week, Oct. 18-22 • Maryland College Application Campaign Week, Oct. 25-Nov. 5 		September 2021 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	November 2021 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		La Plata homecoming game 1	• SAT 2 • La Plata homecoming dance • Building Service Workers Day
3	4 Interim reports issued	5	6 Equity and Diversity Liaison meeting, 4:30 to 6 p.m.	7	8 • Two-hour early dismissal No prek program • North Point and Westlake homecoming games • Kindergarten Readiness Assessment (KRA) window closes	9 North Point and Westlake homecoming dances
10	11 Columbus Day Schools closed for students only Teacher in-service day/parent conferences	12 Board meeting, 1 p.m. Public Forum, 6 p.m.	13 PSAT exam (Grade 10) Student Page interviews	14	15 Lackey homecoming game	16 Lackey homecoming dance Fall Chess Tournament @ Thomas Stone
17	18	19	20 Unity Day (wear orange) Special Education Citizens Advisory Committee meeting, 6:30 to 8 p.m.	21	22 St. Charles and Stone homecoming games	23 St. Charles and Stone homecoming dances
24 31	25	26 PSAT exam (Grades 9 and 11)	27 Middle school co-ed golf event @White Plains Golf Course	28 ESOL Community Night	29	30

Attendance

Regular attendance at school is vital to educational development. If students are absent from school due to illness or for another legitimate reason, they must bring a written excuse signed by their parent, legal guardian or doctor. Students and parents/guardians have five days to verify tardiness or absences, after which they are coded unlawful. Parents/guardians are expected to call the school by the third day of consecutive absences.

A student is counted present for a full day if the student is in attendance four or more hours of the school day. A student is counted present for one-half of the day if in attendance for at least two hours of the school day, but less than four hours. A student scheduled for less than a full day of classes is to be counted present based on the amount of time he/she is scheduled.

Parents are highly discouraged from scheduling vacations that result in unlawful absences from school. However, high school students visiting an institution of higher education in anticipation for potential future enrollment may be granted a lawful absence as long as the parents/guardians give a two-week notice, receive permission from the school principal and the trips are limited to no more than five days in any school year. Other lawful absences include: death in the immediate family; illness of the student which requires a note from a parent/guardian or physician; court summons; hazardous weather conditions; work approved or sponsored by the school; observance of religious holidays; state emergencies; student suspension; lack of authorized transportation; health exclusion; and other emergencies or circumstances which in the judgment of the Superintendent provide a “good and sufficient cause for absence from school.”

Students unlawfully absent more than 10 percent of the school days in any given marking period (4.5 days), semester (9 days) or academic year (18 days) may be considered for retention. Parents of students who have a history of chronic truancy may be referred for intervention at any time. Additionally, school officials adhere to the following communication plan:

- Daily automated phone call.
- After five absences of any kind (excused or unexcused), the school will notify parents/guardians through a letter sent home, by phone or other electronic communication.
- After 10 absences (excused or unexcused), parents/guardians are contacted. A meeting may be set to develop an attendance improvement plan.
- After 15 absences (excused or unexcused), the student may be referred to the school’s pupil personnel worker.
- Additional absences may result in the student and their parent/guardian being referred to the State’s Attorney’s Office for possible legal action for chronic truancy.

School Locator

CCPS has a school locator feature on its website. School Locator allows the public to enter an address and see which three schools – elementary, middle and high – an address is zoned for. It also indicates if the address is eligible for bus transportation to a particular school, what the bus number is and where the closest bus stop to the address is located. School Locator can be ac-



John Hanson Middle School student Carly Roberts programs a robot she made using the VEX Robotics design program. Students use a design plan to build a robot from scratch.

cessed at ccboe.com, under the Quick Links section located on the right-hand side of the home page. School Locator uses mapping data from the county and filters it by school zones. For more information about bus routes, contact your child’s school or the transportation department at ccps@ccboe.com.

ParentVue/StudentVue

ParentVue and StudentVue are online systems that allow parents, students, teachers and administrators to monitor grades, assignments, class information and more. Parents need their child’s six-digit student identification number to use the system; student ID numbers are located at the top of report cards and are on file at school. Parents will need to register for initial system access at their child’s school and provide photo identification. Parents can also email parentvue@ccboe.com with account or password questions.

There are free apps in both the Apple and Android stores. The system can be accessed through the CCPS website, ccboe.com. ParentVue and StudentVue are connected to the CCPS student information system, Synergy, and are accessible 24 hours a day, seven days a week. Some features are not included in the app. CCPS teachers use Synergy Mail to communicate with students and parents.

Transportation

Transportation to and from school for eligible students is provided by CCPS as a privilege, not a right. Parents, students and CCPS share the responsibility for transportation to and from school. Parents are responsible for their child’s behavior and/or any damage caused to the bus or property of others. Students should be at the bus stop five minutes before the bus is scheduled to arrive. During the first two weeks of school, bus pickup times may be adjusted. Please be patient; bus schedules rarely change later in the school year. Bus assignments/stops are located at least 1/4 mile apart. Students are assigned to permanent stops closest to their residence. Transportation is provided to elementary and middle school students residing more than one mile from their school and to high school students residing more than 1 1/2 miles from their school.

All buses are equipped with two-way radios so drivers can keep in contact with schools. Any request for a short-term bus stop change needs to be approved by the school principal. Submit electronic requests for a long-term bus stop change on the CCPS website at www.ccboe.com. Unauthorized bus stops may not be independently made by students or parents.

Students who walk to school should follow basic safety procedures as outlined in the *Code of Student Conduct*. CCPS may transport students by licensed school vehicles in the event of an emergency, or as part of the school program to various school events such as athletic events, school orientations or other academic programs. CCPS reserves the right to randomly videotape/audiotape students on school buses. The videotapes/audiotapes help monitor student behavior and evaluate bus drivers.

November 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October 2021 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 All-County Chorus rehearsals Gifted Education Cognitive Abilities (CogAT) testing begins, Grades 3-7 (Nov. 1-23)	2	3 First marking period ends	4 Second marking period begins	5 Two-hour early dismissal PM Prek attends	6 SAT
7 Standard Time begins (Turn clocks back one hour)	8 National STEM Day Eighth-grade Career and Technical Education (CTE) Showcase	9 Board meeting, 1 p.m. Public Forum, 6 p.m. Eighth-grade CTE Showcase	10 Eighth-grade CTE Showcase	11 Veterans Day Schools closed for students Teacher in-service day	12 Schools/offices closed All CCPS buildings closed	13 World Kindness Day
14	15 All-County Chorus rehearsals Winter sports begin	16 Report cards issued	17 Equity and Diversity Liaison meeting, 4:30 to 6 p.m. Special Education Citizens Advisory Committee meeting, 6:30 to 8 p.m.	18 Title I DADvisory Council meeting, 6 p.m. @ Starkey Educators Rising Induction Ceremony	19 Substitute Educators Day Middle school archery tournament @ Somers	20
21	22	23	24 Thanksgiving holiday Schools/offices closed	25 Thanksgiving Schools/offices closed	26 Thanksgiving holiday Schools/offices closed	27
28 Hanukkah begins (Nov. 28-Dec. 6)	29 CogAT post screening begins, Grades 3-7 (Nov. 29-Dec. 17)	30	December 2021 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		Calendar Notes <ul style="list-style-type: none"> • National Native American Heritage Month • American Freedom Week, Nov. 7-13 • National School Psychology Week, Nov. 8-12 • National School Lunch Week, Nov. 8-12 • National Hunger/Homelessness Awareness Week, Nov. 15-22 • American Education Week, Nov. 15-19 • National Family Week, Nov. 21-27 • Education Support Professionals Day, Nov. 17 	

Extracurricular activities

Students can participate in extracurricular activities that contribute to their overall development and enhance the academic program. Charles County Public Schools (CCPS) determines eligibility every quarter, and calculates and reports grades in four quarters during the school year. Students must have a minimum 2.25 GPA and no failing (F) grades. Students must also have not missed more than 4.5 days of school in the previous quarter.

The standard CCPS eligibility policy is as follows: CCPS bases eligibility for fall activities on a student's fourth-quarter GPA, no failing (F) grades, and attendance from the previous school year. Eighth-grade students promoted to high school as freshmen automatically meet both GPA and attendance requirements for the first quarter. Starting with the second quarter, freshmen must meet the 2.25 GPA requirement with no failing (F) grades and have not missed more than 4.5 days of school during the first marking period.

Winter activity eligibility is based on the first-quarter GPA, no failing (F) grades, and attendance; spring activity eligibility is based on second-quarter GPA, no failing (F) grades and attendance. If a student receives a failing grade in any quarter, they are ineligible for the remainder of the season for post-season participation and the following quarter. Students cannot regain eligibility at interim report time or during the quarter, season or activity time frame. Students absent the entire day or during afternoon classes may not practice, compete or perform.

Students suspended from school are not eligible until they are reinstated by the principal and have attended more than one-half of their class periods for one day. Students absent for excused reasons other than illness have no restriction in that day's practice or contest. The school must approve the absence before participation. All students must have a physical exam to participate on any school team. Visit ccboe.com and view the athletics page under the students menu area.

Prekindergarten, kindergarten & Grades 1-2

Student performance in prekindergarten, kindergarten, first and second grade is reported to parents using the following:

- **Consistently Demonstrating** – indicates that the student is making appropriate progress toward mastery of the skill.
- **Developing** – indicates that the student is making progress toward mastery of the skill, but at this time has partial understanding or inconsistent performance.
- **Needs Improvement** – indicates that the student's progress is not satisfactory at this time.

Prekindergarten students receive report cards two times a year. Students in kindergarten through second grade receive report cards four times a year. A parent conference for students is scheduled in October.

Grades 3-5

Teachers evaluate the academic performance for each student four times a year using the following letter grades: A = Excellent performance; B = Good performance; C = Satisfactory performance; D = Minimal performance; and F = Unsatisfactory performance. A parent conference for elementary students is scheduled in October.



Henry E. Lackey High School teacher Leonard Stevenson and Deidre Anderson, a CCPS instructional assistant, help Lackey junior Kirk Bond III with a math formula at a summer enrichment program.

Middle & high school

In middle and high school, student semester and final grades are computed by averaging numerical grades. Quarterly grades are calculated by obtaining a quarterly arithmetic average. In order to prepare grades for report cards, this average is translated into a letter grade. The grading scale is: A = 90-100% = Superior; B = 80-89% = Above average; C = 70-79% = Average; D = 60-69% = Below average; and F = 0-59% = Failure.

Teachers have some discretion and latitude within parameters in devising a grading system and assigning students' grades; however, such a system should be consistent. Teachers give students a course description that includes information on how grades are calculated. CCPS uses a weighted grading system, giving students the opportunity to earn additional quality points for specified honors and Advanced Placement courses. The weighted grade-point average is calculated and used to determine class rank and academic honors. See the *2021-22 High School Program of Studies* posted at ccboe.com for details.

Interims & report cards

Interim reports will be issued to students on the following days: Oct. 4, 2021; Dec. 13, 2021; Feb. 28, 2022; and May 9, 2022. Seniors will receive interims on May 2, 2022. Report cards will be issued on the following days: Nov. 16, 2021; Feb. 1, 2022; April 14, 2022; and June 22, 2022 (subject to change based on the last day of school).

Report cards and interim reports are posted online in ParentVue and StudentVue accounts. Report cards are posted under the Grading and Attendance Reports in the desktop ParentVue program, and under the Documents menu in the mobile app. If a parent does not see a report card posted for their child by the close of business on the above published date, they should contact their child's school. Parents who want a paper copy of their child's report card should call their child's school. **Note: Issuance of interim reports is not limited to published dates. Interim progress reports may be issued at any time and must be issued when a student is failing or is in danger of failing.*

AskCCPS

Parents, students, staff and community members in need of assistance can log on to the CCPS website at www.ccboe.com and look for the AskCCPS menu located under the photo slideshow. AskCCPS is a help desk for students, staff, parents and the community. The system features different menu options, such as general questions and technology requests. CCPS staff monitor the system and respond within 24 hours to inquiries as they are received, Monday through Friday. A direct link to AskCCPS is www.ccboe.com/askccps. Parents can also use AskCCPS to submit a request for a laptop and/or an internet hot spot for their child.

