



CHARLES COUNTY PUBLIC SCHOOLS

2023-2024

Parent Handbook/Calendar

Working together to achieve excellence for every student.



Charles County Public Schools



Charles County Public Schools Contact Us

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The *2023-24 Parent Handbook/Calendar* is produced by the Charles County Public Schools (CCPS) Office of Communications. Call 301-932-6610 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, www.ccboe.com, for the most up-to-date calendar.

Pictured on the front cover clockwise from left are Picco waxen Middle School eighth graders Evelyn Gomez, left, and Brooke Garner; Indian Head Elementary School third-grade student Mahmud Lawal, left, and his teacher, Jessica Garcia; Lorenzo Williams, a Matthew Henson Middle School sixth-grade student; fifth grader Sani Broome and Susan Hoffmaster, instructional assistant, of Mary B. Neal Elementary School; Aiden Singleton, left, and Anthony Spray, second graders at William B. Wade Elementary School; Hollis Lyon, a Maurice J. McDonough High School senior; and St. Charles High School seniors Jamar Sharpe, left, Delainee Amende, Christiana Allen, Samone Green and Jalen Jones. **Pictured on the back cover** clockwise from top are school system and community leaders at the groundbreaking ceremony for Elementary School 23; Aldo Moran Sintigo, left, and Angel Hernandez, students at Daniel of St. Thomas Jenifer Elementary School; Josie Christensen, Westlake High School senior; and John Hanson Middle School students London Reeder, left, Maleha Carroll and Brennan Burnett.

Superintendent's Welcome



Maria V. Navarro, Ed.D.
Superintendent of Schools
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Dear Parents and Guardians:

Welcome to the 2023-2024 school year. The start of a new school year is always an exciting time and one that ushers in opportunities for new beginnings and a chance to start fresh while building on the foundation set in previous school years.

Charles County Public Schools (CCPS) has charted a course for this year and beyond using the [CCPS Strategic Plan](#) as a road map. The Strategic Plan guides the work of the school system focusing on three priority areas — student learning and achievement, access and opportunities, and culture and climate.

School system staff remain committed to students and their academic success while continuing to be mindful of their wellbeing and safety. Safety is a tenet of a school system. When children feel safe in their schools and in the company of their teachers and peers, they are free to learn and feel comfortable exploring new concepts and areas of study. New this year, CCPS is launching the Where's the Bus platform to aid parents and guardians in keeping track of their child's bus and adding another layer of safety between home and school. The platform uses GPS technology that allows parents to see the location of their child's bus, along with estimated times of arrival. The WheresTheBus app is free to download and available in the Google Play and Apple App stores.

Also new this year, the Board of Education approved an updated dress code for students. Members of the CCPS Code of Student Conduct committee, in collaboration with parents, staff and community members, developed an updated dress code for the 2023-2024 school year. The responsibility for the clothes worn by students continues to rest primarily with the student and their parent. To read more about the dress code, turn to Page 30 of this handbook/calendar.

Each student will receive a copy of the *Code of Student Conduct* that they must read through with their parents before signing, dating and returning to CCPS staff. The *Code* ensures our children know of their responsibilities and rights as a student. I urge you to read through the *Code* as some changes have been made and could affect the success of a student's school year. Please partner with school system staff to reiterate that the standards laid out in the *Code of Student Conduct* are in place to ensure a successful and safe school year for everyone.

I am looking forward to this school year and witnessing the amazing strides our students and staff are capable of — the outstanding achievements and everyday victories that weave together and turn the long days into what will likely feel like a short year.

The *Parent Handbook/Calendar* includes information that will help parents and guardians, staff and students plan out the year and learn the school system's policies, procedures and programs. As Superintendent, I will continue to communicate regularly with families to keep you informed about news related to the school system. I welcome you to volunteer in our schools and see firsthand the dedication and hard work of our students and staff. Parents, guardians, community members, students and staff work together to achieve excellence for every student.

Sincerely,

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



Carrie Richardson, center, principal of Mary H. Matula Elementary School, was named the 2023 Charles County Public Schools Principal of the Year. She started her career as a kindergarten teacher.



Rachel Proctor, right, art teacher at Mt. Hope/Nanjemoy Elementary School, was Charles County's finalist in *The Washington Post* 2023 Teacher of the Year awards program.



Michelle Bradshaw, right, a special education teacher at Maurice J. McDonough High School, is the 2023 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 www.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 www.ccboe.com. Requests are not processed until after May 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, 2023, must be registered for kindergarten or receive an exemption from the school system. Parents of children who are 4 years old by Sept. 1, 2023, 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 31 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 Grades 6 and 9. 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 www.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.



