

Liberty High School



August 2023

Core Statement

"Strive for Excellence"

5 Pillars of Excellence:

- Academics
- Arts
- Athletics
- Service
- Community

ADMINISTRATION

Principal

Mr. Kenneth J. Goncz
kjgoncz@carrollk12.org

Assistant Principal

Mrs. Meghan Brown
Mebrow2@carrollk12.org

Assistant Principal

Mr. Christopher Merson
cjmerso@carrollk12.org

Academic Facilitator

Mr. Brian Tombs
bltombs@carrollk12.org

Athletic Director

Mr. Edward Devincent
erdevin@carrollk12.org



Liberty High School
5855 Bartholow Road
Eldersburg, MD 21784
Phone: 410-751-3560
410-795-8102

Fax: 410-751-3564
Counseling Office:
410-751-3566

www.carrollk12.org/lhs

MESSAGE FROM THE PRINCIPAL

Dear Liberty Families,

I hope this letter finds you enjoying well-deserved rest and recreation. At Liberty High School we are excited to be welcoming students back and continuing our quest to best prepare them for college and career success. You should have received emails concerning our New Student Orientation and Meet the Teacher events, as well as the tours we are offering to students that are new to our building on Wednesdays in August. That information is repeated in this newsletter. We only publish one newsletter each year. Much of the information that in years past was communicated via newsletters is now shared via electronic resources including our upgraded school website at the following site: [Home - Liberty High \(carrollk12.org\)](http://Home - Liberty High (carrollk12.org)) Once the school year begins, daily announcements are shared via email to all parents using the email addresses provided on your child's emergency card. The School Counseling Department publishes an electronic newsletter each week with information from their department. To facilitate communication from our class and booster groups, we send out an email every Wednesday on their behalf. Finally, every week we send an email entitled "Week at A Glance" that contains a calendar type document covering school events occurring during the ensuing two-weeks. Headlines announcing home athletic events and major school events, as well as messages of congratulations, are listed on our electronic sign adjacent to Route 32.

The 2022-2023 school year was another successful one for Liberty High School due to the cooperative efforts of students, staff, and parents. Academically, our school once again was among the highest achieving high schools in the state. One hundred and fifty-eight students successfully completed one or more dual enrollment courses at Liberty or at Carroll Community College. Ninety students were named AP Scholars, AP Scholars with Honors or AP Scholars with Distinction. One hundred and thirty-four students completed state-approved completer programs in a designated field of study at Liberty, through the Career and Technology Center, or the JROTC program and thirty-three students completed career internships. In athletics, Liberty won six county championships, seven regional championships and two state championships. (Volleyball, Tennis and Girls Lacrosse). Our Lion's Pride Marching Band finished as the runner-up at the Atlantic Coast Championships last fall. We are very proud of the accomplishments of our students and recognize the important role that parents have played and continue to play in their success. This year we plan to continue our focus on providing the highest quality instruction and further increasing student engagement. Best wishes for the remainder of your summer vacation. I look forward to seeing you in the fall.

Sincerely,

Kenneth J. Goncz
Principal

HOME ACCESS INFORMATION

(HAC)

Home Access Center requires you to create a new account in-order to view your child's information. Please click on the link below for instructions to start the process. When prompted, please enter the following information to complete the registration process:

First Name: Jane
Last Name: Doe
City: Westminster
Zip Code: 21157

It is very important that you enter the information exactly as it is displayed above. After entering this information, the system will send you an email with instructions for setting up your account. There will be a link in your email that will take you to a page where you will be required to enter the birthdate for one of your students. Be sure to enter the birthdate in this format: M/DD/YYYY

Please go to this URL to begin the process to create your new acct:

<https://mystudent.carrollk12.org/HomeAccess/Content/Register/Default2.aspx>

If you have any issues with this process, please review the Home Access Center User Guide & FAQ document:

<https://mystudent.carrollk12.org/HomeAccess/HomeAccessFAQs.pdf>

Note: The City and Zip above is currently in our student information system and may not be current if you have moved. If this information is not up to date, you will need to contact your child's school to update information.

IMPORTANT NOTICE

The Asbestos Hazard Emergency Response Act (A. H. E. R. A.) management plans for all buildings owned or leased by the Board of Education of Carroll County are available for review at the individual Carroll County School locations and at the Office of Plant Operations located at 191 Schaeffer Avenue, Westminster, MD 21157. Management plans are required by the Environmental Protection Agency (EPA) and depict the location, amount, condition, and response action projected for any asbestos-containing materials, if any are located in the school building.

SUMMER OFFICE HOURS

The office is open daily from 7:30 am until 3:00 pm. You can reach the office by calling 410-751-3560.

Have you moved over the summer? Please remember to provide updated proof of residency to Mrs. Shimoda, Registrar in the main office. If you have any questions concerning acceptable documents, please refer to the following list:

- SIGNED Lease/Rental Agreement on a home/apartment in which the parent or legal guardian is currently residing (*expired lease is not acceptable*)
- Current Rent Receipt*
- Recent Bill for a service delivered to the residence (e.g., BGE, land-line phone, cable, oil, and water)*
- Mortgage Statement/Bill*
- SIGNED Settlement Document
- Property Tax Bill from the current fiscal year indicating "Primary Residence"
- Deed (must show house number, street name, and name of parent/legal guardian)
- Residence Verification Statement accompanied by an acceptable proof of residency for the owner/lease of the property.

IMPORTANT WEBSITES TO REMEMBER

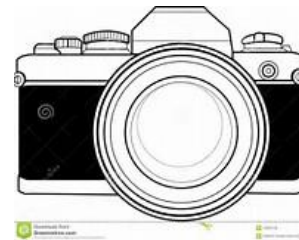
www.carrollk12.org/lhs	Liberty HS
www.libertyathletics.com	Athletics
www.lhsimp.com	Instrumental Music
www.libertydrama.com	Drama
www.yearbookordercenter.com	Yearbook Orders (5052)
www.carrollcountyathleticleague.org	SPORTS calendar

PARKING PERMIT APPLICATION

Applications for a parking permit are available in the main office. Applications will need to be completed, signed, and submitted with a fee of \$20 (*check or cash*) with a copy of your driver's license to receive a permit.

Parking permits **must be visible** in the **upper right-hand corner of your windshield**. Any car without a permit will receive a ticket and fine.