December 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>November 2021</p> <p>S M T W Th F S</p> <p>1 2 3 4 5 6</p> <p>7 8 9 10 11 12 13</p> <p>14 15 16 17 18 19 20</p> <p>21 22 23 24 25 26 27</p> <p>28 29 30</p>	<p>Calendar Notes</p> <ul style="list-style-type: none"> • International Day of Persons with Disabilities, Dec. 3 • MCAP = Maryland Comprehensive Assessment Program • ELA = English Language Arts • See Something, Say Something - CCPS has an anonymous online reporting website at ccboe.com. CCPS encourages students, parents, staff and community members to report anything they feel might compromise student or school safety. Read more about See Something, Say Something on Page 26. 		<p>1</p> <p>All-County Chorus rehearsals</p>	<p>2</p> <p>All-County Chorus rehearsals</p> <p>All-County Chorus concert</p>	<p>3</p>	<p>4</p> <p>SAT</p> <p>Tri-County Chorus auditions</p>
<p>5</p>	<p>6</p> <p>Two-hour early dismissal AM Prek attends</p>	<p>7</p> <p>All-County Band auditions</p> <p>Pearl Harbor Day</p>	<p>8</p> <p><i>It's Academic</i> event</p>	<p>9</p> <p>All-County Orchestra auditions</p>	<p>10</p>	<p>11</p> <p>ACT</p>
<p>12</p>	<p>13</p> <p>Interim reports issued</p> <p>Fall Block MCAP ELA & Math assessments begin (High school only- Dec. 13-Jan. 28)</p>	<p>14</p> <p>Board meeting, 1 p.m. Public Forum, 6 p.m.</p>	<p>15</p> <p>Special Education Citizens Advisory Committee meeting, 6:30 to 8 p.m.</p>	<p>16</p>	<p>17</p> <p>Tri-County Chorus rehearsals</p>	<p>18</p>
<p>19</p>	<p>20</p>	<p>21</p> <p>First day of winter</p>	<p>22</p>	<p>23</p> <p>Winter break Schools/offices closed</p>	<p>24</p> <p>Christmas Eve Schools/offices closed</p>	<p>25</p> <p>Christmas</p>
<p>26</p> <p>Kwanzaa begins</p>	<p>27</p> <p>Winter break Schools/offices closed</p>	<p>28</p> <p>Winter break Schools/offices closed</p>	<p>29</p> <p>Winter break Schools/offices closed</p>	<p>30</p> <p>Winter break Schools/offices closed</p>	<p>31</p> <p>New Year's Eve Schools/offices closed</p>	<p>January 2022</p> <p>S M T W Th F S</p> <p>1</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p> <p>30 31</p>

Emergency closings

If weather conditions pose a potential hazard to students, school officials may dismiss students early, delay the opening of schools or close schools for the day. If conditions require the closing or delayed opening of schools, decisions are usually made by 5 a.m. The most reliable sources of school closing information are the school system's 24-hour information line and website, www.ccboe.com. The 24-hour information line is 301-934-7410/301-932-6656. When possible, decisions are made the preceding evening. Charles County Public Schools uses its notification system, School Messenger, to send email notification to parents with valid email addresses on file with their child's school.

A delayed opening permits buses to operate in safer conditions after traffic has diminished and roads are salted and/or cleared. Buses run routes one or two hours later than scheduled. If there is a one-hour delayed opening, morning prekindergarten classes start one hour late. If schools open two hours late, morning prekindergarten classes are canceled.

If it is necessary to close schools during the day, the school system will make an announcement, usually by 10:30 a.m., including email notification to parents of schedule changes made during the school day. Morning prekindergarten students will remain at school, will be served a lunch (cost to be reimbursed by parents) and will ride the bus or walk home at the scheduled dismissal time. Afternoon and evening meetings and activities are canceled if schools close early, or are closed for the day. If hazardous weather is predicted for later in the evening, afternoon activities may be allowed and evening activities may be canceled. Afternoon activities are those that end by 6 p.m. Evening activities begin at 6 p.m. or later.

If schools are closed, the AlphaBest program at county elementary schools does not operate. If the opening of schools is delayed by one hour, the AlphaBest program opens at 7 a.m. If the opening of schools is delayed by two hours, the AlphaBest program opens at 8 a.m. If schools close one- or two-hours early for inclement weather, all programs will close by 4 p.m. or until the last child is picked up for the day. Call 301-632-6804 for more information.

When the weather is bad, the school system's transportation department begins early in the morning to monitor road conditions and weather reports. School system staff work with the Charles County Sheriff's Office, Maryland State Police, the county and state roads departments and the National Weather Service to monitor inclement weather threats and road conditions.



Mary H. Matula Elementary School held a drive-through promotion event outside for students in June. Pictured is student Oluwaferanmi Sonuyi with Matula technology facilitator Nichole Hazard.

Parents can be notified of unscheduled delays, early dismissals or closings by email through the school system's notification system, School Messenger. Only parents with valid email addresses on file with their child's school will receive email notification through this system. Parents should notify their child's school with changes to their email address throughout the school year.

Parents and CCPS staff also can opt-in to receive text message notifications from the school system. Text Y or YES to 67587 to sign up for text messages from School Messenger. School Messenger uses data from the CCPS student and staff information system. Parents who have a cell phone number on file with their child's school should update the school with any changes in order to avoid text notification issues.

CCPS also uses the Citizen Notification Service (CNS), available through a partnership with the Charles County Government. Community members can register for free text message notification (standard carrier rates apply) through CNS. To register, visit www.charlescountymd.gov/.

Emergency closings affect the school calendar

Four emergency closing days are built into the school calendar. If the days are not used, they will be deducted from the June closing date as follows: June 16, 15, 14 and 13. In the event the four days are used, the Board of Education can add instructional days to spring break.

If schools remain open, no announcements are made. The CCPS communications department coordinates inclement weather notifications for the school system. Call 301-934-7220 or visit the school system website at ccboe.com for additional information.

Best ways to get your school closure news ...

- Call the 24-hour information line at 301-934-7410/301-932-6656.
- Check the website at ccboe.com.
- Provide a valid email address to your child's school; and update as needed.
- Sign up for Citizen Notification Service (CNS) for text/email notifications.
- Follow us on Twitter @ccps; check Facebook for updates at Charles County Public Schools; find us on Instagram at [focusonccps](https://www.instagram.com/focusonccps).
- Opt-in for text message notifications from CCPS - text Y or YES to 67587.
Feature available only to CCPS students, parents and staff.

January 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 2021 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Calendar Notes <ul style="list-style-type: none"> • HSA = High School Assessment • ELA = English Language Arts • MISA = Maryland Integrated Science Assessment • NAEP = National Assessment of Educational Progress • Subscribe to the Charles County Public Schools press releases email service at www.cbocoe.com/pr. • Like us on Facebook at Charles County Public Schools. • Sign up for CCPS text alerts. Text Y or YES to 67587. 		February 2022 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28			1 New Year's Day
2	3 Grade 1-5 iReady ELA & Math assessments begin (Jan. 3-Feb. 11) High school iReady ELA & Math assessments begin (Jan. 3-Feb. 11)	4 All-County Band and Orchestra rehearsals	5 Mock MISA exam, Grades 5 & 8 (Jan. 5-14) Equity and Diversity Liaison meeting, 4:30 to 6 p.m.	6 All-County Band and Orchestra rehearsals	7 Tri-County Chorus rehearsals	8 Tri-County Chorus rehearsals
9 Tri-County Chorus Concert	10 English Language Proficiency assessment begins (Jan. 10-Feb. 18) HSA Government & LS MISA begins (Jan. 10-Feb. 4)	11 Board meeting , 1 p.m. Public Forum, 6 p.m. All-County Band and Orchestra rehearsals	12 All-County Band and Orchestra rehearsals All-County Orchestra concert	13 All-County Band concert	14 Maryland State Thespian Festival (Jan. 14-16)	15
16	17 Dr. Martin Luther King Jr.'s Birthday observed Schools/offices closed	18	19 Special Education Citizens Advisory Committee meeting, 6:30 to 8 p.m.	20	21 Semester break Schools closed for students only	22
23 30	24 31 <ul style="list-style-type: none"> • NAEP begins • Grade 2 CogAT screener begins • Mock Trial season begins (1/24-2/25) 	25	26 Second marking period ends	27 Third marking period begins	28 Two-hour early dismissal AM Prek attends	29 Elementary Band and Middle School Jazz Band Instant Concert

Thriving Threes and Me program

CCPS offers the Title I Thriving Threes and Me early learning program to provide learning opportunities to three-year-old children and their families living in Title I school zones. The Thriving Threes and Me program focuses on family engagement and does not operate as a traditional full day of school. Activities and events will be held outside of school hours to accommodate children and their families. Children who turn age 3 by Sept. 1 and live with their parent/guardian in a Title I school zone (see school list under Title I) are eligible for the program. The program will resume in October 2021 and include parent workshops, learning groups, materials and resources for families, opportunities for parents/guardians of early learners to network with one another, and training for day care providers in Title I school zones. Visit ccboe.com to register for the program or call 301-392-5520 for more details.

Prekindergarten

The prekindergarten program develops language and literacy skills, mathematical thinking, scientific thinking and the social/emotional skills of 4-year-old children. It also helps children develop and sustain the skills necessary for school readiness. CCPS operates prekindergarten programs in all 22 elementary schools. Selection criteria are based on state guidelines such as income eligibility and homelessness as first priority.

Reading program

The CCPS comprehensive reading program focuses on developing independent readers who use reading to further their knowledge and who will continue to read as a lifelong endeavor. The program enables students to comprehend a variety of literary and informational texts. Reading, writing, listening, speaking and language skills are blended in this program. The CCPS reading program focuses instruction on the five components of reading: phonemic awareness, phonics, fluency, vocabulary and comprehension. As students progress through grade levels, greater emphasis is placed on applying the skills they have acquired in all subject areas. Elementary and middle schools employ full-time reading resource teachers. Interventions provide additional help for struggling readers during school time and beyond school hours. Extended day and enrichment programs are also offered at various schools.

Elementary mathematics program

The purpose of the mathematics program in Charles County is to engage students in the process of problem solving. Their participation in the conceptual understanding of mathematical ideas, along with numerical fluency will lead to a deep understanding of counting and cardinality, operations in algebraic thinking, numbers and operations in base 10, numbers and operations in fractions, measurement and data, and geometry.

Food and Nutrition Services

Students can select from several breakfast and lunch menu items. Menus are available at schools and on the CCPS website, ccboe.com. For the 2021-22 school year, all meals for students are free of charge. Students may purchase additional food items that may be available at school using funds money in the student's general fund using MyPaymentsPlus. Students may be



Kylie De Ramos, a student at J.C. Parks Elementary School, shares a special message during an outdoor “love train” event held at Parks on Valentine’s Day.

eligible for free or reduced-price meals. Eligibility is determined by guidelines developed by the U.S. Department of Agriculture. Free and reduced meal applications are available at ccboe.com.

All CCPS families should complete the free and reduced price meal application. Free meals for this school year are courtesy of a one-time waiver granted by the USDA because of the COVID-19 pandemic. Other benefits are available for families that complete an application. The school system uses a cafeteria prepayment system called MyPaymentsPlus, a secure, online system that allows parents to deposit money electronically on their child's cafeteria account. Use of the system is optional and it is accessible 24-hours a day, seven days a week. Funds are typically available for use within minutes of each deposit. Parents can sign up at www.mypaymentsplus.com to monitor their child's meal account, free of charge.

Federal regulations for the National School Lunch Program (Regulation 210.20 (g)) require documentation from a medical authority for students requiring a substitution or elimination of a food in the school meal program. A doctor's note or order is required at the beginning of each school year. Once a doctor's note has been registered on the student account, it will remain on the account until the

child is no longer enrolled in CCPS, or a note directing removal of the restriction is received from a medical authority. In an effort to focus on children with medically necessary dietary needs, only those students with a doctor's order and severe medical needs will be listed on the food service point of sales terminal in the cafeteria serving line.

Parents are expected to keep their child's meal account funded if their child purchases (a la carte) items other than a complete meal. Meal credits will not be extended to students for the purchase of optional items. Call 301-392-5570 with questions.

Gifted Education

Gifted education provides instructional and enrichment opportunities for students. Learning resource teachers work with classroom teachers at the elementary and middle school levels to provide a challenging educational program that meets the needs of advanced learners. A global screening is completed annually for all second graders and students new to CCPS, beginning with the administration of the CogAT in the fall. In addition, nominations for gifted services are accepted through the year. Services in reading, language arts and mathematics in Grades 3-8 include advanced content, accelerated courses and enrichment opportunities. High school students may choose from honors and Advanced Placement courses, as well as enrichment activities. Gifted education supports enrichment activities such as *It's Academic*, Destination Imagination, chess tournaments and summer camps. For more information call 301-934-7227.

Title I

Title I is a federal education program offered at C. Paul Barnhart, Dr. Gustavus Brown, Indian Head, Mt. Hope/Nanjemoy, J.P. Ryon, Dr. Samuel A. Mudd, Eva Turner and Daniel of St. Thomas Jenifer elementary schools, and participating nonpublic elementary schools. Funding is provided to these schools based on the percentage of students qualifying for free and reduced-price meals. Title I promotes equal access to high-quality education, highly qualified teachers and supplemental educational materials in order to assist Title I students to reach proficiency on state academic standards and assessments.