Benjamin Stoddert Middle School eighth graders Chloe Kotei and Zariya Tyson blow bubbles during a celebration held at the school.

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 CCPS notices and information from your child's school.

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/center 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 a visitor management 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 school 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.

September 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Calendar Notes for August and September <ul style="list-style-type: none"> • New teacher orientation begins Aug. 14. • First day of school for teachers is Aug. 21. • First day of school for students is Aug. 28. • KRA window, Aug. 28-Oct. 10. • National Arts in Education Week, Sept. 10-16. • Hispanic Heritage Month, Sept. 15-Oct. 15. • International Literacy Day, Sept. 8. • Library Card Sign-up Month. 		<ul style="list-style-type: none"> • Suicide Prevention Month. • Attendance Awareness Month. • National Sickle Cell Awareness Month. • Maryland Homegrown School Lunch Week, Sept. 25-29. • Most Jewish & Muslim religious observance dates begin at sundown on the evening prior to the dates noted and conclude at sundown the next evening. 	August 2023 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 2023 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 Fall i-Ready assessments begin (Sept. 1-Oct. 6)	2
3	4 Labor Day Schools/offices closed	5 First day of school for prekindergarten students	6	7	8	9
10 <ul style="list-style-type: none"> • Grandparents Day • National Suicide Prevention Day 	11 Patriot Day	12 Board meeting, 1 p.m. Public Forum, 6 p.m.	13	14	15 Teacher in-service day Schools closed for students only	16 Rosh Hashanah
17 Constitution Day observed	18	19 National IT Professionals Day	20 Special Education Citizens Advisory Committee (SECAC) meeting, 6:30 p.m.	21 Title I DADvisory meeting, 6-8 p.m., Starkey	22 Thomas Stone's homecoming game, 7 p.m.	23 <ul style="list-style-type: none"> • First day of autumn • St. Charles' homecoming game, 12 p.m. • St. Charles' and Thomas Stone's homecoming dances
24	25 Yom Kippur	26 Human Resources Professionals Day	27 Two-hour early dismissal for students	28 New Teacher Academy meeting, 4 p.m.	29 Lackey's homecoming game, 7 p.m.	30 <ul style="list-style-type: none"> • Lackey's homecoming dance • International Translation Day

* Dates and times listed in this calendar are subject to change. Visit www.ccboe.com About, Calendar for the most up-to-date version of the 2023-24 Parent Handbook/Calendar.



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Lukas**
Chairperson



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Moore Lee, Esq.**
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Smith**
Member



**Brenda
Thomas**
Member



**Linda
Warren**
Member



**Treasure
Perkins**
*Student Board
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 2026.

Two Board members are 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 at-large member was elected to serve an initial two-year term, and will then be eligible to run for a four-year term in 2024. Elected Board members are limited to two terms.

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.

Public forum

Community members are invited to participate in Board meetings by speaking at Public Forum, either in person or virtually. Virtual public forum registration closes at 4 p.m. on the business day proceeding a Board meeting. In-person speakers must sign up before 6 p.m. the day of the meeting. All speakers have three minutes to address the Board about educational issues and must adhere to the rules of public forum. Public forum is 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. 12, 2023; Oct. 10, 2023; Nov. 21, 2023; Dec. 12, 2023; Jan. 9, 2024; Feb. 13, 2024; March 12, 2024; April 16, 2024; May 14, 2024; June 11, 2024; Aug. 13, 2024; and Sept. 10, 2024. The Board of Education does not generally meet 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, www.ccboe.com. Meetings are also added to the Charles County Public Schools YouTube channel 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. To access BoardDocs, visit the school system website at www.ccboe.com and look for the BoardDocs link under the Quick Links menu.