School Pictures



Senior Pictures:

August 23rd, 24th, and 25th
8:30 AM – 3:00 PM
October 12th 2:30 – 8:00 PM
December 14th 2:30 – 8:00 PM

**Any senior who has not had a sitting will receive a postcard in the mail assigning them a new date and time. If you miss the last sitting on December 12th, you will have the opportunity to make arrangements with Lifetouch to have portraits taken at their studio.*

Underclass Pictures:

September 20th and 21st
7:30 AM – 2:00 PM

Make-up Pictures and Senior ID's:

November 15th
7:30 AM – 2:00 PM

MEET THE COACH NIGHT

Tuesday, August 16th
6:00 PM

All parents of Fall athletes are encouraged to attend. Important information will be shared as well as an opportunity for you to meet our Fall coaches.

Volunteer Training

Parents and community members who are interested in volunteering opportunities for the 2023-2024 school year will need to complete their volunteer training and have received an approval email, **7 days prior to their scheduled volunteer service.**

Questions regarding the Volunteer Program can be directed to the Human Resources Department, Mrs. Wendy Ruch at 410-751-3070.

Please visit [Volunteer Application Form](#) to complete the required volunteer training.

Yearbooks ordered for the School Year 2022-2023

If you purchased a yearbook last year for the school ending year of 2023, they will be distributed in your child's advisory early September. If they do not pick it up during advisory, they can see Mrs. Azat, before or after school to obtain their copy.

Any seniors who purchased a book will be notified and will be able to come to the school to pick their book up in the main office between 7:30 AM and 3:30 PM. They may have someone else pick up their yearbook, but that person will be required to sign for it.

IF, there are extra books to sell, it will be relayed through SchoolMessenger.

Please visit the Liberty High School website! It has everything you need!

<https://lhs.carrollk12.org/>

YOU'RE INVITED to Liberty High School's Open House:

Liberty HS will be open from 9:00 am – 12:00 on AUGUST 16th & 23rd for Self-Guided Tours and an Open House. This opportunity is only to get students acquainted with the physical layout of LHS. All students are welcome! Get familiar with the layout of the building, follow your self-provided schedule, find your classrooms BEFORE the first day of school. Follow the self-guided tour provided at the front door! LHS will NOT provide you with a copy of your schedule for the Open House (*you can print from HAC*). A copy of your schedule will be given during New Student Orientation on Thursday, August 31. Students will be given an opportunity to follow their first day of school schedule and meet their teachers during Orientation.

School Supplies

LHS does not provide a specific school supply list. Teachers will request specific items on the syllabus when school begins. However, you are encouraged to get the “basics.” Pens, pencils, binders, notebook paper, dividers, spiral notebook, highlighter, notecards, erasers, markers/colored pencils, scissors, glue stick, white out, ruler, post it notes. Don't forget a flash drive and make sure your student has their CCPS laptop. Your student should have a backpack and a lunch box if needed. Students are allowed to use **clear** water bottles during the school day as well.

“A Day in the Life of a Lion”

Join us on Wednesday, **August 23** at 10 AM and Thursday, **August 24** at 7 PM
A presentation for parents of first-time high school students. Students are welcome to attend. This presentation details a typical day of a high school student at Liberty.

New Student Orientation

Thursday, August 31

9:00 – 9:30 check-in 9th grade, and ANY student newly enrolled at LHS

The program begins at 9:30 AM.

Come to LHS to receive a new student folder filled with information about clubs, the daily bell schedule, bus lineup, and your schedule of classes. Receive your LHS Laptop!

(If you cannot make it your students will receive this information and their laptop when they report to their advisory on the first day of school.)

- Meet your advisor and get to know your fellow advisory students.
- Walk through your schedule for the 1st day of school!
- 9th grade students and NEW LHS students will receive their computer!
- T-shirts for the first Spirit Day on September 8 will be available!
- Parents can meet all the LHS Booster groups and JOIN! – *Parents go home after introductory remarks and then return at 12:00 for pick up!*

Meet the Teacher Night for Parents

Thursday, August 31 – 5:30 pm – Opening Remarks & School Security Presentation, 6:00 pm begin to follow your student's schedule!

Parents are invited to attend **Meet the Teacher Night**. *(Please bring a copy of the schedule or look it up on Home Access Center).* You will follow your student's schedule and have an opportunity to meet and learn about your student's classes. Teachers will discuss units and curriculum of study, expectations for the classroom, materials needed, major assessments, etc. Get an overview of the class. If students would like to follow their schedules and see where their classrooms are located, they are asked to attend an open house any Wednesday in August. They will get the overview of the class during the first week of school.

**SPORTS –
INFORMATION and REGISTRATION**

Dear Parents/Guardians of LHS Students,

CCPS has launched an online registration for high school athletics through Family ID. This will include all registrations for interscholastic athletic teams and corollary athletic teams at the seven high schools. **Registration for all sports in the 2023-2024 school year will begin Monday, 5/1.** Please ensure that your child is fully registered to be able to participate in sports for next year. **Any athlete doing any summer workouts with the team must be registered and have a valid physical form to participate in those also. PLEASE REGISTER FOR ALL THE SEASONS YOUR SON/DAUGHTER WILL BE PLAYING IN.** The only thing you will have to do after is to upload your new physical when you get it. Only the CPPS physical forms will be valid. The start dates for the seasons are the following for next year:

Fall sports - August 9th - Winter sports – November 15th - Spring sports – March 1st

Family ID is a secure registration platform that provides you with an easy, user friendly, way to register for our athletic programs. It will help us to be more administratively efficient, environmentally responsible, and provide an electronic registration service convenience to our CCPS families. When you register through family ID, the system keeps track of your information in your Family ID profile. You enter your information only once for each family member for multiple sport programs.

Information needed to register: You will need student ID information, health insurance information, and doctor information. **Please upload them onto Family ID.**

Registration Process: Below is the link for Liberty High School. A parent/guardian is required to register their child on this link: <http://www.familyid.com/liberty-high-school-d7a3436b-2187-44a5-be9f-35338c26b5bd>

If you registered your student for a sport in the previous years, you may use the information you submitted to save time. Please use the following steps:

1. Click on the Current Season registration form on your school's FamilyID Landing page.
2. Login using the e-mail address and password you created last season.
3. Choose the sport.
4. Click on " Add Participant Below or Click to Select" and pick your child's name.
5. Update health and demographic information, if necessary.
6. Sign-off on seasonal agreements.
7. Save and Submit

If this is the first time you are registering your child for a sport at Liberty, please follow these steps:

1. To find your program, click on the link provided by the Organization above and select the registration form under the word **Programs**.
2. Next click on the green **Register Now** button and scroll, if necessary, to the **Create Account/Log In** green buttons. If this is your first-time using Family ID, click **Create Account**. Click **Log In** if you already have a Family ID account.
3. **Create** your secure Family ID account by entering the account owner's First and Last names (parent/guardian), E-mail address and password. Select **I Agree** to the Family ID Terms of Service. Click **Create Account**.
4. You will receive an email with a link to activate your new account. (If you do not see the email, check your E-mail filters (spam, junk, etc.).)
5. Click on the link in your activation E-mail, which will log you in to www.familyid.com

6. Once in the registration form, complete the information requested. All fields with a red* are required to have an answer.
7. Click the **Save & Continue** button when your form is complete.
8. Review your registration summary.
9. Click the green **Submit** button. After selecting 'Submit', the registration will be complete. You will receive a completion email from Family ID confirming your registration.
10. Once you have successfully registered and uploaded your child's physical, you will receive a confirmation e-mail from the athletic department through Family ID.