February 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 2022 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		1 Report cards issued	2 Groundhog Day	3	4 Read Across Charles County	5 Elementary Chorus and Strings Instant Concert Tri-County Math Counts (make-up Feb. 12)
6	7	8 Board meeting, 1 p.m. Public Forum, 6 p.m.	9	10	11 Two-hour early dismissal No prek program	12 Winter chess tournament @ Lackey
13	<ul style="list-style-type: none"> Grade 2 CogAT post screener begins (Feb. 14-25) Grade 6-8 iReady assessments begin (Feb. 14-March 4) Valentine's Day 14	15	<ul style="list-style-type: none"> Two-hour early dismissal, PM prek attends Equity and Diversity Liaison meeting, 4:30 to 6 p.m. Special Education Citizens Advisory Committee meeting, 6:30 to 8 p.m. 16	17 Title I DADvisory Council meeting, 6 p.m. @ Starkey	18	19
20	21 Presidents Day Schools/offices closed	22	23	24	25	26 District XI Solo and Ensemble
27	28 Interim reports issued			March 2022 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Calendar Notes <ul style="list-style-type: none"> National Black History Month National Children's Dental Health Month Career and Technical (CTE) Education Month National School Counseling Week, Feb. 7-11 Public Schools Week, Feb. 21-25 Spring sports information is available on the CCPS website, ccboe.com. Student athletes must meet all eligibility requirements and have a valid physical on file. 	

Technology

The CCPS technology department mission is to provide teachers, students, and staff with reliable infrastructures, tools, resources, and support to help fulfill the instructional and administrative goals of CCPS. This year, CCPS is transitioning from offering the Bring Your Own Device (BYOD) program at select schools to offering Open Wireless Access to all. Students and staff will be able to use their school-issued device and/or personal device, such as a tablet or smartphone, to connect to the Internet for approved classroom activities. Additionally, all classrooms are provided with communications equipment and innovative instructional technologies such as interactive panels and digital curriculum and assessments. The Technology Department facilitates a one-to-one learning environment for students in kindergarten through Grade 12. All staff and students have access to a CCPS Office365 account, which includes five licenses of Microsoft Office Professional for use at school and home.

Beginning in elementary school, students are taught to care for technology and use it as a transformative tool for learning. Students work collaboratively on projects that integrate computer science and engineering modules, such as Project Lead the Way and Code.org activities, that will help them grow the skills they need to thrive. In secondary schools, computer science courses and a Computer Science Completer Program offer rigorous content to prepare students for post-secondary education and/or information technology careers. Higher-level classes such as Advanced Placement (AP) Computer Science-A, AP Computer Science-Principles, and CISCO I and II certification courses are also available. Every high school is equipped with a Telepresence distance-learning program to create virtual classrooms through videoconferencing.

The technology department offers information to parents on Internet safety and acceptable use and provides professional development for staff on working, leading, and teaching with technology. Follow us on Twitter @tech_ccps for updates, spotlights and resources.

Special education

Special education programs provide services for children from birth to age 21. Each school offers special education and related services. Teachers who provide vision and hearing services, as well as speech therapists, and physical and occupational therapists, are available. Regional programs are also available at county schools to provide alternative curriculum approaches. If your child is deaf, blind, hard-of-hearing, orthopedically impaired, multihandicapped, emotionally disabled, visually handicapped, speech impaired, learning disabled, traumatic brain-injured, autistic or has other impairments, call the CCPS special education department at 301-392-7587.

ACHIEVE (Academics, Communication, and Heightened Independence for Education, Vocation and Engagement) is a regionalized program designed to meet the needs of students in kindergarten through age 21, with significant cognitive disabilities. The Emotional Adjustment (EA) program provides therapeutic behavioral supports. Communications classes are provided for deaf and hard-of-hearing students. The Adult Independence Program (AIP) offers job training and placement assistance for students who complete the program. The Early Intervention Program provides special education services for children ages 3-5 through Child Find and provides direct services for preschool children with identified needs. Any child suspected of developmental de-



North Point High School cosmetology student Jamila Madison completes a class assignment in the school lab. The cosmetology program is one of several Career and Technical Education (CTE) programs available for CCPS students.

lays may be referred to the program by parents, teachers, physicians or county agencies.

The Charles County Infants and Toddlers Program provides assessment and direct services for infants and toddlers, birth through age 2, who are experiencing developmental delays. Services are offered through the Charles County Department of Health, Charles County Public Schools and the Department of Social Services. Call 301-609-6808 for more information about the program.

SOAR (Structured teaching, Opportunities for social inclusion, Active learning and Rigor) is a regionalized program for students with autism who require specialized instruction in order to develop skills essential to achieving independence, self-advocacy, flexibility and generalization. The program serves students in kindergarten through 12th grade and utilizes evidence-based practices to support academic, communication, social, adaptive and behavioral development. Classrooms are purposefully arranged to integrate visual supports, principles of applied behavior analysis and structured work systems. Placement in the SOAR program is determined through an Individualized Education Program (IEP) meeting.

Section 504

Section 504 of the Rehabilitation Act of 1973 is a federal law designed to protect qualified individuals with disabilities from discrimination in programs and services that receive federal financial assistance. Students with disabilities may be eligible for a Section 504 Plan which provides accommodations to allow the student access to the same educational opportunities as their non-disabled peers. Call 301-392-7510 for more information.

Title VI: Indian Education

Title VI: Indian Education is designed for Native American students in prekindergarten through Grade 12. Federal law requires Native American students to have a 506 Form on record at the Board of Education. In compliance with the Title VI guidelines, the annual grant project addresses a range of questions on the history, traditions, customs, religion and family life of Native Americans, as well as promoting academic success. Call 301-934-7245 for more information.

Environmental Education Center

The Nanjemoy Creek Environmental Education Center offers a specialized program which supports the state curriculum and work done by teachers and students in the classroom. Located on Nanjemoy Creek, the center provides students with an opportunity to study and experience Charles County's environmental issues and the student's relationship to wetlands, the Potomac River and the Chesapeake Bay. The program encompasses science, social studies and the humanities. All fifth graders experience a field studies trip to the center. In an outdoor setting, students investigate topics such as water quality, biodiversity of local plants and animals, and ecosystem studies focusing on watersheds. Outreach programs allow students to explore, engage in problem solving and take action to improve the environment. Topics include raptor and watershed studies. The Nanjemoy Creek Environmental Education Center also hosts summer camps for students.

March 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
February 2022 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	April 2022 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1	2	3	4	5
		Seal of Biliteracy (March 1-April 14) Spring sports begin	Two-hour early dismissal PM Prek attends	Charles County Spelling Bee (snow date: March 10)		
6	7	8	9	10	11	12
	MISA, Grades 5 & 8 (March 7-25) High School Math Accuplacer begins (March 7-April 14)	Board meeting , 1 p.m. Public Forum, 6 p.m. District XI Chorus Festival	District XI Chorus Festival			SAT HITS Expo
13	14	15	16	17	18	19
Daylight Saving Time (Turn clocks forward one hour)	Elementary All-County Chorus rehearsals National Pi Day	Alternate spring MCAP assessments (March 15-June 3) District XI Orchestra Festival	<ul style="list-style-type: none"> • District XI Orchestra Festival • Elementary All-County Band Sectionals • Special Education Citizens Advisory Committee meeting, 6:30 to 8 p.m. 	<ul style="list-style-type: none"> • District XI Band Festival • Elementary All-County Orchestra Sectionals • St. Patrick's Day 	District XI Band Festival	CTE Career Fair, 10 a.m. to 2 p.m.
20	21	22	23	24	25	26
First day of spring	Elementary All-County Chorus rehearsals Middle school basketball tournaments (Grades 7-8) <ul style="list-style-type: none"> • West teams @ Davis • East teams @ Somers 	Elementary All-County Band and Orchestra rehearsals (West) Middle school basketball tournaments (Grades 7-8) <ul style="list-style-type: none"> • Boys @ Somers • Girls @ Davis 	Two-hour early dismissal PM Prek attends	Elementary All-County Band and Orchestra rehearsals (East)	Third marking period ends Middle school basketball tournament finals @ Stone	St. Charles prom CCPS Early Learning Launch
27	28	29	30	31	Calendar Notes	
	<ul style="list-style-type: none"> • Fourth marking period begins • Two-hour early dismissal No prek program • High school Mock MISA (March 28-April 8) • Prek application process, kindergarten registration begins 	Elementary All-County Band and Orchestra rehearsals (West)	Elementary All-County Chorus rehearsals Equity and Diversity Liaison meeting, 4:30 to 6 p.m.	Elementary All-County Band and Orchestra rehearsals (East)	<ul style="list-style-type: none"> • National Nutrition, Music in Our Schools and Youth Art Month • National Irish American Heritage Month • National Middle Level Education and Women's History Month • National School Breakfast Week, March 7-11 • National School Social Work Week, March 6-12 • MISA = Maryland Integrated Science Assessment • MCAP = Maryland Comprehensive Assessment Program • Sign up for CCPS text alerts. Text Y or YES to 67587. 	

Testing

This school year, students in Grades 3-11 will participate in Maryland Comprehensive Assessment Program (MCAP) reading and mathematics assessments. Testing schedules are subject to change. MCAP testing from spring 2021 was postponed due to COVID-19 school closures, so students in Grades 4-9 and students that completed the associated high school courses (Algebra I, English 10, and Grade 10 Science) in school year 2020-2021 will take the assessments in the fall. Students will be tested on content from the previous school year.

MCAP will be administered in December through January, and again in March through June. The winter assessments are for high school only, and spring assessments are for elementary, middle and high school students. In the spring, students will be tested on content for the current school year in Grades 3-8, and Grade 10 English Language Arts, Grades 3-8 mathematics, Algebra I and Algebra II. Students in Grade 11 will take the Accuplacer in math as a measure of college and career readiness. The Accuplacer will be administered in March through April. High school freshmen also take the High School Assessment (HSA) in Local, State and National (LSN) Government. Students in Grade 8 will also take a social studies assessment in May.

For the English/Language Arts portion of the MCAP assessment, students read several passages and write several responses. The mathematics portion of the assessment requires students to solve problems, express math reasoning and apply concepts to solve real world problems. Students in Grades 5 and 8 will also take the Maryland Integrated Science Assessment (MISA) in March, and students in Grade 10 will take the assessment in May.

CCPS administers other assessments in reading and mathematics for students in kindergarten through Grade 12. The information from these tests is used to monitor student progress in mastering content and is also used by instructional staff to design programs that better prepare students for accountability testing. All kindergarten students will be assessed in the fall using the Kindergarten Readiness Assessment (KRA), a statewide assessment that measures school readiness and provides teachers with information about their students.

Testing windows are outlined throughout the Parent Handbook/Calendar. Information about exams administered to CCPS students is posted on the school system website at ccboe.com. Information about graduation assessment requirements is included in the *2021-22 High School Program of Studies* posted on the school system website at ccboe.com. Student test results can be viewed on ParentVue and StudentVue, under the Testing tab located on the left-hand side after you log in to the account. This feature is not yet available on the mobile app. Questions can be directed to the testing coordinator/learning resource teacher at individual schools.

SAIL Program (SAIL)

The Secondary Academy of International Languages (SAIL) is a regionalized English language development (ELD) program for English Learners at Maurice J. McDonough, Thomas Stone and Westlake high schools. The program is designed to assist secondary English Learners, including immigrant youth, attain English proficiency and develop high levels of academic and language achievement in English.



T.C. Martin Elementary School student MaKenzie Thompson takes a break from class to eat lunch. For the 2021-22 school year, breakfast and lunch is free for all CCPS students. Menus are posted at ccboe.com.

James E. Richmond Science Center

The James E. Richmond Science Center is located on the campus of St. Charles High School in Waldorf. The Science Center is a cutting edge experiential center that hosts school groups, family and community events. The Science Center's focal points include a 184-seat digital dome classroom, a 6-foot diameter NOAA Science On a Sphere® and a Discovery Lab. Students and visitors experience various levels of science, math, history and fine arts in new and exciting ways. The center specializes in STEM problem-based learning and can customize learning experiences for all ages. Visit the Science Center website at www.ccboe.com/sciencecenter for more information.

Field trips/school activities

Field trips and school activities are subject to last-minute cancellation by CCPS for student safety, local/national circumstances or other concerns. Charles County Public Schools, its agents and employees, are not responsible for any non-refundable monies paid by students, parents or guardians in the event a field trip is canceled or students are unable to attend (due to personal or disciplinary reasons). While individual schools work with staff and students on the logistics of field trips or school-related activities, individual schools assume no financial responsibility in the event the trip must be canceled or individual students are not able to attend.