October 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 <ul style="list-style-type: none"> • Interim reports posted • National Child Health Day • Building Service Worker Day • PSAT (Oct. 2-31) 	3	4	5 <ul style="list-style-type: none"> • All-County Chorus rehearsal (MS & HS) 	6 <ul style="list-style-type: none"> • La Plata's homecoming game, 7 p.m. • Westlake's homecoming game, 7 p.m. • CCASC meeting, Thomas Stone HS, 10 a.m. 	7 <ul style="list-style-type: none"> • SAT • La Plata's homecoming dance • Westlake's homecoming dance
8	9 <ul style="list-style-type: none"> • Columbus Day/ Indigenous Peoples Day Schools closed for students only • Parent/teacher conferences 	10 <ul style="list-style-type: none"> • Board meeting, 1 p.m. • Public Forum, 6 p.m. 	11 Student page interviews	12 <ul style="list-style-type: none"> • All-County Orchestra rehearsal (MS & HS) 	13 <ul style="list-style-type: none"> • McDonough's homecoming game, 7 p.m. 	14 <ul style="list-style-type: none"> • McDonough's homecoming dance • Fall chess tournament, Thomas Stone HS
15	16	17 <ul style="list-style-type: none"> • All-County Chorus rehearsal (MS & HS) 	18 <ul style="list-style-type: none"> • CCPS Unity Day (wear orange) • All-County Orchestra rehearsal (MS & HS) • SECAC meeting, 6:30 p.m. 	19	20 <ul style="list-style-type: none"> • North Point's homecoming game, 7 p.m. 	21 <ul style="list-style-type: none"> • North Point's homecoming dance
22	23 <ul style="list-style-type: none"> • HS math club meeting 1 • All-County Orchestra rehearsal (MS & HS) • CTE application window opens 	24 <ul style="list-style-type: none"> • All-County Orchestra concert (MS & HS) 6:30 p.m., Thomas Stone • Middle school golf tournament, White Plains Golf Course 	25 <ul style="list-style-type: none"> • Two-hour early dismissal for students • All-County Chorus rehearsal (MS & HS) 	26 <ul style="list-style-type: none"> • All-County Chorus concert, (MS & HS) 6:30 p.m., Westlake HS • ESOL Community Night 	27	28
29	30 <ul style="list-style-type: none"> • CogAT Screener (Oct. 30-Nov. 21) 	31 <ul style="list-style-type: none"> • Halloween 	September 2023 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 2023 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"> • National Bullying Prevention Month. • National Principals Month. • Learning Disabilities Awareness Month. • Fire Prevention Week, Oct. 8-14. • National School Lunch Week, Oct. 9-13. • National School Bus Safety Week, Oct. 16-20. • Red Ribbon Week, Oct. 23-31. • AC = All County • ES = Elementary School • HS = High School 	

* Dates and times listed in this calendar are subject to change. Visit www.ccboe.com About, Calendar for the most up-to-date version of the 2023-24 Parent Handbook/Calendar.

Attendance

Regular attendance at school is vital to educational development. If students are absent from school due to mental or physical 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 as 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 (whether physical health or behavioral health) 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% 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

School Locator is an online system that allows the public to enter an address and see which three school zones — elementary, middle and high — an address is zoned for. The system also indicates if the address is eligible for bus service, what the bus number is and where the closest bus stop is located. School Locator can be accessed at www.ccboe.com under the Quick Links



Students at T.C. Martin Elementary School line up to board a school bus at the end of the school day. Parents and guardians can download the Where's The Bus app. The app allows users to track the location of their child's bus while getting estimated times of arrival.

menu. The system uses mapping data from the county and filters it by school zones. Contact your child's school or the transportation department at ccpstransportation@ccboe.com with questions.

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 from the CCPS website, www.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. Prekindergarten and kindergarten students will not be left unattended when dropped off at bus stops. If the parent or other responsible adult is not present at the drop-off, the driver will return the child to school where it will be the parent's responsibility to pick up the child.

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 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October 2023 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	December 2023 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 First marking period ends	2 Second marking period begins	3 Two-hour early dismissal for students	4 SAT
5 Standard Time begins (Turn clocks back one hour)	6	7	8 National STEM Day	9	10 Veterans Day observed Schools closed for students only	11 Veterans Day
12 Deepavali/Diwali	13 • Report cards posted • World Kindness Day	14 • Board meeting, 1 p.m. Public Forum, 6 p.m. • CTE application window closes	15 • Education Support Professionals Day • SECAC meeting, 6:30 p.m.	16 • National Parental Involvement Day • Title I DADvisory meeting, 6-8 p.m., Starkey • CTE Youth Apprentice Summit, CSM	17 • Substitute Educators Day • Middle school archery tournament, Somers MS	18
19	20 • HS math team meet 2 • New Teacher Academy meeting	21	22 Thanksgiving holiday Schools/offices closed	23 Thanksgiving Schools/offices closed	24 • Thanksgiving holiday Schools/offices closed • National Native American Heritage Day	25
26	27 CogAT Post Screener (Nov. 27-Dec. 15)	28	29	30	Calendar Notes • Winter sports begin Nov. 15. • National Native American Heritage Month. • College Application Month. • American Freedom Week, Nov. 6-10. • National School Psychology Week, Nov. 6-10. • American Education Week, Nov. 13-17. • National Family Week, Nov. 19-25. • Benefits open enrollment available for CCPS staff.	