No payment is required through the Family ID registration process. Payment will take place with the parent or child through the main high school office. Payment by check in the main office or thru www.myschoolbucks.com and a receipt will be given at the time of payment.

Athletic fees date range: fees for each season must be paid:

Fall sports - 8/21 - 8/31 - Winter Sports - 11/20 - 12/4 - Spring sports - 3/8 - 3/20

At any time, you may log in at www.familyid.com to update your information and to check your registration(s). To view a completed registration, select the 'Registration' tab on the blue bar.

SUPPORT:

- If you need assistance with registration, **contact** Family ID at: support@familyid.com or **888-800-5583 x1.**
- Support is available 7 days per week and messages will be returned promptly
- For any school specific questions, please contact Ed DeVincent at erdevin@carrollk12.org

Fall Sports Try-out Schedule beginning August 9th

SPORT	LEVEL	DATES	TIMES	LOCATION	COACH	EMAIL
Cheer	All	8/9-8/11	5-7 pm	Auxiliary Gym	Jennifer Carpenter	jcarpe@carrollk12.org
Cross Country	All	8/9-8/11	6-8 PM	Track	Trent Rose	Trentrose6@gmail.com
Field Hockey	All	8/9-8/11	6-8 PM	Field Hockey Field	Brenda Strohmer	bastrohmer@hotmail.com
Football	Varsity	8/9-8/11	3-6 PM	Bowl Field	Larry Luther-Varsity	Lawrence_Luthe@hcpss.org
	JV	8/9-8/11	3-6- PM	Outfield of Softball Field	Ken Pfeifer-JV	kpfeifer1881@gmail.com
Golf	All	8/14-8/16	9 AM–11:30-12	River Downs	Paul Bangle	plbanql@carrollk12.org
Boys Soccer	Varsity	8/9-8/11	7:30-10:30 AM	Water Tower	Donnie Kwedar-Varsity	dmkweda@carrollk12.org
	JV	8/9-8/11	7:30-10:30 AM	Water Tower		
Girls Soccer	Varsity/JV	8/9-8/11	7:30-10:30 AM	Field Above Tennis Courts	Danielle Prietz-Varsity	xplosions77@yahoo.com
Volleyball	11/12th Graders	8/9-8/11	7-9 PM	Main Gym	Sheri Hagen-Varsity	sheri.hagen@gmail.com
	9/10th Graders	8/9-8/11	5-7 PM	Main Gym	Tim Coulson-JV	timcoulson10@gmail.com

PE Uniforms

- You may wear your own t-shirt/shorts. *They must be specifically for PE, not the clothes you wore to school.*
- We have t-shirts available for \$10 each.
- You may choose to buy a PE uniform. The uniform cost is \$20 for a shirt and shorts.

Cash or checks made payable to LHS will be accepted. Uniforms are adult sizes and are the standard S, M, L, XL, and XXL.

Carroll County Public Schools
2023-2024 School Calendar

August

17-18 (Th-F)	New Teacher Orientation
21-24 (M-Th)	New Teacher Orientation
28-29 (M-T)	Pre-service Professional Days for Teachers and Instructional Assistants
30 (W)	Pre-service Professional Day for Teachers
31 (Th)	Pre-service Professional Day for Teachers and Instructional Assistants

September

1 (F)	Pre-service Professional Day for Teachers and Instructional Assistants
4 (M)	Schools/Offices Closed – Labor Day
5 (T)	Schools Open – First Day for Students

October

20 (F)	Schools Closed for Students - Professional Development/Meeting Day for Teachers; Non-Work day for Instructional Assistants
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November

7 (T)	* Marking Period Ends. Two hours and Forty-five Minutes Early Dismissal System-wide; Teachers work on End of Marking Period Items; Schools Closed for Pre-Kindergarten Students enrolled in half-day programs only
22 (W)	* Schools/Offices Two hours and Forty-five Minutes Early Dismissal – Last day before Thanksgiving Holiday; Schools Closed for Pre-Kindergarten Students enrolled in half-day programs only
23-24 (Th-F)	Schools/Offices Closed – Thanksgiving Holiday

December

22 (F)	* Schools/Offices Two hours and Forty-five Minutes Early Dismissal – Last day before Winter Break; Schools Closed for Pre-Kindergarten Students enrolled in half-day programs only
25-29 (M-F)	Schools/Offices Closed –Winter Break

January

1 (M)	Schools/Offices Closed – New Year's Day Observed
2 (T)	Schools/Offices Reopen
15 (M)	Schools/Offices Closed – Martin Luther King, Jr. Holiday
26 (F)	Schools Closed for Students – Teachers work on End of Marking Period Items; Professional Development/Meeting Day for Instructional Assistants

February

19 (M)	Schools/Offices Closed – Presidents' Day
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March

28-29 (Th-F)	Schools/Offices Closed – Spring Break
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April

1-2 (M-T)	Schools/Offices Closed – Spring Break
9 (T)	* Marking Period Ends. Two hours and Forty-five Minutes Early Dismissal System-wide; Teachers work on End of Marking Period Items; Schools Closed for Pre-Kindergarten Students enrolled in half-day programs only

May

14 (T)	Schools/Offices Closed – Election Day
27 (M)	Schools/Offices Closed – Memorial Day

June

12 (W)	Last Day for Pre-Kindergarten Students
13 (Th)	* Last Day for Students, Two hours and Forty-five Minutes Early Dismissal System-wide
14 (F)	Last Duty Day for Teachers
19 (W)	Schools/Offices Closed – Juneteenth

* Should a delay in opening be necessary, this day may be converted to a normal dismissal time in lieu of closing.

Save the Dates for 2023-2024 LHS

Semester 1

Wednesdays, August 16, 23 - OPEN HOUSE with Self-Guided tour 9:00 am - 12:00 pm

Monday, August 7 - LHS Marching Band Summer Band Camp Begins

Wednesday, Thursday, Friday August 9 - 11 - Fall Sports Try Outs

Wednesday, August 16 – Meet the Coaches Night

Wednesday, August 23 – “A Day in the Life of a Lion” – Presentation for First time Lions 10:00 am

Thursday, August 24 - “A Day in the Life of a Lion” – Presentation for First time Lions 7:00 pm

Thursday, August 31 - 9:30 am New Student Orientation

5:30 pm - 8:00 pm – Meet the Teacher Night

Friday, September 1 – Football vs. Walkersville 6:30 pm

Tuesday, September 5 - FIRST DAY OF SCHOOL!