All applicable school rules are in effect for students during field trips and school-related activities, including policies about the possession or use of tobacco, alcohol and controlled dangerous substances. During these types of activities, all students are expected to follow the directions of school system employees and chaperones. Consequences for violating school rules, policies or directions could result in appropriate discipline as outlined in the CCPS *Code of Student Conduct*, as well as appropriate discipline during the trip, up to and including the removal of students from the trip at the expense of the parent or guardian. **Field trip offerings are subject to change based on state and local COVID-19 recommendations.**

Volunteer registration

CCPS believes volunteer service to our schools is essential to student success. The support of parents, grandparents, other significant relatives and community members creates an environment filled with opportunities for students. Volunteers assist regular employees and supplement student services and learning opportunities. Although volunteers are not paid staff members, they are expected to follow CCPS policies, rules and procedures at all times.

CCPS has procedures for all volunteers who have contact with students. This includes volunteers who work in CCPS schools as well as those who attend special events, like field trips, with children. CCPS requires all volunteers to complete a background screening. Volunteers must also fulfill school-based and safe schools training requirements. Volunteers interested in serving in CCPS schools must complete the screening annually. Additional information, and a link to the background screening, is posted on the school system website at ccboe.com. The volunteer program is subject to change based on state and local COVID-19 recommendations.

CCPS supports an awards program to recognize contributions made to the school system by volunteers. Information about the program is posted on the CCPS website at ccboe.com.

April 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday					
Calendar Notes <ul style="list-style-type: none"> • World Autism Month • National School Library Month • National Occupational Therapy and Poetry Month • Week of the Young Child, April 2-8 • National Assistant Principals Week, April 4-8 • National Student Leadership Week, April 17-23 • Public School Volunteer Week, April 18-22 • Administrative Professionals Week, April 24-30 		March 2022 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	May 2022 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		1	2 McDonough prom Autism Awareness Day					
3	• Spring MCAP ELA & Math assessments (April 4-June 3) • Elementary All-County Band and Orchestra rehearsals and concerts (West) • School Librarian Day	4	5	Report cards issued	6	Elementary All-County Band and Orchestra rehearsals and concerts (East) Learning Partner Luncheon	7	8	Career Technical Education (CTE) Employer Recognition Breakfast	9	Elementary Math Challenge Lackey prom
10	11	12	Board meeting, 1 p.m. Public Forum, 6 p.m. Elementary All-County Chorus rehearsal and concert	13	14	15	Good Friday Schools/offices closed	16			
Easter	17	18	19	20	21	22	23	Spring break Schools closed	Spring break Schools closed	Spring break Schools/offices closed Earth Day	Spring break Schools closed
24	25	26	27	28	29	30	Parapro & ASK business exam (April 25-29)	National Administrative Professionals Day	North Point prom Maryland History Day event		

Student leaders

Ian Herd, a La Plata High School senior, is the Student Member of the Board of Education for the 2021-22 school year. The Student Member has voting rights on most Board matters and works with a student liaison committee. Student liaisons this year are: Jocelyn Burrell, Westlake High School; Charlie Klinger, Henry E. Lackey High School; Andrea Kornegay, St. Charles High School; Daniel Mears, Maurice J. McDonough High School; Angelina Smith, Thomas Stone High School; Laila Terry, North Point High School; and Eric Valentine, La Plata High School.

CCASC

The Charles County Association of Student Councils (CCASC) is an organization consisting of student leaders from the county's seven high schools. The CCASC meets throughout the year to discuss issues and to provide input to school system leaders on programs and policies. CCASC provides opportunities for students to improve their leadership skills by presenting leadership workshops and coordinating annual community events.

For the 2021-2022 school year, North Point High School senior Toluwanimi Dapo-Adeyemo will represent the school system at the state leadership level as the first vice president of the Maryland Association of Student Councils (MASC).

CCASC officers for the 2021-22 school year are: Tyne Kidd, Lackey, president; Nia Jenkins-DePeiza, North Point, first vice president; Taylynn Taylor, La Plata, secretary; and Samuel Chernoff, McDonough, charity coordinator.

Student exchange visitor program

CCPS has procedures for accepting student exchange visitors. Visit the system website at www.ccboe.com/community/studentexchange.php for the guidelines.

Col. Wade Joint Services Military Ball

The Col. Donald M. Wade Joint Services Military Ball honors the commitment of graduating seniors enrolled in Junior Reserve Officers Training Corps (JROTC) programs. JROTC students have chosen an education steeped in traditions of honor, courage, patriotism and citizenship. The annual ball is a traditional military celebration.



Ian Herd



Jocelyn Burrell



Charlie Klinger



Andrea Kornegay



Daniel Mears



Angelina Smith



Laila Terry



Eric Valentine



Toluwanimi Dapo-Adeyemo



Tyne Kidd



Nia Jenkins-DePeiza



Taylynn Taylor



Samuel Chernoff

Student publications

School-sponsored publications are subject to review by the school principal or by the faculty advisor or teacher assigned to the particular class or publication. Any student who wants to distribute a publication that is not officially recognized as a school publication shall submit such publication to the principal of the school for review and approval.

Maryland MESA

Maryland Mathematics, Engineering and Science Achievement (MESA) is a structured pre-college program offered to Charles County Public Schools students in affiliation with the Maryland MESA central office at Johns Hopkins University Applied Physics Laboratory. Designed to build student interest in pursuing careers in mathematics, engineering, science and technology, MESA ensures that students develop a high level of literacy in mathematics, engineering and science, and develop their written and oral communication skills.

Students participate in Regional MESA Day competitions which include a series of design challenges that showcase the skills, abilities and interests of MESA students in Grades 3 through 12. Students demonstrate their skills in events such as Storybook Theme Park Ride, Bridge Design, Cybersecurity and computer programming challenges. Overall winners continue on to participate in the Maryland MESA state competition held in May. Call 301-934-7253 for more details.

Educators Rising

Educators Rising, formerly known as Future Educators Association (FEA), is a subsidiary of Phi Delta Kappa, the international professional educators' fraternity. It enables teachers to impact the future of the nation by shaping the future of the education profession. Advisors for middle and high school chapters provide opportunities for students to explore careers in education.

One of the goals of Educators Rising is to strive for excellence in students by promoting academic achievement, developing a positive self-image and encouraging leadership responsibilities. Each middle and high school has a chapter for students in Grades 6 through 12 who are interested in becoming educators.



Pictured are the valedictorians and salutatorians for the Class of 2021. Read more about these class leaders on Page 32.

Graduation requirements

CCPS graduation requirements conform to state requirements and are designed to prepare students for college admission, further career study and entry into the workforce. For freshmen entering high school this year, the following credits are required as outlined below:

English (English I, II, III and IV)	4
Mathematics (two algebra credits and one geometry credit)*	4
Social Studies (government, U.S. history, world history)	3
Science (Biology, physical science, Earth/space science)	3
Health	1
Physical Education	.5
Fine Arts	1
Computer Science, Engineering, or Technology	1
Financial Literacy	1
Electives*	4.5

* Students must enroll in a math course every year in high school (COMAR 13A.04.12.01). Electives for students must include either two credits of world language and 4.5 academic/career elective credits, and/or elective credits completed through a state-approved career and technical education (CTE) program.

Additional requirements

The graduating Class of 2022 must participate in the MCAP Grade 10 English Language Arts assessment, MCAP Algebra I assessment, High School Assessment (HSA) in Local, State and National (LSN) Government, and the Maryland Integrated Science Assessment (MISA). Students must also pass the courses associated with each assessment. Students may participate in the fall, winter or spring administration of an assessment to meet graduation requirements.

College and Career Centers

College and Career Centers provide high school students with a variety of resources for post-high school planning. Besides college handbooks, scholarship listings and financial aid applications, the centers are equipped with computers utilizing Career Cruising. Career Cruising is located at www.careercruising.com and is a web-based college and career exploration program. Using Career Cruising, students can plan for college and their careers. The assessment tools help students begin their career exploration and occupation profiles are linked to related occupations. The system also contains a post-secondary database that provides detailed information about colleges, universities and other training opportunities.

Each college and career center is staffed by a full-time college and career advisor, who offers one-on-one assistance to students as they examine their career goals and objectives. They provide informative programs for students and parents on the college and financial aid application process, arrange visits from higher education, military and business representatives, maintain an updated list of all available scholarships, and publish a monthly newsletter for Grades 9-12.

Dual Enrollment program

CCPS encourages qualified high school juniors and seniors to participate in a dual enrollment program which allows them to enroll in college classes while enrolled in high school. Students receive a 50 percent tuition savings by participating in the program. Students should contact their school counselors for more information. Students who violate behavioral expectations may be removed from the program at the discretion of their principal.

Robert D. Stethem Educational Center

The Robert D. Stethem Educational Center offers alternative education programs for middle and high school students who are referred through the school system. High school students may apply for Career and Technical Education (CTE) programs at Stethem including Automotive Technician, Barbering, Heating, Ventilation and Air Conditioning (HVAC), Interactive Media Production, Pharmacy Technician and Physical Rehabilitation. Call 301-932-1003 for more information.

Virtual Academy

The Virtual Academy at the Robert D. Stethem Educational Center offers online high school courses and accepts students who are in Grades 9-12. The program provides a hybrid of face-to-face instruction through Synergy and Zoom, and online course work. For additional information, contact your child's school counselor or call 301-932-6612.

June 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 2022 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	July 2022 S M T W Th F S S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		High school graduations 1 (Regency Furniture Stadium, subject to change) <ul style="list-style-type: none"> • Lackey graduation, 9 a.m. • Westlake graduation, 1 p.m. 	High school graduations 2 (Regency Furniture Stadium, subject to change) <ul style="list-style-type: none"> • La Plata graduation, 9 a.m. • Stone graduation, 1 p.m. 	High school graduations 3 (Regency Furniture Stadium, subject to change) <ul style="list-style-type: none"> • North Point graduation, 9 a.m. 	SAT 4
5	6	7	8	9	10 Two-hour early dismissal PM Prek attends	ACT 11
12	13 Two-hour early dismissal AM Prek attends National History Day event (June 13-17)	14 <ul style="list-style-type: none"> • Two-hour early dismissal PM Prek attends • Board meeting, 1 p.m. Public Forum, 6 p.m. • Flag Day 	15 Two-hour early dismissal AM Prek attends Last day of school for students**	16 Last day of school for teachers**	17	18
19 Father's Day Juneteenth	20 Juneteenth holiday observed Schools/offices closed	21	22 Report cards posted (subject to change)	23	24	25
26	27	28	29	30	Calendar Notes <ul style="list-style-type: none"> • ** = Four inclement weather days are built into the calendar. The deletion of school days if there is a mild winter is as follows: June 16, 15, 14 and 13. • June is Diversity and Inclusion Month • Visit the CCPS website for an electronic version of the calendar. • Sign up for CCPS text alerts. Text Y or YES to 67587. • Follow CCPS on Twitter @ccps. 	

School psychological services

Certified school psychologists are available at each school. School psychologists provide crisis intervention; counseling for individuals and groups; individual student assessments; and consultations with teachers, parents and administrators as well as referrals to, and consultations with, appropriate community agencies and professionals. For more information, call 301-934-7331.

Guidance and counseling services

Guidance and counseling services are available at each school. Certified school counselors can help parents and students in the areas of academics, personal decision making and career planning. School counselors work with parents, administrators, teachers and community resources to provide the best educational experiences for students. Parents may contact school counselors at the school or through the department of student services at 301-934-7334.

Pupil personnel workers

The pupil personnel worker (PPW) provides a variety of services to schools and students. The PPW serves as a resource and consultant to school personnel in matters of child safety, laws, local policies and procedures, and alternative programming. The PPW helps with communication between home and school in matters of attendance, crisis situations or other issues that may concern students. The PPW also acts as the school system liaison in coordinating services to students and families provided by county agencies or community organizations. To contact a PPW, call your child's school.

School health program

The school health program is a collaborative effort between CCPS and the Charles County Department of Health. The program allows for nurses in each school, which helps students maintain their physical health, thus fostering their educational achievement. The role of the school nurse includes providing acute/emergency care, managing chronic health conditions, preparing plans of care for students with health conditions, administering treatments and medications, teaching students to manage their health conditions, initiating control measures to decrease the spread of communicable diseases, maintaining health records and reviewing records for compliance with state school entrance requirements. In accordance with Maryland law, new students entering the school system, along with students in Grades 1 and 8, receive vision and hearing screening. If you wish to opt out of this screening, please notify the school in writing.

Illness and medication

If a child becomes ill during the day, the nurse or other school staff will notify a parent/legal guardian. If staff cannot reach parents, the individual(s) listed on the student's emergency card is called. Parents/guardians should ensure the school has accurate working phone numbers. Students are taken to the nearest medical treatment facility in emergency cases. The emergency card with a parent's signature permits the principal to arrange emergency care for students.

Students need to be fever free per current county, state and federal recommendations that are subject to change before returning to school after any illness. Every effort should be made to minimize the administration of medicine in schools. If at all possible, parents are urged to administer medication before school and/or after the child returns home. Medication refers to



Benjamin Stoddert Middle School science teacher Nicole Vazquetelles bumps elbows to say hello to student Keshawn Speight in the school hallway.

all drugs prescribed by a physician, as well as over-the-counter, non-prescription drugs (i.e., cold/cough preparations, analgesics-Tylenol/aspirin-lotions, creams, ointments-Calamine/Neosporin, antacids, sunscreens, vitamins, etc.).