* Dates and times listed in this calendar are subject to change. Visit www.ccboe.com About, Calendar for the most up-to-date version of the 2023-24 Parent Handbook/Calendar.

General Information, continued from Page 6 Where's the Bus?

CCPS is launching its use of the WheresTheBus platform for the 2023-2024 school year. All CCPS buses will use GPS technology through WheresTheBus that can help parents and guardians keep track of their child's bus. The WheresTheBus app is free to download for families of students who ride a CCPS bus. The app allows users to see exactly where their child's bus is and the estimated time of arrival to their child's bus stop. The system also allows CCPS transportation staff to efficiently manage its bus fleet.

To access the app, download it from the Apple App Store or Google Play Store and create an account. Search the app store(s) for WheresTheBus. Select Charles County Public Schools from the dropdown menu and provide the required information: a child's student identification number (six-digit CCPS issued ID) and birth date. Users can also create an account to access the system using a desktop or laptop computer at <https://wheresthebus.com/>.



Allyniece Black, a William B. Wade Elementary School second-grade student, takes a break during recess.

Blueprint for Maryland's Future

The Blueprint for Maryland's Future, a landmark state law passed in 2021, focuses on improving educational outcomes for students. The plan is based on five major policy areas. The policy areas include early childhood education, high quality and diverse teachers and leaders, college and career readiness, more resources to ensure students are successful, and accountability and governance. CCPS has created a district plan focused on the five policy based areas on the recommendations of various stakeholder groups including educators, government employees, community members and parents. Steering groups continue to make recommendations on how best to implement the system's Blueprint plan. For more information, visit <https://www.ccboc.com/quick-links/blueprint-for-marylands-future>.

Phoenix International School of the Arts (PISOTA)

Phoenix International School of the Arts (PISOTA) is the first public charter school in Charles County and opened in August 2023. The school serves students in Grades 6 to 8. Along with taking traditional academic classes, students select a focus area — dance, music, voice, theater, visual arts, museum studies or new media — to study. To learn more, visit the PISOTA website at www.pisota.org.

Extracurricular activities

Students can participate in extracurricular activities that contribute to their overall development and enhance the academic program. CCPS determines eligibility every quarter and reports grades in four quarters during the school year. Students must have a minimum 2.0 GPA and no F's to be eligible. Students must also have no more than 4.5 unexcused absences in the previous quarter.

The CCPS eligibility policy is as follows: CCPS bases eligibility for fall activities on a student's fourth-quarter GPA, report card grades (no F's) and attendance from the previous school year. Eighth-grade students promoted to high school as freshmen automatically meet the GPA and attendance requirements for the first semester. Starting with the second semester, freshmen must meet the 2.0 GPA requirement, have no F's and have no more than 4.5 unexcused absences during the second quarter.

Winter activity eligibility is based on the first-quarter GPA, report card grades (no F's) and attendance; spring activity eligibility is based on second-quarter GPA, report card grades (no F's) and attendance. If a student receives an F 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. Note: *Students' participation in summer school has no bearing on eligibility. Permitted participation in fall sports/extracurricular activities is based on fourth quarter status only, unless first time freshmen (see above).*

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. Suspension days count against eligibility. 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. Visit www.ccboc.com for more information.

Prekindergarten, kindergarten & Grades 1-2

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.

Student performance in prekindergarten 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.
- **Not Yet Demonstrating the Skill** – the student is not yet demonstrating the skill.

Student performance in 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.

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.