Friday, September 8 – Spirit Day!

Wednesday, September 13 - Club Signups in Advisory

Thursday, September 14 – Football vs. Manchester Valley 6:30

Wednesday, September 20 & Thursday, September 21 – Underclass Picture Day

Thursday, September 21 – PTSO Meeting 7:00

Wednesday, September 27 – CCCTC Presentation 10th Grade Advisory

Monday, October 2 – Homecoming Dance Guest Passes Available Main Office

Tuesday, October 10 – Conference Night #1

Wednesday, October 11 - PSAT day

Monday, October 16- Thursday, October 19 – Homecoming Dance Tickets on Sale \$20

Thursday, October 19 – PTSO Meeting 7:00 pm

Friday, October 20 – Football vs. Westminster 6:30

Friday, October 20 - School closed for students, Professional Development Day for Staff

Thursday, October 26- 10th grade parent night for course requests

Friday, October 27 – Pep Rally, Trick-Or-Treat 4:30 – 5:00, Parade 5:00, HOMECOMING GAME vs. Century 6:30

Saturday, October 28 – HOMECOMING DANCE 7:00 – 9:30 pm

Monday-Friday – November 6 – 10 – Feather the Turkey for Thanksgiving sponsored by Teen Leadership class

Tuesday, November 7 - End of MP 1 - Early Dismissal

Thursday, Friday, Saturday, November 9,10,11 Fall Play 7:00 pm “Legend of Sleepy Hollow”

November 13 - 17 - American Education Week

Tuesday, November 14 – PATHWAYS NIGHT!

Wednesday, November 15 – Underclass Picture Makeup Day

Thursday, November 16 - PTSO Meeting 7:00

Saturday, November 18 - Fall Craft Fair Instrumental Music

Wednesday, November 22 - Schools & Offices close early for Thanksgiving Holiday

Thursday & Friday, November 24 & 25 - Closed

Tuesday, Nov 28 – Course Request Parent night for 11th grade parents 6:00 pm (Virtual)

Tuesday, December 5 – Band & Wind Ensemble Concert 7:00 pm

Wednesday, December 6 – Jazz and Orchestra Concert 7:00 pm

Wednesday, December 13 – Parent/Teacher Conference Night #2

Save the Dates for 2023-2024 LHS

Thursday, December 14 – Vocal Music Concert
7:00 pm

Monday, December 18 – Friday, December 22 –
Spirit Week of Giving sponsored by Sources of
Strength

Friday, December 22 – In school Concert, Schools
& Offices close early

Wednesday, January 3 – Course Request Parent
night for 9th grade parents 6:00 pm (Virtual)

Friday & Saturday January 5 & 6 – One Acts

Monday, January 8 – Thursday, January 25 – Art
Show

Wednesday, January 10 – CCCTC Presentation 9th
Grade Advisory

Monday, January 15 – School closed for MLK Day

Wednesday, January 17 – 8th grade parents from
ORMS

Thursday, January 18 – PTSO 7:00 pm

Monday, January 22 – Thursday, January 25 –
Semester 1 Exams

Friday, January 26 – School Closed for Semester 2
preparations

Semester 2

Monday – Friday February 5-9 – National School
Counseling Week

Wednesday, February 14 – Project Valentine by
Sources of Strength

Thursday, February 15 – Vocal Music Concert 7:00
pm

Thursday, February 15 – PTSO Meeting 7:00 pm

Monday, February 19 – School Closed for
President's Day

Thursday, March 7 - Parent/Teacher Conference #3
4:00 pm - 7:00 pm (Snow date March 14)

Monday – Friday – March 18 – 22 – Academic
Spirit Week, Scholastic Letter Luncheon

Thursday, March 21 – PTSO 7:00 pm

Friday, March 22 – MARYLAND SPIRIT DAY

Saturday, March 23 – Spring Craft Fair

Thursday, March 28 – Tuesday, April 2 – Closed
for Spring Break

Wednesday, April 3 – Sunday April 7 – Music Trip

Tuesday, April 9 – Early Dismissal End of MP 3

Thursday & Friday April 12, 13, 19, 20 – Spring
Musical 7:00 “Annie”

Thursday, April 18 – PTSO Meeting 7:00 pm

Saturday, April 27 – PROM 7:00 – 10:30 pm

Monday, April 29 – NHS Induction

Saturday, May 4 – Instrumental Pops Concert 7:00

Monday, May 6 – Friday, May 10 – Teacher
Appreciation Week

Monday, May 6 – May 24 – Art Show

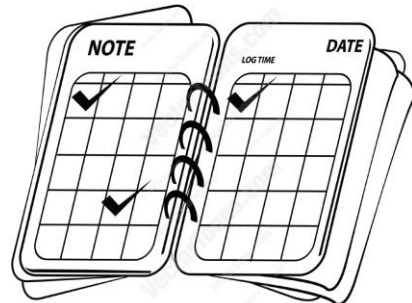
Monday, May 6 – Friday, May 17 – AP Testing

Tuesday, May 7 – Band & Wind Ensemble Concert
7:00 pm

Wednesday, May 8 – Jazz & Orchestra Concert 7:00
pm

Thursday, May 16 – PTSO Meeting 7:00 pm

Thursday, May 16 – Vocal Music Pops Concert
7:00 pm,



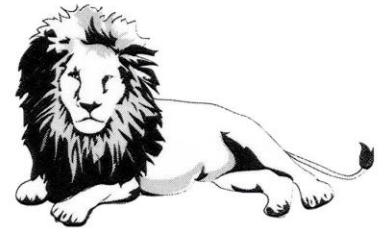
September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
	CLOSED LABOUR DAY	A	B	A	B	
10	11	12	13	14	15	16
A	B	A	B	A		
17	18	19	20	21	22	23
B	A	B	A	B		
24	25	26	27	28	29	30
A	B	A	B	A		

Liberty High School – 2023-2024

If any of the four (4) emergency closing days are not used, the last day for students will be:

One day not used June 12th
 Two days not used June 11th
 Three days not used June 10th
 Four days not used June 7th
 Five days not used June 6th



October 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
	B	A	B	A	B	
8	9	10	11	12	13	14
A	B	A	B	A		
15	16	17	18	19	20	21
B	A	B	A		CLOSED	
22	23	24	25	26	27	28
B	A	B	A	B		
29	30	31				
A	B					