To ensure the safe, efficient administration of medications to students who would otherwise be unable to attend school due to certain illnesses, conditions or diseases, the following procedure is followed. If the physician deems it necessary for a child to receive medication during the school day, parents must provide the following:

- a completed Physician's Medication Order form containing complete written instructions from the prescribing physician, including the date of the order, identification of drug by name, dose, time and circumstances of administration, length of time medication is to be continued, reason for prescription and possible side effects;

- a completed form from parents/guardians stating the desire to have medication administered and relieving the school, its agents, employees or representatives of any responsibility for ill effects resulting from the proper administration of the prescribed drug. An adult must deliver the medication to the school in the pharmacy container with all labeling information intact; and

- medical documentation for students with food allergies. In order to flag a child's food allergy in the cafeteria computer system, a physician must complete the Physician Order and Authorization for Food Allergy form. If the child's allergy changes, the school system will need an updated doctor's note to change or remove the restriction from the system.

Due to allergies, students and their parents/guardians are not allowed to bring to school and distribute any outside food products unless the products are commercially manufactured, individually wrapped in single serving sizes, and marked with the ingredients and the nutritional facts label. Parents/guardians must obtain permission from their child's teacher or school administrator prior to bringing outside food for distribution so that the teacher/administrator can review the timing and impact on the school day, the benefit and fairness to students, and other considerations.

By law, school nurses cannot administer unlabeled medicines. Medications carried by students on school property without appropriate documentation will be confiscated and parents will be contacted. Physician's Medication Order forms are to be submitted at the beginning of each school year and renewed annually for students on long-term medication (i.e., Ritalin, asthma drugs, etc.), or therapy. Forms are available at each school. These written instructions pertain to all medications (both over-the-counter and prescription). Parents/guardians need to pick up medications at the end of the school year or they will be discarded.

By law, CCPS has an auto-injectable epinephrine (Epi-pen) policy. Each school is required to have Epi-pens available for emergency use. These Epi-pens are not intended to replace or substitute prescribed epinephrine for individual students. CCPS encourages parents to provide the school nurse with physician's orders and a three-day supply of critical medications routinely only given at home in case an emergency occurs that requires multi-day sheltering at school.

A qualifying student may be administered medical cannabis by a caregiver or a designated school staff member in a school building, during school hours, during school sponsored activities, and/or on a school bus if the student has proper written authorization. Parents should contact the school principal for more information.

July 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 2022 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Calendar Notes <ul style="list-style-type: none"> Charles County Public Schools televises Board of Education meetings live on Comcast Channel 96 and Verizon Fios Channel 12. The meetings are also streamed live on the school system website at www.ccboe.com. The CCPS <i>Parent Handbook/Calendar</i> is distributed to all students and staff during the first week of school. An electronic version is posted on the CCPS website in August. Summer School details are posted on our website at ccboe.com. 		August 2022 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		1	2
3	4 Independence Day Schools/offices closed	5	6 Summer school begins	7	8	9
10	11	12	13	14	15	16 ACT
17	18 HSA Government (July 18-29)	19 Primary Election Day	20	21	22	23
24 31	25	26	27	28	29	30

Job Shadow Day

Job Shadow Day, held annually in February, is a national initiative that gives students a firsthand look at the world of work. Job shadowing can take many forms, but typically it encompasses a half-day visit by a student to a place of work. The student should have an opportunity to tour the site, “shadow” an employee for at least two hours and participate in workplace activities. For more information, call 301-934-7298. CCPS also participates in the national Take Our Daughters and Sons to Work Day, highlighted this school year on April 28, 2022.

PAC, PTOs, PTSOs

Each school selects a parent representative and alternate to serve on the systemwide Parent Advisory Committee (PAC). This group meets three times during the school year at the Jesse L. Starkey Administration Building. Systemwide PAC meetings are held quarterly; principals notify their school representatives of the dates in advance.

Parent representatives meet school system administrators to learn more about the instructional program, budget process and other issues pertinent to the daily operation of the school system. Topics for meetings are garnered from the suggestions of parents. Parent representatives share the information with their school’s parent group(s).

Most schools have active Parent-Teacher Organizations (PTO) or Parent-Teacher-Student Organizations (PTSO). The school parent group serves as an active supporter of the school and functions as an extension of its programs, activities and events. Contact your child’s school for meeting times and membership information.

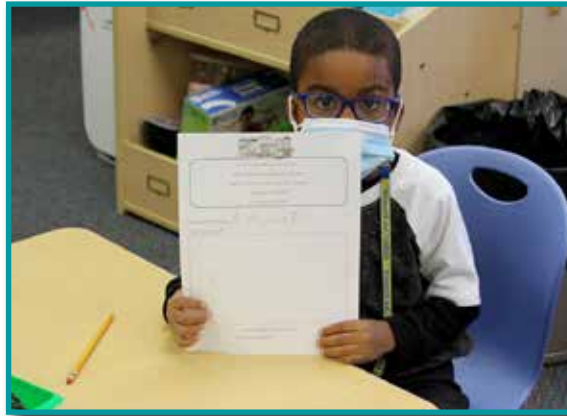
The parent or school advisory committee at the school level is organized by the principal for the purpose of providing information to the school community on the system’s instructional programs, budget process and other initiatives. Members direct efforts toward support of the individual school through a cooperative relationship with parents, teachers and administrators.

Learning partners

Learning partners are recruited from the community to read and play math games to reinforce skills with elementary school students. Senior citizens, members of church groups, grandparents and other dedicated volunteers make up the cadre of tutors who provide instruction and practice necessary to develop confident readers. To volunteer, call 301-934-7361.

Rules about gifts for school system employees

All CCPS employees, including teachers, are required to follow the Board of Education policy related to the acceptance of gifts. The policy prohibits employees from soliciting or accepting gifts from parent(s) of students or students where a conflict of interest may exist. Teachers may accept unsolicited nominal gifts for holidays, birthdays and teacher appreciation occasions according to the following guidelines: single gifts with a value of up to \$20 may be accepted; and a series of gifts may be accepted up to \$100 per year. Call your child’s principal for more information.



Kash Parks, a kindergarten student at Arthur Middleton Elementary School, practices writing letters to spell out his name.

Communications

CCPS offers parents, community members, staff and students a number of ways to find information about our schools and the school system. Printed information items, including the *Parent Handbook/Calendar* and the *Code of Student Conduct*, are sent home the first week of school. All publications and the latest school news are posted on the CCPS website at ccboe.com. The school system maintains a 24-hour information line. Information is updated weekly and immediately in an emergency or when the school schedule is altered for inclement weather. Call 301-934-7410/301-932-6656 for a recorded message. The 24-hour information line also features a recorded Spanish message.

CCPS regularly sends out email and phone messages to the contact information listed on the student emergency information card. Notifications are sent to the primary email and phone number listed on a student account for any identified parent or guardian. The notification system, School Messenger, uses parent and guardian data included on emergency cards and listed in the student information system. Parents/guardians cannot opt out of receiving attendance, emergency or meal account balance notifications.

Community members can receive email notification of school closings or delays by registering with the CCPS press releases email subscriber list to receive the latest school system information by email. Visit www.ccboe.com/pr to sign up. Communications staff manages all CCPS social media accounts including Twitter @ccps, Charles County Public Schools on Facebook and on Instagram at [focusonccps](https://www.instagram.com/focusonccps). Parents also receive by email weekly updates with notes from Board of Education meetings and systemwide news.

Comcast Channel 96 and Verizon Fios Channel 12 are public television stations that provide news and information about CCPS, student and staff accomplishments. The stations feature CCPS original programming, including NewsBreak featuring high school student anchors and On Air, a feature show highlighting student, staff and system accomplishments. Communications staff also broadcast Board of Education meetings live on the school system website, manage ccboe.com and support all school, center and system websites.

The communications department supports a school public relations liaison program in which staff work with a liaison in each school and center to highlight school programs, staff, events and more. Liaisons help to manage social media accounts for schools and centers, and provide website content. Call 301-934-7220 for additional information.

Library media program

Each school, except for special centers, has a library media center staffed by a library media specialist. The library media program provides instruction in information literacy skills that include support and promotion of reading, the application of a research process and the effective use of information technologies. In addition to print and non-print resources, students have access from home and at school to the library catalog and subscription online databases that include magazine and newspaper articles, video clips and graphics.

August 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July 2022 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1	2	3	4	5	6
7	8	9 Board meeting	10	11	12	13
14	15 New teacher orientation week begins (Subject to change)	16	17	18	19	20
21	22 First day of school for returning teachers (Subject to change)	23	24	25	26	27
28	29 First day of school for K-12 students (Subject to change)	30	31	September 2022 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Calendar Notes <ul style="list-style-type: none"> • For more information about Charles County Public Schools, visit the school system website at ccboe.com; follow us on Twitter @ccps; like us on Facebook at Charles County Public Schools; or call the 24-hour information line at 301-934-7410 or 301-932-6656. • An electronic copy of the <i>Parent Handbook/Calendar</i> is posted on the CCPS website at ccboe.com. 	

See Something, Say Something

It takes all of us — parents, community members, students and staff — working together to keep our schools safe. See Something, Say Something encourages students, parents, staff members and community members to report anything they feel threatens the safety of others. All reports are thoroughly investigated, often with the assistance of our School Resource Officers (SROs), who are sworn members of the Charles County Sheriff's Office (CCSO). CCPS employs a Director of School Safety and Security, who provides safety training and works with the SROs to plan for crisis response.

CCPS manages an anonymous online reporting system on the school system website where anyone can report a safety threat at any time. The reporting page is available at www.ccboe.com/index.php/see-something-say-something. The school system also has an anonymous reporting hotline, 301-302-8305.

Staff/student training

CCPS staff participate in Safe Schools training. This mandated training includes blood borne pathogens, reporting of suspected child neglect/abuse, the CCPS drug and alcohol policy and more. Students and staff also participate in training for several types of emergencies — from tornados to fire to active shooters. Each school has emergency plans that provide basic guidelines and procedures for staff to follow in the event of an emergency. CCPS updates, reviews and revises school plans annually. The trainings also prepare students and staff for situations such as shelter-in-place or lockdowns. During a shelter-in-place, no one is allowed to leave or enter the building but activities within the school continue as normal. During a lockdown, all internal and external doors are locked and students and staff are required to stay where they are. These types of situations are often in response to community police activity, severe weather or the need for local emergency services to use the school campus for accident/emergency response. Students and staff participate in drills regularly throughout the school year.

CCPS hiring practices

All candidates complete an employment application, including references. All new hires, including substitutes and temporary employees, are fingerprinted. These fingerprints are submitted to the Criminal Justice Information System (CJIS), which searches both the Maryland and FBI databases. If there is a reportable incident, the Office of Human Resources determines whether the incident disqualifies someone from employment. Additionally, I-9 forms are completed to verify eligibility to work in the United States. CCPS requests a Child Protective Services background clearance. Child Protective Services notifies CCPS of any child abuse findings involving prospective employees.

State law requires criminal background checks of public school employees hired on or after Oct. 1, 1986. The CCPS Office of School Safety and Security will screen nearly 1,500 employees at random each year. Selected employees will be notified by email prior to the background check. Prior to 2018, CCPS relied on fingerprint identification technology to conduct initial and ongoing background screenings. To fill the gap, CCPS has contracted with a company that will complete additional social-security based background screenings on employees.



Child abuse reporting

All CCPS employees and volunteers are required by state law and the Board of Education to report suspected child abuse or neglect cases to the Department of Social Services or appropriate law enforcement agency. CCPS staff participate in training to better recognize the symptoms of child abuse or the behaviors of someone who is possibly abusing a child. For students, CCPS has implemented age-appropriate lessons in the health and counseling curriculum to help children recognize and report inappropriate contact. The school system also has a partnership with the Center for Children to offer mental health assistance. Any parent or student who would like to report child abuse or neglect is encouraged to call the Charles County Department of Social Services at 301-392-6400, or the Charles County Sheriff's Office at 301-932-2222, or the National Child Abuse Hotline at 800-422-4453.

School resource officers (SROs)

The CCSO School Resource Unit assigns one officer to every high school and middle school in Charles County. The officers work closely with administrative staff and teachers to enhance school safety and address security matters. The officers also develop a rapport with students and present programs in class that encourage good decision-making, build self-esteem and teach students to be positive role models. In addition to fulfilling their responsibilities at their respective high school or middle school, SROs work with elementary schools to address security matters and present student programs.

The SROs provide crime prevention programs to CCPS students including Drug Abuse Resistance Education (DARE) and Truth and Consequences. SROs also help to coordinate We Care, a program that has reduced teen traffic fatalities by using innovative methods to encourage young motorists to drive safely. Each summer, SROs host a three-on-three basketball tournament, Badges for Baseball, a Just Say No camp and the Summer Youth Achievement Program.