December 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 2023 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 • International Day of Persons with Disabilities, Dec. 3. • Inclusive Schools Week, Dec. 5-9. • Computer Science Education Week, Dec. 4-10. • The <i>CCPS Parent Handbook/Calendar</i> is distributed to all students and staff during the first week of school. An electronic version is posted at www.ccboe.com in August. Visit www.ccboe.com for the most up-to-date information about the school system.		January 2024 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 • Tri-County auditions, Thomas Stone HS, 8 a.m.-3 p.m. • SAT
3	4 • Fall Block MCAPELA & Math assessments begin (Dec. 4-Jan. 19) • Winter EOC Government & LS MISA assessments begin (Dec. 4-Jan. 19)	5	6 Two-hour early dismissal for students	7 Pearl Harbor Remembrance Day	8 Hanukkah (Dec. 8-15)	9 ACT
10	11 Interim reports posted	12 Board meeting, 1 p.m. Public Forum, 6 p.m.	13	14	15 • CCASC meeting, Thomas Stone HS, 10 a.m. • Tri-County orchestra rehearsals • JROTC Military Ball, North Point HS	16
17	18 HS Math Team meet 3	19	20	21 First day of winter	22	23
Christmas Eve 24 31 New Year's Eve	25 • Christmas • Winter break Schools/offices closed	26 • Winter break Schools/offices closed • Kwanzaa begins (Dec. 26-Jan. 1)	27 Winter break Schools closed	28 Winter break Schools closed	29 Winter break Schools closed	30

* Dates and times listed in this calendar are subject to change. Visit www.ccboe.com About, Calendar for the most up-to-date version of the 2023-24 Parent Handbook/Calendar.

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 GPA is calculated and used to determine class rank and academic honors. See the 2023-24 High School Program of Studies posted at www.ccboe.com for details.

Interims & report cards

Interim reports will be posted to ParentVue/StudentVue on the following days: Oct. 2, 2023; Dec. 11, 2023; Feb. 26, 2024; and May 6, 2024. Seniors will receive interims on May 1, 2024. Report cards will be posted on the following days: Nov. 13, 2023; Jan. 29, 2024; April 15, 2024; and June 17, 2024 (*subject to change based on the last day of school*). Seniors will receive interims on April 29, 2024 (*subject to change*.)

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.*

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.



Christian Willis, right, a fifth-grade student at Daniel of St. Thomas Jenifer Elementary School, pulls Kennedy Griggs, a sophomore at North Point High School, to the edge of the swimming pool during a water safety class. All CCPS fifth graders take a water safety class during a field trip.

[ccboe.com](http://www.ccboe.com). The 24-hour information line is 301-934-7410/301-932-6656. When possible, decisions are made the preceding evening. CCPS 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 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. 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 AlphaBest 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. Parents, staff and community members should monitor the CCPS website, social media accounts and the 24-hour information line for any schedule change announcement. While staff contacts local television stations with weather-related schedule changes, accurate content is not always reported.

Parents, staff and community members can be notified of unscheduled delays, early dismissals or school closings by email through the school system's notification system, School Messenger. 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 any change to their email address throughout the school year. Visit www.ccboe.com for registration information.

Parents, CCPS staff and community members can opt-in to receive text message notifications from the school system. Parents and staff can text Y or YES to 67587 to sign up for CCPS text messages from School Messenger. School Messenger uses data from the CCPS student and staff information system to connect with parents and staff. 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 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 12, 11, 10 and 7. In the event the four days are used, the Board of Education can add instructional days to the end of the school year.

If schools remain open, no announcements are made. The CCPS office of communications coordinates inclement weather notifications for the school system. Visit the school system website at www.ccboe.com for additional information. Visit Page 26 to learn the best ways to get school closing information.

January 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 2023 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 New Year's Day Schools/offices closed	2 Winter i-Ready assessments begin (Jan. 2-Feb. 2)	3	4	5 Tri-County Orchestra rehearsal (MS & HS)	6 Tri-County Orchestra rehearsal (MS & HS) Choir Instant Concert, Westlake HS
7 Tri-County Orchestra concert, 2 p.m., Calvert County	8 <ul style="list-style-type: none"> • HS Mock Trial season begins (Jan. 8-Feb. 2) • English Language Proficiency Assessment begins (Jan. 8-March 1) 	9 Board meeting, 1 p.m. Public Forum, 6 p.m.	10 Two-hour early dismissal for students	11 All-County Band rehearsal (MS & HS)	12 Maryland Thespian Festival, University of Maryland, College Park	13 <ul style="list-style-type: none"> • Maryland Thespian Festival, University of Maryland, College Park • Destination Imagination Instant Challenge Day
14	15 Dr. Martin Luther King Jr.'s Birthday Schools/offices closed	16 Elementary All-County Chorus rehearsal	17 <ul style="list-style-type: none"> • All-County Band rehearsal (MS & HS) • SECAC meeting, 6:30 p.m. 	18 <ul style="list-style-type: none"> • Second marking period ends • Maryland Seal of Biliteracy registration deadline (HS seniors only) 	19 Third marking period/second semester begins	20 VEX Robotics competition
21	22 Semester break Schools closed for students only	23 <ul style="list-style-type: none"> • All-County Band rehearsal (MS & HS) • Elementary All-County Chorus rehearsal • Middle school volleyball tournaments <ul style="list-style-type: none"> • 7th grade girls, Lackey HS • 7th grade boys, La Plata HS 	24 All-County Band rehearsal (MS & HS)	25 <ul style="list-style-type: none"> • All-County Band concert, 6:30 p.m., St. Charles • New Teacher Academy meeting • Middle school volleyball tournaments <ul style="list-style-type: none"> • 8th grade girls, Lackey HS • 8th grade boys, La Plata HS 	26 NatStuCo LEAD Conference, Arlington, Va. (through Jan. 28)	27
28	29 <ul style="list-style-type: none"> • Report cards posted • HS math team meet 4 	30 Elementary All-County Chorus rehearsal	31	February 2024 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	Calendar Notes <ul style="list-style-type: none"> • School Board Appreciation Month. • Like us on Facebook at Charles County Public Schools. • Sign up for CCPS text alerts. Text Y or YES to 67587. • Calendar changes are posted to the school system website at www.ccboe.com. • CCPSTV broadcasts school-based features, NewsBreak and other educational content. Visit www.ccboe.com or Comcast 96 and Verizon FiOS 12 in Charles County. 	