November 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
			A	B	A	
5	6	7	8	9	10	11
B	A	B	A	B		
12	13	14	15	16	17	18
A	B	A	B	A		
19	20	21	22	23	24	25
B	A	B	Closed	Closed		
26	27	28	29	30		
A	B	A	B			

December 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
					A	
3	4	5	6	7	8	9
B	A	B	A	B		
10	11	12	13	14	15	16
A	B	A	B	A		
17	18	19	20	21	22	23
B	A	B	A	B		
24	25	26	27	28	29	30
Closed	Closed	Closed	Closed	Closed		
31						

January 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
	CLOSED	A	B	A	B	
8	9	10	11	12	13	14
A	B	A	B	A		
15	16	17	18	19	20	21
	Closed	B	A	B	A	
22	23	24	25	26	27	28
B	A	B	A		Closed	
29	30	31				
B	A	B				

February 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
				A	B	
4	5	6	7	8	9	10
A	B	A	B	A		
11	12	13	14	15	16	17
B	A	B	A	B		
18	19	20	21	22	23	24
	Closed	A	B	A	B	
25	26	27	28	29		
A	B	A	B			

March 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
					A	
3	4	5	6	7	8	9
B	A	B	A	B		
10	11	12	13	14	15	16
A	B	A	B	A		
17	18	19	20	21	22	23
B	A	B	A	B		
24	25	26	27	28	29	30
A	B	A		Closed	Closed	
31						

April 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
	Closed	Closed	B	A	B	
8	9	10	11	12	13	14
A	B	A	B	A		
15	16	17	18	19	20	21
B	A	B	A	B		
22	23	24	25	26	27	28
A	B	A	B	A		
29	30	31				
B	A					

May 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
			B	A	B	
5	6	7	8	9	10	11
A	B	A	B	A		
12	13	14	15	16	17	18
B		Closed Elections	A	B	A	
19	20	21	22	23	24	25
B	A	B	A	B		
26	27	28	29	30	31	
	Closed	A	B	A	B	

June 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
A	B	A	B	A		
9	10	11	12	13	14	15
B	A	B	A			
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Liberty High School Bell Schedules

Advisory / PAWS Bell Schedule

Period 1 7:30 – 8:50

1st C&T 7:30

2nd C&T 9:05 (after morning announcements)

Advisory/PAWS 8:55 – 9:30

Period 2 9:35 – 10:55

Period 3 11:00 – 12:55

11:00 - 11:25 (Lunch A)

11:30 - 11:55 (Lunch B)

12:00 - 12:25 (Lunch C)

12:30 - 12:55 (Lunch D)

Period 4 1:00 – 2:20

Advisory will be held on Wednesdays of each week. PAWS will be held on the other days of the week.

PAWS will NOT be held on alternate schedule days (*delays, early dismissals, HSA test days, pep rally, etc.*)

Two Hour Forty-Five Minute Early

Dismissal

Period 1 7:30 – 8:10

1st C&T Bus 7:30

2nd C&T Bus 8:10

Period 2 8:15 – 8:50

Period 3 8:55 – 9:35

Period 4 9:40 – 11:35

9:40 - 10:05 (Lunch A)

10:10 - 10:35 (Lunch B)

10:40 - 11:05 (Lunch C)

11:10 - 11:35 (Lunch D)

Two Hour Delay

Period 1 9:30 – 10:25

1st C&T Bus 9:30

2nd C&T Bus 10:15

Period 2 10:30 – 11:25

Period 3 11:30 – 1:25

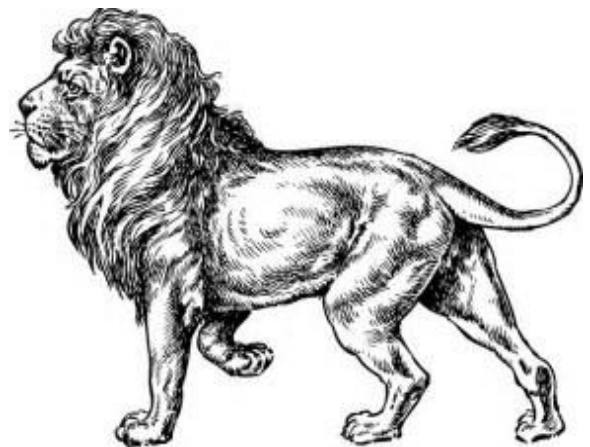
11:30 - 11:55 (Lunch A)

12:00 - 12:25 (Lunch B)

12:30 - 12:55 (Lunch C)

1:00 - 1:25 (Lunch D)

Period 4 1:30 – 2:20



Cafeteria News and Notes

2023-2024

Breakfast and Lunch Service

A variety of breakfast and lunch choices are available daily for your child to enjoy. If you believe your family qualifies for free or reduced-price school meals, applications can be submitted online at www.myschoolapps.com

Meal Charge Policy

In the rare event that a student forgets their money or does not have any money remaining on their account, Carroll County Public Schools will allow each student to charge up to two days of breakfasts and lunches. Beyond the two days, the student will be served a complimentary meal of a sandwich and side items until repayment is made. Students must have cash or money on their account to purchase a second meal (breakfast or lunch) or any a la carte items as these cannot be charged. For more information visit www.carrollk12.org

Wellness Policy

CCPS is committed to promoting student wellness and assuring that our school meals meet federal nutrition standards. Visit our website www.carrollk12.org to learn more about our policy and triennial assessment.

Smart Snacks in Schools

CCPS offers a variety of a la carte items for purchase in the cafeterias. Our a la carte food and beverage items meet the nutritional standards of the Smart Snacks in Schools regulations. Each student has a cafeteria account that they can access with an assigned PIN. To place money on account visit www.myschoolbucks.com or send cash or personal checks made out to your school with your child.

Please visit <https://www.carrollk12.org> for detailed information on the snacks available in our schools.

Free and Reduced Priced Meals

Applications for free and reduced priced meals are accepted throughout the school year. Meal benefits from last school year (2022-2023) will expire on October 16, 2023.

APPLY for Meal Benefits online at:

www.myschoolapps.com

Meal Benefit Applications may also be obtained from your school or by visiting the CCPS website.

Meal Prices

Breakfast

Elementary: \$1.50

Secondary: \$1.75

Lunch

Elementary: \$2.50

Middle: \$2.75

High: \$3.00

Digital Menus

Interactive menus and nutritional information available online! Visit:

<https://carrollk12.nutrislice.com> or download the Nutrislice app for your iOS or Android

Employment

Interested in joining our food services team? Visit our website www.carrollk12.org or call 410-751-3040 for more information.