COVID-19 standard operating procedures

CCPS has COVID-19 standard operating procedures (SOP) in place to guide health and safety measures for schools, students and staff. Staff meets regularly with state and local health officials to monitor health concerns and conditions, as well as review guidance in place from the Maryland State Department of Education (MSDE). CCPS updates its SOP when necessary. Included in the SOP is information about mask requirements, positive case notification requirements, contact tracing, cleaning and sanitizing of schools and buildings, physical distancing, and health screenings for students and staff. The SOP also includes guidelines for students and staff who become sick at school/work. Staff should not report to work if they are sick, and parents/caregivers should not send sick children to school programs or in-person events. A copy of current SOP in place is posted on the CCPS website at ccboe.com. CCPS offers a free preventative COVID-19 screening program for students and staff. The screening is voluntary, but is an additional safeguard in place to ensure the health and safety of students and staff.

Conduct

CCPS distributes *Code of Student Conduct* booklets to students annually. The *Code* outlines acceptable behavior, systemwide conduct policies and transportation information. All students must read and sign the booklet with their parent/guardian. The *Code* booklet is used in conjunction with individual school handbooks. The *Code of Student Conduct* outlines behavioral infractions and includes a discipline outline with levels of response for each infraction. Student conduct rules apply to all students who are participating in a school-sponsored activity on or off school grounds. The *Code* is posted on the school system website at ccboe.com.

September 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 2022 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	October 2022 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Calendar Notes <ul style="list-style-type: none"> For more information about Charles County Public Schools, visit the school system website at ccboe.com; follow us on Twitter @ccps; like us on Facebook at Charles County Public Schools; or call the 24-hour information line at 301-934-7410 or 301-932-6656. An electronic copy of the <i>Parent Handbook/Calendar</i> is posted on the CCPS website at ccboe.com. 		1	2	3
4	5 Labor Day Schools/offices closed	6 First day of school for prekindergarten students (Subject to change)	7	8	9	10
11	12	13 Board meeting, 1 p.m. Public Forum, 6 p.m.	14	15	16 Teacher in-service day Schools closed for students only (subject to change)	17
18	19	20	21	22	23	24
25 Rosh Hashanah (begins at sunset)	26 Rosh Hashanah	27	28	29	30	

Accident insurance for students: The school system allows an insurance carrier to offer a student accident insurance plan. The forms are available on the school system website at ccboe.com. The plan does not replace a primary health insurance plan and should be considered as a supplement to other health and accident insurance coverage. CCPS does not handle claims or related issues. Parents are responsible for sending in premiums and for filing claims with the insurance carrier. Visit www.bobmccloskey.com/K12Voluntary.

Animals on school property: No dogs or other pets are permitted in school buildings or on school grounds without the direct permission of the school administration. Exceptions are service animals, and animals used for public school-sponsored programs approved by school administration. Anyone bringing an animal on to school property for a permitted and approved purpose must have the animal on a leash, under control at all times and clean up after the animal.

Anti-teasing/bullying/harassment programs: CCPS believes students must feel safe and comfortable to benefit from the educational program. Research states one of the most common reasons students feel negative and uneasy about their school environment is related to the existence of teasing, bullying and harassment activities by other students.

CCPS does not condone any form of teasing or bullying. Students who believe they are victims of teasing or bullying should inform a teacher or school administrator immediately. Anti-bullying/harassment programs have been put into effect at all Charles County public schools. Bullying/harassment behavior is not tolerated. The goal is to teach and require mutual respect among all students. Parents and students are strongly recommended to fill out a Bullying, Harassment and Intimidation Reporting Form if there is an incident of bullying or harassment in school. A copy of this form is sent home at the beginning of each school year in the *Code of Student Conduct*. The form is also located on the school system website at ccboe.com. Parents and students can call the Maryland Youth Crisis Hotline at 800-422-0009 for additional information or assistance.

Asbestos: Public and private elementary and secondary schools are required to address asbestos in school buildings in accordance with the 1986 Asbestos Hazard Energy Response Act (AHERA). The act requires the school system to notify parents and others of any AHERA inspections, response actions and post-response activities that are planned or in progress. The Asbestos Management Plan for each building is on file in each school office and is available during regular office hours for review. As long as asbestos-containing materials are not disturbed, they pose no threat to building occupants or to the environment. For more information, call the CCPS risk manager at 301-934-7275.

Before-and after-school care: Before- and after-school care is offered at all elementary schools. The program is operated by AlphaBest, a vendor contracted by the Charles County Department of Community Services. Centers are licensed and operate during the school year. Visit www.alphabest.org/charlescounty/ or call 301-632-6804 for more information.

Budget: The 2021-22 operating budget totals \$408 million. It is a budget that enables the system to move forward with maintaining existing programs and funding mandatory costs. County revenues fund 49.2 percent of the Board's budget. This year county contributions total \$200.9 million. The remaining money comes from state, federal and other sources. During scheduled public work sessions, Board members review the Superintendent's budget request. The Board then receives comments on the budget during a public hearing. All hearing dates are posted in advance on the CCPS website at www.ccboe.com. Board members submit their budget requests to the Charles County Commissioners, who have funding authority over the total budget and categories as defined by state law. Once set by the Commissioners, the Board must manage its approved budget according to state law. For budget information, call the assistant superintendent of fiscal services at 301-934-7350.

Career and Technical Education programs: CCPS offers a variety of Career and Technical Education (CTE) programs which provide high school students an opportunity to pursue a sequential, technical and academic program of study to earn marketable skills leading to either immediate employment upon graduation or enhanced college opportunities. There are several programs that can be entered through the course selection process such as Business Management, Career Research and Development, Computer Science, ProStart, Project Lead the Way Biomedical Science and Project Lead the Way Engineering. Other programs require a student to submit an application.

In eighth grade, students can apply for Academy of Health Professions: Certified Nursing Assistant, Automotive Technology, Biotechnology, CASE: Natural Resources, Cisco: IT Networking, Collision Repair, Construction Design and Management, Cosmetology, Criminal Justice, Culinary Arts, Cyber Security, Drafting and Design, Education Careers, Engineering, Graphic Communications or Welding.

In Grade 10, students can apply for Academy of Health Professions: Pharmacy Technician, Academy of Health Professions: Physical Rehabilitation, Automotive Technician, Barbering, Heating, Ventilating, and Air Conditioning (HVAC), Interactive Media or Maryland Fire and Rescue Institute. All programs offer either industry certification and/or college credits through varying colleges and universities. Contact your child's school counselor for a complete list of program selections or visit www.ccboe.com/cte for more information.

Cell phone rule: CCPS allows the possession and use of cell phones and other personal electronic devices by students. It is the intent of the Superintendent to ensure that this allowance does not disrupt the learning environment, after-school activities, or the safe transportation of students. Students are permitted to use cell phones while attending (but not participating in) general public events that occur after hours and are open to the community. The following conditions outline the standard expectations for the possession and/or use of cell phones and electronic devices by students at school, on the bus or on other school-chartered vehicles:

Elementary school students

- Students may only bring their phone or device, with a written request from the parent or guardian for a specific (non-social) purpose, and upon receipt of **written approval from the principal**.
- Once approved, student must keep their phone or device powered completely off (not on vibrate or silent mode) and inside their book bag, locker or cubby throughout the entirety of each school day, unless other storage arrangements are made with the teacher.
- Once approved for school, students may use their phone or device on the bus or school-chartered vehicle, but use must not be disruptive or cause a distraction to the driver at any time; examples include: phone conversations, loud music, videos or electronic games.

Middle school students

- Students may bring their phone or device but once school begins must keep them powered completely off (not on vibrate or silent mode) and remain in a non-visible, secure location throughout the entirety of each school day.
- Students may use their phone or device on the bus or school-charted vehicle, but it must not be disruptive or cause a distraction to the driver at any time; such as phone conversations, loud music, videos or electronic games.

High school students

- Students may bring their phone or device but once school begins the device must be powered completely off (not on vibrate or silent mode) and must remain in a non-visible, secure location, with the exception of lunchtime or during an approved activity period.
- Phones and devices may be used during approved times but must not be disruptive or serve any inappropriate purposes; such as loud/explicit music or videos, sending or posting inappropriate messages or images (via text or social media), or any type of cyberbullying.

Cell phone rule, continued on page 29

Cell phone rule, continued from page 28

- At the end of the lunch or activity period, all phones and devices must be immediately powered back off and returned to a non-visible, secure location, until the end of the school day.
- Students may use their phone or device at the end of the school day for the purpose of making transportation arrangements as it relates to after-school activities or events.

Please note the following additional guidelines governing all school levels:

- Administrators and/or teachers may allow the use of cell phones or electronic devices during the school day for specific academic purposes; such opportunities will be communicated in advance.
- Students attending schools participating in “Bring Your Own Device” (BYOD) programs shall comply with the rules specific to that program, as defined by the school.
- Cell phones or electronic devices with camera and/or video functions must not be used to take or transmit any image or video at any time, even if the use of the phone or device is otherwise permitted.

Collection of bad checks: CCPS uses Envision Payment Solutions to recover returned checks. The agency works directly with the check issuer to recover funds. There is no cost to the school system for this service, and the agency will work to collect the face amount of the check and up to a \$35 fee, which is allowed by Maryland law. Questions can be directed to Envision Payment Solutions at 1-877-290-5460 or customerservice@envisionpayments.com.

Community centers: Community centers are located at Billingsley and William B. Wade elementary schools and most county middle schools. The centers, operated by the Charles County Department of Community Services, are in partnership with the Board of Education and are focal points in the county that offer leisure programs and activities for all ages. During the school year, centers are open Monday through Friday, 3 to 9:30 p.m. (except for Billingsley, which is open from 4 to 9 p.m., Piccowaxen, which is open from 2 to 9 p.m., and Milton M. Somers, which is open from 2 to 9:30 p.m.) and Saturdays during the school year, 10 a.m. to 2 p.m. Center numbers are: John Hanson, 301-645-2186; Matthew Henson, 301-375-7875; Mattawoman, 301-645-6865; Piccowaxen, 301-259-2503; Smallwood, 301-743-3020; Somers, 301-932-6679; Billingsley, 301-944-1091; and Wade, 301-645-9291. There is also a center at the Nanjemoy Community Center, 301-246-9612, that operates Monday and Wednesday from 8:30 a.m. to 8 p.m.; and Tuesday, Thursday and Friday from 8:30 a.m. to 4:30 p.m. Locations and hours vary during the summer and are subject to change. Call 301-932-3470 for more information.

Dress code: Suggestive, provocative or excessively tight clothing is not allowed to be worn to school or to school-sponsored activities. CCPS does not allow clothing to be worn on school property or to school-sponsored activities, which displays messages, or images that are offensive, vulgar, harassing, or otherwise inappropriate for the school setting. Clothing that is judged by the school administration to be disruptive to the orderly school process either by virtue of the design or in the manner in which it is worn is also forbidden.

Members of the Charles County Association of Student Councils (CCASC), in collaboration with parents, staff, and community members, developed the following system-wide dress code, as amended and approved by the Board of Education.

1. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop and other activities where unique hazards exist.
2. Shorts and skirts are permitted as long as they reach the middle of the thigh, defined as shoulders relaxed and arms straight down alongside the body where fingertips touch the thigh. Slits in the skirt may not rise more than two inches above fingertips.

3. Clothing must cover the chest area, cleavage, torso and undergarments. Tops may not be lower than mid-back.

4. Spaghetti straps and garments that are both strapless and sleeveless are not permitted during the school day.

5. Undergarments must not be visible at any time.

6. Pants must be secured no lower than mid-hip.

7. Ripped pants are permitted as long as rips fall below the shorts length criteria, are limited to the front side of the leg, and do not exceed three inches in diameter above the knee. Skin exposed by all other rips must be covered by opaque clothing that is not underwear.

8. Leggings, biker-type/spandex shorts or joggers must be opaque and worn with a top that meets the length expectations of shorts and skirts (see #2).

9. Backless and open-toed shoes with a hard sole are permitted as long as the shoes do not pose a safety hazard. Foam and similar soft-soled shoes, such as flip-flops or beach footwear, are prohibited.

10. Headwear is not permitted. This includes, but is not limited to, hats, skull caps, visors, bandannas, sweat bands, shower caps and hoods. Scarves may be worn as a headband only. (Exceptions may be granted based on religious and medical reasons with proper verification.) Sunglasses are not permitted except during outdoor activities.

11. Sleepwear and sleepwear-type clothing are only permitted for certain activities, such as overnight field trips and spirit days.

12. Clothing that displays or symbolizes any language or material that is inappropriate for school or offensive to any group is not permitted. This includes, but is not limited to, material relating to drugs, alcohol, profanity, obscenity, racism, gang activity and violence.