* Dates and times listed in this calendar are subject to change. Visit www.ccboe.com About, Calendar for the most up-to-date version of the 2023-24 Parent Handbook/Calendar.

Title I Early Childhood Program

Title I, Part A is the largest federally funded education program that provides financial assistance to school systems based on the percentage of students qualifying for free and reduced-price meals. The Title I program works to ensure that disadvantaged students receive a high-quality education and reach proficiency on challenging state academic standards and assessments by providing additional academic support and learning opportunities. Title I provides services to C. Paul Barnhart, Dr. Gustavus Brown, Indian Head, Daniel of St. Thomas Jenifer, Arthur Middleton, Mt. Hope/Nanjemoy, Dr. Samuel A. Mudd, J. C. Parks, J. P. Ryon and Eva Turner Elementary Schools, participating nonpublic schools, and qualifying childcare providers.

The Title I Early Childhood Program encompasses three components to support families of 3- and 4-year-old students. The Thriving Threes & Me learning groups promote school readiness by providing weekly learning groups and materials to families living in Title I school zones. Registration opens in October 2023 and the program will begin in November 2023. Children must be 3 years old by Sept. 1 to participate. Proof of age and residency are required. Training for parents, families and childcare providers in the area of early childhood is available to support families and daycare programs in developing children's early learning skills. Training is offered to families attending the Thriving Threes & Me Learning Groups, cooperating childcare providers and their families, and families of PreK and Kindergarten students enrolled in Title I Schools. Eligible childcare providers interested in accreditation can receive Core of Knowledge training needed to progress through the Maryland EXCELS program. To be eligible, childcare providers must serve children living in Title I school zones.

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 full day 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 elementary mathematics program in Charles County is to engage students in the process of problem solving. Their participation in the conceptual understanding of



Walter J. Mitchell Elementary School second-grade student Jason Finley, left, hugs second-grade teacher Mollie Wathen.

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

Through the food and nutrition services program at schools and centers, students can select from several breakfast and lunch menu items. Menus are available at schools and on the CCPS website, www.ccboe.com. Students may be 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 www.ccboe.com. All CCPS families should complete the free and reduced price meal application. Other benefits are available for families that complete an application, such as reduced testing fees for student exams and discounts on internet service. Meal prices for the 2023-2024 school year are as follows: elementary breakfast is \$1.35 and lunch is \$2.80. Breakfast for secondary level students is \$1.50 and lunch is \$3.05. 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. Parents can sign up at www.mypaymentsplus.com. 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. To better 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 throughout the school year to support the purchase of a complete meal and/or a la carte items. CCPS can extend minimal meal credits to accounts with a negative balance; meal credits are not extended to cover the purchase of optional items. Parents of students with negative meal account balances will receive a phone notification from CCPS. Call 301-392-5570 with questions.