THIS INSTITUTION IS AN EQUAL
OPPORTUNITY PROVIDER

Cafeteria News and Notes

2023-2024

Please be sure to join us every day for a delicious, healthy breakfast and lunch.
Interactive menus and nutritional information are available online!
Visit carrollk12.nutrislice.com or download the Nutrislice app for your iOS or Android device.

Meal Account and PIN Information

- Every student who goes through our cafeteria line will use a unique Personal Identification Number (PIN) to access his or her account. Parents have the option to add any denomination to the account for the purchase of meals and snack items. It is a convenient way to ensure that money is not lost or forgotten during the hectic morning rush.
- What is the PIN? Each student has been issued a unique, five-digit PIN. Parents can find their child's PIN in the CCPS Home Access Center (HAC). Once you sign on, the Cafeteria PIN will be located in the emergency section. Please help your child remember their number. It makes the line move faster and ensures that everyone has plenty of time to enjoy their meal. If they do happen to forget the number, the cashier will be able to find it for them.
- How do I put money on the account?
 - Visit www.myschoolbucks.com and set up a free account that allows you to add any value to the cafeteria account with a credit card. (There is a small service provider fee for each transaction.)
 - You can still send in cash or a check to your school's cafeteria. The cafeteria manager will add it to the account. Checks made payable to your child's school.
 - The money added to the account can be used to purchase meals AND snack items.
- Can I monitor what my child is purchasing? Visit www.myschoolbucks.com and set up a FREE account. Once you complete the simple registration process, you can set up low balance alerts and monitor purchases made in the cafeteria.
- What happens to my account at the end of the school year? Money that remains on your child's account will carry over from year to year. The account will also automatically transfer to any Carroll County Public School.
 - If your child graduates or no longer attends a CCPS school use this link to let us know if you would like the account balance transferred to a sibling, donated, or refunded. <https://forms.office.com/r/ieipsp12AQ>

.....
Sending cash or check to school and want to designate fund use? You can use this form.

Student's Name _____

Homeroom Teacher _____

Amount Enclosed \$ _____

___ Please place **All** of the money on my child's general account for the purchase of either meals, milk, or snacks.

___ Please place the money on my child's account, but I want to specify:

\$ _____ for Breakfast and Lunch

\$ _____ for Milk or Snacks

MEDICATION DROP-OFF DATE



Nurse Goldstein will be available to collect student medication with a completed CCPS medication order form during the **August 16th** Open House from 10:00 am until 1:00 pm.

As a reminder, no discretionary medication order forms will be accepted this year. Any medication your child may need must be brought in by a guardian and have a completed order form with a health care provider signature.

Further medication drop-off dates will be announced for the week prior to the start of school.
(*medication forms on following page*).

NEWS FROM THE NURSE

CHANGE IN MEDICATION REQUIREMENTS

In a change to previous years, **Advil and Tylenol will no longer be supplied by the school.** If any medication administration is necessary during school hours, the attached CCPS Medication form must be completed before any representative of the school can administer prescription or non-prescription medications to your child. The allergic reaction form for use of EPI Pen and Benadryl is also attached.

1. **Prescription Medications must be in original container marked specifically for student, labeled by pharmacist or prescriber. Over the counter medications must not be expired and must be in the original unopened container with the manufacturer's label intact.**
2. **All homeopathic/herbal prescription AND non-prescription medicines require a parent AND authorized prescriber signature.** In Maryland, an authorized prescriber is a physician, nurse practitioner, certified midwife, podiatrist, and physician assistant or dentist.
3. **Medications are not to be transported by students. This is in violation of our Drug-Alcohol policy. Medication shall be returned to the parent/ responsible adult when the order or the medication has expired. Nurse should notify parent/guardian of medication which expires during the school year. Expired medication not collected by parent/guardian or designated responsible adult will be discarded within 7 calendar days. All medications not claimed at the end of the school year will be destroyed.**

** (Maryland law allows prescription medication to be used only for 1 year beyond date of issue or expiration date indicated on the medication – whichever comes first.)*

CARROLL COUNTY PUBLIC SCHOOLS MEDICATION FORM

Name: _____ D.O.B.: _____ Allergies: _____ Grade/Teacher: _____ Bus # _____
 Medication: _____ Route: _____ Strength: _____ Dosage: _____ Time: _____ Expiration Date: _____
 From: _____ To: _____ Reason: _____ Side Effects: _____

If medication administration is necessary during school hours, this form must be completed before any representative of the school can administer prescription or non-prescription medications to your child. **Special Notes:**

1. Prescription Medications must be in original container marked specifically for student, labeled by pharmacist or prescriber. Over the counter medications must be in original container with manufacturers label intact.
2. All homeopathic/herbal prescription AND non-prescription medicines require a parent AND authorized prescriber signature. In Maryland an authorized prescriber is a physician, nurse practitioner, certified midwife, podiatrist, and physician assistant or dentist.
3. Medications are not to be transported by students. This is in violation of our Drug-Alcohol policy. Medication shall be returned to the parent/ responsible adult when the order or the medication has expired. Nurse should notify parent/guardian of medication which expires during the school year. Expired medication not collected by parent/guardian or designated responsible adult will be discarded within 7 calendar days. All medications not claimed at the end of the school year will be destroyed.
4. Medication orders are only valid for the current school year including ESY.

* (Maryland law allows prescription medication to be used only for 1 year beyond date of issue or expiration date indicated on the medication – whichever comes first.)

Parent/Guardian Signature: _____ Physician/Prescriber Signature: _____
 Physician/Prescriber Phone # _____ Physician/Prescribers Name (Please Print) _____

Inhaler Release: (It is the student's responsibility to report usage to the school nurse)

This section must be completed in addition to above for those students who request permission to carry their own inhaler. We acknowledge that the student named above has been instructed as to the proper use, understands the purpose and the appropriate method as well as the frequency of use of their inhaler. We request that the student may be able to self-carry their inhaler on their person and understand that the inhaler not be left in student locker or desk.

Expiration date of self-carry inhaler _____

Parent/Guardian Signature: _____ Physician/Prescriber Signature: _____
 Physician/Prescribers Name (Please Print): _____

Codes (chart reason)

A – Absent F – Field Trip N – None Available
 C – School Closed H – Holiday O – No Show
 E – Early Dismissal L – Late Opening W – Dose Withheld

Initial Name Initial Name

Month	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
August																															
September																															
October																															
November																															
December																															
January																															
February																															
March																															
April																															
May																															
June																															
July																															

Carroll County Public Schools

Back-to-School Job Fairs



Meet with school administrators, Human Resources representatives, and Central Office staff to discuss job opportunities for the upcoming school year. We are actively hiring for the following positions:

- Student Support Assistants
- Custodial / Maintenance Staff
- Instructional Assistants
- Cafeteria Staff
- Substitute Teachers
- Teachers
- Clerical
- ...and much more!