13. Formal attire must not be disruptive or distracting. Spaghetti straps and strapless formal garments are acceptable as long as adequate coverage is maintained during the activity. Slits in skirts or other garments must meet the expectations for the same in rule #2. Transparent attire is prohibited. Necklines may not fall below mid-sternum. Backless garments are permitted at any formal affair.

14. The dress code is in effect for participating students at all school-sponsored events on and off campus.

Note: Administrators have the flexibility to exercise their judgment, with the authority of the executive director of schools, to determine if a student's attire is considered disruptive, distracting or a safety hazard. Exceptions may be granted for medical or religious reasons.

Drug-free zones: The Maryland Youth Protection Act designates school property as drug-free zones. State law stiffens penalties given to individuals convicted or distributing, possessing and/or manufacturing controlled dangerous substances (CDS) within drug-free zones. Signs reminding the community of the law are posted at all schools and centers. Students who are found in possession of or to be distributing a CDS are subject to disciplinary actions outlined in the *Code of Student Conduct*. All CCPS schools have been supplied with Naloxone (Narcan) to assist trained staff in rescuing opioid overdose victims.

Equity and Diversity Committee: The Equity and Diversity Committee meets during the school year to ensure educational equity, access and opportunities for all students to eliminate the achievement gap. Call 301-934-7245 for more information.

Home and hospital services: Home and hospital instruction is provided for eligible students who are unable to participate in their school of enrollment due to verified physical or emotional conditions. Students frequently absent due to a recurring illness may qualify for the Chronic Health Impairment Program for Students (CHIPS). All physical and emotional conditions must be verified by the appropriate medical professional. Call 301-934-7457 for assistance.

CC Homeless/Foster Care: Youth in Transition programs: CCPS provides educational services to children and youth experiencing homelessness or living in foster care. The Federal McKinney-Vento Homeless Assistance Act defines homeless children and youth to be those who lack a fixed, regular and adequate night-time residence. All agencies with custody of a child or youth in state-supervised care must contact and submit a completed foster care enrollment form with required documents to the CCPS Youth in Transition/Foster Care Coordinator (YITFC). Contact the YITFC in the Department of Student Services at 301-934-7326 for assistance.

Integrated pest management: CCPS uses a proactive Integrated Pest Management (IPM) program. The IPM program includes routine inspections or surveys of all school facilities to identify conditions conducive to pest invasion, to ensure early detection of pest presence and to monitor infestation levels. CCPS attempts to use alternatives to pesticide application, such as employee education, source reduction, inspection and identification of potential problem areas. Pesticides are used only as a last resort. State law requires that parents of all elementary school children be notified prior to all pesticide applications. Middle and high school parents who want to be notified prior to pesticide applications must request in writing that they be placed on the school system's pesticide notification list. Include your name, address, telephone number, child's name and school, and send it to Glenn Belmore, Charles County Public Schools, P.O. Box 2770, La Plata, MD 20646.

The following are pesticides and bait stations, by common name, which may be used in schools: Brodifacoum, Beta-cyfluthrin, Imidacloprid, Indoxacarb, Chlormequat chloride, Bacillus subtilis GB 03, Potassium bicarbonate, Azadirachtin A, Potassium oleate, Hydramethylnon, D-trans allethrin, Fipronil, Phenothrin, Glyphosate, Siduron, Benefin, Trifluralin, DiThiopyr, Triclopyr, Clopyralid, Dicamba, 2-4-D, Prometon, Lambda-Cyhalothrin, Bromadiolone, Chlorfenapyr and Mecoprop-P.

Copies of safety data sheets (SDS) and product labels for each pesticide and bait station used on school property are available. Call 301-934-7275 for more information.

Pregnant and parenting students: Pregnant and parenting students may contact their school principal: (1) to obtain resources to find safe, affordable and reliable child care, and early childhood education services and transportation to and from school; (2) to arrange for excused absences from school or from individual classes due to circumstances related to their pregnancy or parenting; and (3) to obtain information concerning appropriate, private lactation spaces in their schools.

Proof of domicile: As part of the CCPS student registration process, the registering parent/legal guardian must provide two acceptable proofs of the domicile address when students enroll in school, and for transitioning students entering the sixth and ninth grades. Acceptable proofs of domicile requires one each from categories one and two.

Category one proofs include: deed, current verifiable lease/rental agreement, current mortgage statement/bill, settlement papers (within 45 days, with signatures), foster care placement letter/McKinney-Vento documentation, assignment of ownership agreement, most recent property tax bill for

domicile or Maryland Dept. of Assessment and Taxation form. Category two proofs include: recent utility bill (within 45 days) with name and service address, current verification of service statement for same utilities, current wage statement (within 45 days) with name and address of employee and employer, most recent W-2, 1098, 1099, government issued statement of benefits with name and address (within 45 days) from Social Security Administration/Department of Social Services or correspondence on letterhead from local, state or federal court.

A full listing of proofs can be found on the CCPS website at ccboe.com or by contacting the department of student services. Families who are domiciled with another family and have no proofs of domicile in their name may complete an Application of Domicile Request form, located under the Parent tab on the CCPS website, accompanied by two acceptable proofs of domicile for the owner/lessee of the property. Call 301-934-7287 for more details.

Project Graduation: Project Graduation is a drug- and alcohol-free party for CCPS high school graduates. The event takes place on the nights of high school graduation ceremonies. Graduates participate in activities such as playing volleyball in a bounce house, taking a spin on a LED dance floor and playing laser light tag, and are also treated to refreshments provided by local vendors. Attendees can also enter raffles for prizes such as gift cards and electronics.

Project Graduation was started by a community organization called The Chemical People in 1986 to provide a substance-free event for high school graduates and their guests. CCPS took over planning the event in 2017 and is a partnership made up of CCPS, the Charles County Sheriff's Office, CSM, Charles County Department of Health, Charles County Commissioners, Charles County State's Attorney's Office, the Greater Waldorf Jaycees and several other businesses and community organizations in Southern Maryland.

Reading review committee: The CCPS reading review committee is comprised of parents, teachers and administrative personnel. The committee reads, reviews and discusses middle and high school books for the approved novel list. Members vote to recommend to approve the book unconditionally, approve the book with parent notification or disapprove the book. Titles deemed sensitive in nature will carry an asterisk denoting: "This work has been approved by the CCPS Review Committee for its literary merit and its appropriate alignment with theme and course objectives. It may include, within its historical and/or cultural context, material or language such as violence, profanity or sexual content that is intended for a mature reader. CCPS honors parental requests for alternative assignments."

School Safety Advisory Council: Charles County Public Schools (CCPS) formed a School Safety Advisory Council in 2018. The group includes community members with credentials in security, mental health, cybersecurity, law enforcement, victim services, the military, public safety and other related professions. The Council is an independent check on CCPS safety procedures and provides recommendations for change. For questions about the Council, call 301-392-5550.

Searches of students: A principal or vice principal may make a reasonable search of a student on the school premises or on a school-sponsored trip if the searcher has reasonable belief the student has possession of an item that is a criminal offense under Maryland law, a violation of any other state law or a rule or regulation of CCPS. The search shall be made in the presence of a third party. If designated in writing by the principal, a teacher may make a reasonable search of a student on a school-sponsored trip if the same reasonable belief exists.

School lockers are considered school property and may be searched by school administrators at any time for any reason. A principal or vice principal may also make a search of the physical school building at any time for any reason. Dogs trained to detect the presence of drugs, weapons or other

contraband may be used on school property when deemed necessary or appropriate by school officials or law enforcement.

Special Education Citizens Advisory Committee (SECAC): The mission of the SECAC is to develop partnerships and facilitate discussions between parents, educators and school administrators to advocate for enhanced services and opportunities for students with disabilities in Charles County. The committee meets during the school year at the Jesse L. Starkey Administration Building and is open to anyone. For additional information, call the Parent Center at 301-934-7456.

Student records/copies and transcript requests: CCPS maintains a cumulative and comprehensive record of each student's educational experience. Parents or legal guardians of minor students may review their child's record. School personnel will be present during the review to offer assistance. Eligible students may also inspect and review their records. Copies may be made at a cost of \$0.15 per page upon request. Contact the school or the department of student services for an appointment to review the record within 30 days of the request. Alumni who need to request their transcripts should visit the CCPS website at cboe.com to view online ordering procedures.

A student's name appears in the child's student record as it appears on their legal birth certificate. If a student, parent or guardian wants to change their given birth name, CCPS must be presented with a court order. For additional information, call the department of student services at 301-934-7326.

Student information is confidential except for directory information. Directory information is defined as the student's name, school, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, academic honors and achievements, photographs or likeness and other similar information. The parent or guardian of a student has the right to refuse to permit any or all of these items to be included as directory information for a student by annually informing the director of student services in writing by Sept. 1, or upon enrollment, whichever is later. Access to confidential information is given only to system personnel with a need to know and to agencies, individuals or organizations as required or allowed by law (Section 4-313 of the General Provisions Article, Annotated Code of Maryland). Among those who may be given access to confidential student information are school administrators, instructors, support staff and legal representatives; law enforcement and court personnel; certain representatives from higher education; and a person or company covered by a memorandum of understanding or contracted to provide an education-related service or a special service such as a medical consultant or therapist.

Parents, guardians and/or eligible students have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the school system to comply with the requirements of the Family Educational Rights and Privacy Act. They may contact Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-5920.

Eleventh- and 12th-grade high school students' names, addresses and telephone numbers will be available to the U.S. armed forces upon the request by military recruiters as required by law. The student, parent or guardian who wishes to have this information withheld may do so by checking the appropriate box on the student emergency card indicating they are "opting out" of this release of information. Contact the department of student services at 301-392-7510 for additional information. Unless otherwise ordered by a court, CCPS grants a non-custodial parent the same rights as the custodial parent to review the student's record and to receive copies of all student-related information. Questions concerning these rights should be directed to the department of student services.

If parents/guardians or an eligible student believe the student record contains inaccurate or misleading information or is otherwise in violation of the student's privacy rights, they may seek to add or amend the record. Contact the department of student services.

CCPS may agree to show parents/guardians videos of their child used by the school system but retains the authority not to provide a copy of the video to the parents. Disabled parents or guardians,

or eligible students may contact the department of student services to receive assistance with student records and system procedures.

Parents, guardians and eligible students who are identified as having a primary or home language other than English may receive assistance through the department of student services. The department of student services may be contacted at Department of Student Services, Charles County Public Schools, P.O. Box 2770, La Plata, MD 20646 or 301-392-7510.

Summer school: Middle and high school students may enroll in make-up course work through the summer school program. The 2022 summer school program begins in July. Students who complete their high school graduation requirements during summer school may receive their diplomas at a graduation ceremony. Call your child's school counselor for more information.

Taxis and ride-share services: CCPS does not allow or approve of the use of taxis, cars-for-hire or any form of ride-share services (such as Uber or Lyft) to pick up students from its schools or school-sponsored events. CCPS is not responsible for the use of such services by students, and any students who use these services do so at their own risk.

Teacher qualification requests: Parents can request the qualifications of their children's teachers and any paraprofessional that has direct contact with the student. Requests must be made in writing and submitted to your child's school principal. For further information contact the assistant superintendent of human resources at 301-934-7255.

Title III - Language Instruction for English Learners and Immigrant Students: Title III of the Every Student Succeeds Act (ESSA) of 2015 provides federal financial support to state and local school systems to supplement English language development (ELD) programs in order to ensure that all English Learners (ELs), including immigrant children and youth, attain English proficiency, develop high levels of academic language achievement in English and achieve at high levels in academic subjects so that all English Learners can meet the same challenging academic standards that all children are expected to meet.

Use of school facilities: Charles County community groups and nonprofit organizations may be permitted to use school facilities for worthwhile purposes when they do not interfere with the regular school program. Every effort is made to assure that facilities are available for use by Charles County nonprofit, non-school organizations as much as is practical on a priority basis, in the following order: CCPS gives preference to all school or extracurricular programs for students, as well as to programs and activities for employees of CCPS. Priority is next given to PTOs and PTSOs, and any parent or community group established by the school administration to support the instructional program, followed by Department of Recreation, Parks and Tourism-sponsored activities (except those that conflict with local, state or federal law and Board of Education policy), and then other nonprofit programs.

Applications and handbooks outlining rules and procedures are posted on the CCPS website at cboe.com. For more information, contact the principal of the school in which you have an interest, or the assistant superintendent of supporting services at 301-934-7270.