Gifted Education

CCPS screens students in Grades 2-8 for gifted services. Yearly broad-based gifted screening includes all second-grade students, new to CCPS students in Grades 3-8 and students referred for gifted services. Students who require learning experiences beyond the standard program are matched to the appropriate gifted services. Gifted education screening referrals are available at every elementary and middle school and must be returned by December to be considered for the current school year. Students in Grades 3-8 identified for Reading/Language Arts and/or math gifted services receive differentiated instruction from their classroom teacher(s) with support from the learning resource teacher at every elementary and middle school. High school students may choose from a variety of advanced learning opportunities including Honors, Advanced Placement (AP) and Dual Enrollment courses. Visit <https://www.ccboe.com/departments/gifted-education-services> or call 301-934-7227 for additional information.

February 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 2024 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	March 2024 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 Education (CTE) Month.• National School Counselor Week, Feb. 5-9.• Public Schools Week, Feb. 26-March 1.• Sign up for CCPS text alerts. Text Y or YES to 67587.• Find CCPS celebrations at www.ccboe.com.		1 <ul style="list-style-type: none">• National Freedom Day observed• Polar Plunge, Sandy Point Park	2 <ul style="list-style-type: none">• Groundhog Day• Job Shadow Day• CCASC meeting, Thomas Stone HS, 10 a.m.	3 <ul style="list-style-type: none">• VEX IQ Robotics competition• Tri-County MATHCOUNTS competition• Elementary Band/Strings Instant Concert, St. Charles
4	5	6 Elementary All-County Chorus rehearsal	7 Two-hour early dismissal for students (No prekindergarten held)	8 Elementary All-County Chorus concert 6:30 p.m., North Point HS	9	10 <ul style="list-style-type: none">• Chinese New Year• Winter chess tournament, Lackey HS
11 International Day of Women and Girls in Science	12	13 Board meeting, 1 p.m. Public Forum, 6 p.m.	14 Valentine’s Day	15 <ul style="list-style-type: none">• School Resource Officer (SRO) Day• Title I DADvisory meeting, 6-8 p.m., Starkey	16 Two-hour early dismissal for students	17 <ul style="list-style-type: none">• PTA Founders’ Day• District XI Solo & Ensemble, Stone HS• Random Acts of Kindness Day
18	19 Presidents Day Schools/offices closed	20 Maryland school survey opens (Feb. 20-April 19)	21 SECAC meeting, 6:30 p.m.	22 School Bus Driver and Attendant Appreciation Day	23	24 Destination Imagination tournament
25	26 <ul style="list-style-type: none">• Interim reports posted• HS Math Team meet 5	27	28 <ul style="list-style-type: none">• All-County Jazz rehearsal, La Plata HS• Maryland Association of Student Councils Convention (Feb. 28-March 1)	29		

* Dates and times listed in this calendar are subject to change. Visit www.ccboe.com About, Calendar for the most up-to-date version of the 2023-24 Parent Handbook/Calendar.

Technology

The mission of the CCPS Office of Technology is to provide a safe and reliable technology infrastructure to ensure CCPS is prepared to meet and exceed instructional, administrative, and business goals. The technology department uses Microsoft 365, Clever and Synergy/Edu-point, to offer seamless and secure access through a single sign-on process. Students are provided a CCPS-issued device and classrooms have state-of-the-art digital systems and innovative instructional technologies, such as interactive panels, digital curriculum and assessments.

Technology staff prioritizes fostering digital citizenship from an early age. Starting in elementary school, students receive instruction on how to effectively use technology and learn how to responsibly care for devices. They actively engage in collaborative projects that integrate computer science and engineering modules, such as Project Lead the Way and Code.org. Middle and high schools offer computer science courses along with a dedicated Computer Science Completer Program and more specialized courses such as Advanced Placement Computer Science-A, Advanced Placement Computer Science-Principles and CISCO I and II certification courses. To ensure the effective integration of digital tools, technology staff maintain an approval process for all technology resources used within the CCPS curriculum. Staff reviews and evaluates digital tools to ensure alignment with educational goals, student safety and accessibility. Parents and guardians are provided resources on internet safety, acceptable use and school-issued devices at www.ccboe.com/academics/technology-guides-for-students-and-parents. Follow https://twitter.com/tech_ccps for technology related updates, spotlights and resources.

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.

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



John Hanson Middle School eighth graders Joshua Butson, left, and Calvin Dunn, go over their project during the 2023 MESA competition.

services for preschool children with identified needs. Any child suspected of developmental delays 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 Grade 12 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 301-932-6610 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. Visit the center online at <https://nanjemoycreek.ccboe.com/>.