Find representatives from area schools at each of the following events!

Thursday, August 3	1:00—3:00	Century High School
Tuesday, August 8	1:00—3:00	Northwest Middle School
Wednesday, August 9	1:00—3:00	North Carroll Middle School
Thursday, August 10	1:00—3:00	West Middle School

For more information visit <http://www.carrollk12.org>, call 410-751-3071, or scan the QR code



ADA ACCESSIBILITY STATEMENT

Carroll County Public Schools (CCPS) does not discriminate on the basis of disability in employment or the provision of services, programs or activities. If you need special services for communication should contact the Communications Office at 410-751-3020 or publicinfo@carrollk12.org, or write to Carroll County Public Schools, 125 North Court Street, Westminster, Maryland 21157. Persons who are deaf, hard of hearing, or have a speech disability, may use Relay or 7-1-1. Please contact the school system at least one (1) week in advance of the date the special accommodation is needed.

NOTICE OF NON-DISCRIMINATION

The Board of Education of Carroll County does not engage in discrimination that is unlawful or contrary to Maryland State Department of Education guidance on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, sexual orientation, gender identity, or gender expression.

WE'RE HIRING!

Learn about exciting opportunities to help us build the future here in Carroll County!

- 8/3 - CENTURY HIGH SCHOOL
- 8/8 - NORTHWEST MIDDLE SCHOOL
- 8/9 - NORTH CARROLL MIDDLE SCHOOL
- 8/10 - WEST MIDDLE SCHOOL

All events
1:00 - 3:00

**LEARN MORE
HERE**

**Assistants, Substitutes,
Clerical, Custodial, Teachers,
Cafeteria, and Much More!**

Contact Human Resources at 410-751-3071 with questions



Building the Future



No pre-
registration
required



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The Board of Education of Carroll County is firmly committed to creating equal employment and educational opportunities for all persons by providing an environment that supports optimal academic achievement and productive work and is free from any form of unlawful discrimination, including access to school facilities, educational programs, and extracurricular activities.

The following person has been designated to handle inquiries regarding the nondiscrimination policies:
Director of Human Resources, 125 North Court Street, Westminster, Maryland 21157, (410) 751-3070.

ADA ACCESSIBILITY STATEMENT:

Carroll County Public Schools (COS) does not discriminate on the basis of disability in employment or the provision of services, programs, or activities. Persons needing auxiliary aids and services for communication should contact the Communications Office at 410-751-3020 or publicinfo@carrollk12.org, or write to Carroll County Public Schools, 125 North Court Street, Westminster, Maryland 21157. Persons who are deaf, hard of hearing, or have a speech disability, may use Relay or 7-1-1. Please contact the school system at least one (1) week in advance of the date the special accommodation is needed.

CONSENT AND RELEASE

Permission to Photograph, Videotape or Audiotape

Throughout the school year, the Carroll County Public School System frequently covers school activities and may use your child's photograph, video image, or voice for educational, informational, or public relations purposes, with or without identification by name.




If you do not wish to have your child's voice reproduced on tape or to have his/her image appear in such things as a video or a photograph, or on the school or school system website or social media, please notify the school principal in writing. It is assumed that parents, and guardians, consent to their children being audiotaped, photographed, videotaped, or having their image placed on a school website or social media by the school system unless such notification is received.

There are also occasions when the media cover certain school events (such as when a government leader visits a school). If you do not wish to have your child's name or likeness published by the media, you should address your concerns directly to the school involved so that the media is advised. Please be advised that the school system has no control over the media when they are covering activities such as sporting events and musical programs that are open to the public.

Use of Student Work on Websites or in Publications

There may be times throughout the year when the Carroll County Public School System wishes to display student work on school websites, social media, or in publications. If you do not wish to have your child's art, poetry, writing, etc. appear on school websites, social media, or in publications, please notify the school principal in writing. It is assumed that parents, and guardians, consent to their child's work being displayed on school websites, social media, or in publications unless such notification is received.

	Governance Placement, Promotion, Intervention, Retention, and Acceleration	Policy #	IKE
		Implemented	1/9/02
		Reviewed/Updated	7/13/05 10/12/05 6/10/09 3/9/2016
Page #	1		
Policy Owner	Assistant Superintendent of Instruction	Expiration/Review	Review: every three years

Policy

1. Purpose

To establish a uniform, county-wide policy for placing, promoting, retaining, and accelerating students in all Carroll County Public Schools.

2. Statement

The Board of Education endorses and encourages the belief that all students can learn, progress, and achieve when individual differences are recognized and addressed through effective instruction and intervention. It is the policy of the Board of Education of Carroll County that decisions regarding the placement, promotion, retention, and acceleration of students shall be based on multiple factors related to the degree of success the individual student has achieved in completing the assigned curriculum. The final responsibility for decisions on placement, promotion, intervention, retention, and acceleration of a student rests with the principal. The decision-making process shall include parents/guardians, CCPS staff, and students when appropriate.

3. Exceptions

Exceptions to this policy occur when decisions are made through the IEP process for students documented as qualifying for special education.

4. Reports

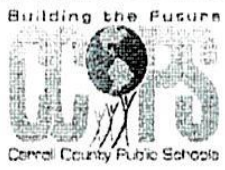
The principal or designee shall monitor and maintain a record of instructional interventions provided for students who have been retained.

5. Delegation of Authority

The superintendent/designee has the responsibility for enforcing this policy by communicating it to all relevant parties and by providing necessary instructions and/or administrative regulations (if appropriate), to all staff members.

6. Definitions

Acceleration: The movement of a student through an educational program at rates faster, or at a younger age, than typical.

	Governance Placement, Promotion, Intervention, Retention, and Acceleration	Policy #	IKE
		Implemented	1/9/02
		Reviewed/Updated	7/13/05 10/12/05 6/10/09 3/9/2016
Page #	2		
Policy Owner	Assistant Superintendent of Instruction	Expiration/Review	Review: every three years

Individualized Education Program (IEP): A written plan for a student who qualifies for special education services that is developed, reviewed, and revised by the IEP team.

Instructional Support Team: A school-based, collaborative problem solving team that supports teachers in monitoring student progress, identifying research-based interventions for students, and analyzing intervention implementation data to determine the effectiveness of the intervention, as well as next instructional steps.

Intervention: A program or strategy provided in order to improve the performance of a student who is not achieving at expected levels.

Multiple Retentions: The act of retaining a student more than one time during the K-12 educational experience.