High Schools

Henry E. Lackey
3000 Chicamuxen Road
Indian Head, MD 20640
Hours: 7:25 a.m. - 2:15 p.m.
301-743-5431, 301-753-1753
Fax: 301-743-9076
Kathy Perriello, Principal

La Plata
6035 Radio Station Road
La Plata, MD 20646
Hours: 7:30 a.m. - 2:15 p.m.
301-934-1100, 301-753-1754
Fax: 301-934-5657
Douglass Dolan, Principal

Maurice J. McDonough
7165 Marshall Corner Road
Pomfret, MD 20675
Hours: 7:25 a.m. - 2:15 p.m.
301-934-2944, 301-753-1755
Fax: 301-753-8408
Darnell Russell, Principal

North Point
2500 Davis Road
Waldorf, MD 20603
Hours: 8:05 a.m. - 2:50 p.m.
301-753-1759, 301-885-2012
Fax: 301-885-2347
Daniel Kaple, Principal

St. Charles
5305 Piney Church Road
Waldorf, MD 20602
Hours: 7:25 a.m. - 2:15 p.m.
301-753-2090, 301-396-4201
Fax: 301-396-4135
Richard Conley, Principal

Thomas Stone
3785 Leonardtown Road
Waldorf, MD 20601
Hours: 7:30 a.m. - 2:15 p.m.
301-645-2601, 301-753-1756
Fax: 301-932-4278
Shanif Pearl, Principal

Westlake
3300 Middletown Road
Waldorf, MD 20603
Hours: 7:30 a.m. - 2:15 p.m.
301-645-8857, 301-753-1758
Fax: 301-932-8583
Diane Roberts, Principal

Middle Schools

Theodore G. Davis
2495 Davis Road
Waldorf, MD 20603
Hours: 8:50 a.m. - 3:20 p.m.
301-638-0858, 301-753-2082
Fax: 301-638-3562
Robert Griffiths, Principal

John Hanson
3165 John Hanson Drive
Waldorf, MD 20601
Hours: 8:35 a.m. - 3:05 p.m.
301-645-4520, 301-753-1783
Fax: 301-870-1182
Benjamin Kohlhorst, Principal

Matthew Henson
3535 Livingston Road
Indian Head, MD 20640
Hours: 8:30 a.m. - 3 p.m.
301-375-8550, 301-753-1784
Fax: 301-375-9216
Christina Caballero, Principal

Mattawoman
10145 Berry Road
Waldorf, MD 20603
Hours: 8:25 a.m. - 2:55 p.m.
301-645-7708, 301-753-1789
Fax: 301-638-0043
Sonia Blue, Principal

Piccowaxen
12834 Rock Point Road
Newburg, MD 20664
Hours: 7:45 a.m. - 2:15 p.m.
301-934-1977, 301-753-1785
Fax: 301-934-1628
Wualanda Thenstead, Principal

General Smallwood
4990 Indian Head Highway
Indian Head, MD 20640
Hours: 8:40 a.m. - 3:10 p.m.
301-743-5422, 301-753-1786
Fax: 301-753-8421
Brenda Tillotson, Principal

Milton M. Somers
300 Willow Lane
La Plata, MD 20646
Hours: 7:30 a.m. - 2 p.m.
301-934-4663, 301-753-1787
Fax: 301-934-2982
Sandra Taylor, Principal

Benjamin Stoddert
2040 St. Thomas Drive
Waldorf, MD 20602
Hours: 8:30 a.m. - 3 p.m.
301-645-1334, 301-753-1788
Fax: 301-870-1183
Erica Williams, Principal

Class of 2021 - Page 20

The Class of 2021 included 2,007 graduates and earned more than \$157 million in scholarship offers. Class leaders pictured on page 20 include, top row from left, La Plata High School valedictorian Ebin Sebastian; La Plata salutatorian Olivia Boyce; Henry E. Lackey High School valedictorian Sahana Venkatesh; Lackey co-salutatorians Brynna Bode, Tiana Clemons and Christina Walker; Maurice J. McDonough High School valedictorian Iris Golden; McDonough salutatorian Rachel Brasch; North Point High School valedictorian Yasmeen Adeleke; North Point salutatorian Robert Polk; St. Charles High School valedictorian Ryann Brown; St. Charles salutatorian Maryam Amosu; Thomas Stone High School valedictorian Jamie Roberts; Stone salutatorian Tyler Kelly; Westlake High School valedictorian Kendyl Lane; and Westlake salutatorian Joshua Binsol.

Educational Centers

F.B. Gwynn Educational Center
5998 Radio Station Road
La Plata, MD 20646
Hours: 9:15 a.m. - 3:45 p.m.
301-934-3884, 301-753-1745
Fax: 301-934-3692
Daphne Burns, Principal

Nanjemoy Creek Environmental Education Center
5300 Turkey Tayac Place
Nanjemoy, MD 20662
301-743-3526
Fax: 301-246-9623
Timothy Emhoff,
Environmental Education
Resource Teacher

James E. Richmond Science Center
5305 Piney Church Road
Waldorf, MD 20602
301-934-7464
Fax: 301-396-4135
Monique Wilson, Director

Robert D. Stethem Educational Center
7775 Marshall Corner Road
Pomfret, MD 20675
Hours: 7:50 a.m. - 1:50 p.m.
301-753-1757, 301-932-1003
Fax: 301-934-0165
Curry Werkheiser,
Principal

Administrative Offices

Charles County Public Schools
Jesse L. Starkey Administration Building
301-932-6610/301-870-3814; Fax: 301-932-6651
TTY (for Hearing Impaired), 301-392-7579
5980 Radio Station Road
La Plata, MD 20646, Hours: 7:30 a.m. - 4:30 p.m.

Anonymous reporting hotline, 301-302-8305
Athletics, 301-934-7323
Board of Education, 301-934-7224
Communications, 301-924-7220
Instruction, 301-934-7377
Human Resources, 301-934-7255
Fiscal Services, 301-934-7350
Food Nutrition Services, 301-392-5575
School Administration, 301-934-7365
Special Education, 301-392-7587
Student Services, 301-934-7326
Superintendent, 301-934-7223
Supporting Services, 301-934-7270
Technology, 301-934-7250
Testing, 301-934-7312
Transcripts, 301-392-7514
Transportation, 301-934-7262
Maryland Youth Crisis hotline, 1-800-422-0009

Elementary Schools

C. Paul Barnhart

4800 Lancaster Circle
Waldorf, MD 20603
Hours: 9:10 a.m. - 3:40 p.m.
301-645-9053, 301-753-1781
Fax: 301-645-8970
Brian King, Ed.D., Principal

William A. Diggs

2615 Davis Road
Waldorf, MD 20603
Hours: 9:20 a.m. - 3:50 p.m.
301-638-7202, 301-753-2081
Fax: 301-638-7214
Debra Calvert, Principal

Malcolm

14760 Poplar Hill Road
Waldorf, MD 20601
Hours: 9:20 a.m. - 3:50 p.m.
301-645-2691, 301-753-1747
Fax: 301-638-0054
Mary Finneran, Principal

Mt. Hope/Nanjemoy

9275 Ironsides Road
Nanjemoy, MD 20662
Hours: 9:20 a.m. - 3:50 p.m.
301-246-4383, 301-753-1761
Fax: 301-246-9453
Michael Hoffman, Principal

Eva Turner

1000 Bannister Circle
Waldorf, MD 20602
Hours: 8:45 a.m. - 3:15 p.m.
301-645-4828, 301-753-1765
Fax: 301-374-9587
Gary Lesko, Principal

Berry

10155 Berry Road
Waldorf, MD 20603
Hours: 9:30 a.m. - 4 p.m.
301-638-2330, 301-753-1782
Fax: 301-638-3659
Louis D'Ambrosio, Principal

Gale-Bailey

4740 Pisgah-Marbury Road
Marbury, MD 20658
Hours: 9:10 a.m. - 3:40 p.m.
301-743-5491, 301-753-1743
Fax: 301-743-2119
Tangela Scales, Principal

T.C. Martin

6315 Oliver Shop Road
Bryantown, MD 20617
Hours: 9:15 a.m. - 3:45 p.m.
301-274-3182, 301-753-1748
Fax: 301-274-3765
Todd Wonderling, Principal

Dr. Samuel A. Mudd

820 Stone Avenue
Waldorf, MD 20602
Hours: 8:45 a.m. - 3:15 p.m.
301-645-3686, 301-753-1762
Fax: 301-374-9581
Orlena Whatley, Principal

William B. Wade

2300 Smallwood Drive West
Waldorf, MD 20603
Hours: 8:30 a.m. - 3 p.m.
301-932-4304, 301-753-1769
Fax: 301-645-8793
William Miller, Principal

Billingsley

10069 Billingsley Road
White Plains, MD 20695
Hours: 9:30 a.m. - 4 p.m.
301-753-2088, 301-374-9222
Fax: 301-374-9224
Sabrina Robinson-Taylor, Principal

Dr. Thomas L. Higdon

12872 Rock Point Road
Newburg, MD 20664
Hours: 9:10 a.m. - 3:40 p.m.
301-934-4091, 301-753-1766
Fax: 301-934-1718
Shannon Finnegan, Ed.D., Principal

Mary H. Matula

6025 Radio Station Road
La Plata, MD 20646
Hours: 9:20 a.m. - 3:50 p.m.
301-934-5412, 301-753-1780
Fax: 301-934-5414
Carrie Richardson, Principal

Mary B. Neal

12105 St. Georges Drive
Waldorf, MD 20602
Hours: 8:15 a.m. - 2:45 p.m.
301-638-2617, 301-753-2086
Fax: 301-638-4054
Deborah Brown, Principal

Dr. Gustavus Brown

(Transition School)
3155 John Hanson Drive
Waldorf, MD 20601
Hours: 9 a.m. - 3:30 p.m.
301-885-0032, 301-753-2087
Fax: 301-885-0057
Karen Lewis, Principal

Indian Head

4200 Indian Head Highway
Indian Head, MD 20640
Hours: 9:15 a.m. - 3:45 p.m.
301-743-5454, 301-753-1746
Fax: 301-743-5080
Shane Blandford, Principal

Arthur Middleton

1109 Copley Avenue
Waldorf, MD 20602
Hours: 9:15 a.m. - 3:45 p.m.
301-645-3338, 301-753-1749
Fax: 301-944-0881
Benjamin Harrington, Principal

J.C. Parks

3505 Livingston Road
Indian Head, MD 20640
Hours: 9:15 a.m. - 3:45 p.m.
301-375-7444, 301-753-1763
Fax: 301-375-9106
Gregory Miller, Principal

Dr. James Craik

7725 Marshall Corner Road
Pomfret, MD 20675
Hours: 9:20 a.m. - 3:50 p.m.
301-934-4270, 301-753-1742
Fax: 301-934-8096
Michelle Beckwith, Principal

Daniel of St. Thomas Jenifer

2820 Jenifer School Lane
Waldorf, MD 20603
Hours: 9:15 a.m. - 3:45 p.m.
301-932-9603, 301-753-1768
Fax: 301-374-9496
Kevin Jackson, Principal

Walter J. Mitchell

400 Willow Lane
La Plata, MD 20646
Hours: 9:00 a.m. - 3:30 p.m.
301-934-4687, 301-753-1760
Fax: 301-753-1649
Nicholas Adam, Principal

J.P. Ryon

12140 Vivian Adams Drive
Waldorf, MD 20601
Hours: 9:30 a.m. - 4 p.m.
301-645-3090, 301-753-1764
Fax: 301-374-9583
Melinda Tyler, Ed.D., Principal



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Contact us at 301-932-6610 or 301-870-3814

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Charles County Public Schools

Mission

The mission of Charles County Public Schools is to provide an opportunity for all school-aged children to receive an academically challenging, quality education that builds character, equips for leadership, and prepares for life, in an environment that is safe and conducive to learning.

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX Coordinator and Section 504 Coordinator (students), or Nikial M. Majors, Section 504 Coordinator (employees/adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, Maryland 20646. 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event. CCPS provides nondiscriminatory equal access to school facilities in accordance with its Use of Facilities rules to designated youth groups (including, but not limited to, the Boy Scouts).

Charles County Public Schools Calendar 2021-2022 at a glance

August 2021	16: New teacher orientation begins 23: First day of school for returning teachers 30: First day of school for students, K-12
September 2021	6: Labor Day, schools/offices closed 17: Teacher in-service day, schools closed for students only
October 2021	11: Teacher in-service day, schools closed for students only
November 2021	11: Teacher in-service day, schools closed for students only 24-26: Thanksgiving holiday, schools/offices closed
December 2021	23-31: Winter break, schools closed for students and teachers
January 2022	17: Dr. Martin Luther King Jr.'s Birthday, schools/offices closed 21: Semester break, schools closed for students only
February 2022	21: Presidents Day, schools/offices closed
April 2022	15: Good Friday, schools/offices closed 18: Easter Monday, schools/offices closed 19-22: Spring break, schools closed
May 2022	30: Memorial Day, schools/offices closed
June 2022	15: Last day of school for students (with four inclement weather days built into the calendar) 16: Last day of school for teachers (with four inclement weather days built into the calendar)
August 2022	15: New teacher orientation begins (subject to change) 22: First day of school for returning teachers (subject to change) 29: First day of school for students, K-12 (subject to change)
September 2022	5: Labor Day, schools/offices closed 16: Teacher in-service day, schools closed for students only