Objectives: Specific learning targets that are identified in the approved county curriculum.

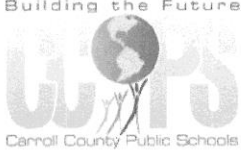
Partial Day Advancement: The act of accelerating a student to a higher grade level for a portion of the school day.

Placement: The grade level or classroom of a student as determined by the principal.

Promotion: The normal progression of a student from one grade level to the next based upon a demonstrated ability to achieve at expected levels of performance.

Retention: The act of not promoting a student in a particular grade based upon a demonstrated inability to achieve at expected levels of performance.

Subject Area Advancement: The act of accelerating a student to a higher grade level only for a specific subject area or course.

	Governance Placement, Promotion, Intervention, Retention, and Acceleration	Policy #	IKE
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Page #	1		
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	Governance Placement, Promotion, Intervention, Retention, and Acceleration	Policy #	IKE
		Implemented	1/9/02
		Reviewed/Updated	7/13/05 10/12/05 6/10/09 3/9/2016
Page #	2		
Policy Owner	Assistant Superintendent of Instruction	Expiration/Review	Review: every three years

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Intervention: A program or strategy provided in order to improve the performance of a student who is not achieving at expected levels.

Multiple Retentions: The act of retaining a student more than one time during the K-12 educational experience.

Objectives: Specific learning targets that are identified in the approved county curriculum.


Partial Day Advancement: The act of accelerating a student to a higher grade level for a portion of the school day.

Placement: The grade level or classroom of a student as determined by the principal.

Promotion: The normal progression of a student from one grade level to the next based upon a demonstrated ability to achieve at expected levels of performance.

Retention: The act of not promoting a student in a particular grade based upon a demonstrated inability to achieve at expected levels of performance.

Subject Area Advancement: The act of accelerating a student to a higher grade level only for a specific subject area or course.

	Governance Placement, Promotion, Intervention, Retention and Acceleration	Administrative Regulation #	IKE
		Implemented	1/9/02
		Reviewed/Updated	3/9/2016
Page #	3		
Regulations Owner	Assistant Superintendent of Instruction	Expiration/Review	Review: every three years

- A student who fails any of the core subjects for the year shall be considered for retention. A student who successfully participates in appropriate interventions, such as extra assistance, a pull-out program, extended day programs, extended year programs, etc., to address the subject-area deficiencies, shall be promoted.

4. Grades Nine through Twelve: To be promoted, a student in grades nine through twelve should meet the following requirements:

- 9th to 10th grade - completion of a minimum of 6 credits,
- 10th to 11th grade - completion of a minimum of 12 credits
- 11th to 12th grade - completion of a minimum of 18 credits and a minimum of 55 service learning hours


- For graduation (See Board Policy IKF: Requirements For Graduation From Carroll County High Schools)
The final responsibility for decisions on promotion of a student rests with the principal, except when decisions are made through the IEP process for students with documented special education needs. The principal is responsible for monitoring the decision. If the parent/guardian disagrees with the IEP Team decision, he or she has the right to appeal the decision according to legally mandated mediation/due process procedures.

Due to the potential detrimental effects of multiple retentions, it is not expected that a student would be retained more than once during the k-8 experience. Any recommendation for a second retention must be approved by the school-level director.

C. Intervention

A student who is not performing according to expectations is provided with appropriate assistance that addresses specific academic needs.

Research-based intervention programs and services that provide extended or remedial learning opportunities will be available to all students who are at risk or who do not meet the established standards for promotion. Such programs may be implemented through computer-assisted instruction, extended day or extended year programs, Saturday or summer school programs, tutoring, small group instruction, or classroom intervention. Interventions will address

	Governance Placement, Promotion, Intervention, Retention and Acceleration	Administrative Regulation #	IKE
		Implemented	1/9/02
		Reviewed/Updated	3/9/2016
Page #	4		
Regulations Owner	Assistant Superintendent of Instruction	Expiration/Review	Review: every three years

specific academic needs of the individual student as determined by multiple assessments.

1. When a student in grades kindergarten through grade five is not attaining assigned objectives or meeting required grade level promotion standards, the teacher will initiate appropriate intervention strategies that address the academic needs of the student. If the student does not respond to strategies, the Instructional Support Team will develop an Individual Learning Plan. Parents/Legal Guardians will be included in the development of the plan, as will students, when appropriate. The principal will monitor the implementation of this plan.
2. When a student in grades six through eight develops a pattern of failure in a core subject area, the teacher will initiate appropriate intervention strategies that address the academic needs of the student. If, at the end of a marking period, a child receives a failing grade in one (1) or more core subjects, the student will be assigned academic recovery. The student will be assigned an academic recovery plan that addresses the student's learning needs and provides academic support. If the plan is successfully completed by the mid-point of the next marking period, the grade for the core academic course will be changed to a d. If at the end of the third or fourth marking period a student is still in danger of failing, the administration will initiate a series of progress reports which will inform the parents/legal guardian of the student's continued failure or success. Decisions on retention will be made on a timely basis in order to allow for enrollment in the appropriate program of study.
3. When a student in grades nine through twelve is not attaining the course objectives, the teacher will initiate appropriate intervention strategies that address the academic needs of the student. If the student continues in not attaining course objectives, further school-based individualized intervention shall be developed and implemented through support teams such as the Instructional Support Team (IST), the Student Assistance Team, or Guidance and Student Services. In high school, credits earned determine promotion. For students who do not earn enough credits, a plan will be developed for credit recovery. Parents/legal guardians and students will be included in the development of this plan. The principal will have oversight of this planning process and monitor the implementation of this plan.

D. Acceleration

	Governance Placement, Promotion, Intervention, Retention and Acceleration	Administrative Regulation #	IKE
		Implemented	1/9/02
		Reviewed/Updated	3/9/2016
Page #	5		
Regulations Owner	Assistant Superintendent of Instruction	Expiration/Review	Review: every three years

1. The principal may, upon the recommendation of school staff or parent/guardian, consider accelerating a student to an advanced grade when the student consistently demonstrates the ability to exceed grade-level content standards.
2. School staff shall first attempt to address student advanced learning needs within the classroom or grade level through such program adjustments as flexible grouping, differentiated instruction, and enrichment.
3. Other options may include partial day or subject-area advancement to the next grade level or program.
4. A student will not be accelerated to advanced grades against the wishes of his/her parent/guardian.

E. Appeals

In matters of disagreement with regard to placement, promotion, acceleration, or retention, the parent/legal guardian may appeal a decision by writing to the appropriate director (elementary, middle, or high school) within ten days of receipt of written notification of the decision from the school principal.