March 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Calendar Notes <ul style="list-style-type: none"> • Spring sports begin March 1. • National Nutrition Month. • National Middle Level Education and Women's History Month. • National School Breakfast Week, March 4-8. • National School Social Work Week, March 3-9. • National Music in Our Schools Month • National Youth Art Month. 		February 2024 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	April 2024 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 Read Across Charles County	2
3	4 • Maryland Integrated Science Assessment (MISA) (Grades 5 and 8) • AP English Literature & Language mock exams (March 4-15)	5 • Elementary All-County Band rehearsal • Chorus Festival, 8 a.m.-5 p.m., North Point HS	6 Chorus Festival, 8 a.m.-5 p.m., North Point HS	7 • Elementary All-County Orchestra rehearsal • Band Festival, 8 a.m.-7 p.m., North Point HS	8 International Women's Day	9 • HITS Expo, St. Charles HS • SAT
10 Daylight Saving Time (Turn clocks forward one hour)	11 • First day of Ramadan (begins at sunset) • Spring alternate MCAP assessment window opens (March 11-May 17)	12 • Board meeting, 1 p.m. Public Forum, 6 p.m. • Elementary All-County Band/Orchestra West rehearsal • Orchestra Festival, Lackey HS	13 • Two-hour early dismissal for students • Spelling Bee, 6 p.m. • All-County Jazz rehearsal, La Plata HS	14 • National Pi Day • Elementary All-County Band/Orchestra East rehearsal	15	16 Elementary Math Challenge
17 St. Patrick's Day	18	19 • First day of spring • Elementary All-County Band/Orchestra West rehearsal	20 • SECAC meeting, 6:30 p.m. • All-County Jazz rehearsal, La Plata HS • Middle school (MS) basketball tournaments • Boys, girls (West), Davis MS • Boys, girls (East) Somers MS	21 • World Down Syndrome Day • Elementary All-County Band/Orchestra East rehearsal • New Teacher Academy mtg. • MS basketball tourneys, • Boys, Somers MS • Girls, Davis MS	22 MS basketball tournaments, St. Charles • Girls game, 5 p.m. • Boys game, 6:30 p.m.	23
24 31 Easter	25 • Spring break Schools closed • Maryland Day	26 Spring break Schools closed	27 Spring break Schools closed	28 Spring break Schools/offices closed	29 Good Friday Schools/offices closed	30

* Dates and times listed in this calendar are subject to change. Visit www.ccboe.com About, Calendar for the most up-to-date version of the 2023-24 Parent Handbook/Calendar.

Testing

This school year, students in Grades 3-11 will participate in the Maryland Comprehensive Assessment Program (MCAP) English/Language Arts (ELA) and mathematics assessments. MCAP will be administered in December through January, and again in March through June. The winter assessments are for high school students only, and spring assessments are for elementary, middle and high school students. In the spring, students will be tested on content in Grades 3-8 and Grade 10 ELA, Grades 3-8 mathematics, Algebra I, Algebra II, and Geometry. For the MCAP ELA assessments, students read several passages and write several responses. The mathematics assessment requires students to solve problems, express math reasoning, and apply concepts to solve real world problems.

Students in certain grade levels will also take state assessments in science and social studies. Students in Grades 5 and 8 will take the Maryland Integrated Science Assessment (MISA) in March, and students enrolled in high school biology courses will take the Life Science MISA in May. Students in Grade 8 will also take a social studies assessment in May, while students enrolled in high school Local, State and National Government courses will take the Government High School Assessment in May. For students in Grade 9, the score from the Government High School Assessment and the Life Science MISA will count as 20% of a student's final grade.

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. Testing schedules are subject to change. Information about exams administered to CCPS students is posted on the school system website at www.ccboe.com. Information about graduation requirements is included in the *2023-24 High School Program of Studies* posted on the school system website at www.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. Questions can be directed to the school test coordinator/learning resource teacher at individual schools.

SAIL Program

The Secondary Academy of International Languages (SAIL) is a regionalized English language development (ELD) program for English Learners at Maurice J. McDonough, St. Charles, 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.

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



Hrishi Soni, sixth-grade student at Milton M. Somers Middle School, participates in a STEM camp at the James E. Richmond Science Center. The science center hosts field trips throughout the school year. Community events and activities are hosted at the center as well.

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 <https://sciencecenter.ccboe.com/> 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.

Volunteer registration

Charles County Public Schools (CCPS) believes volunteer service to schools is essential to student success. The support of parents, grandparents, other significant relatives, business partners and community members creates an environment filled with opportunities for students. Volunteers include, but are not limited to, people who serve as mentors, tutors, non-paid coaches or club sponsors, overnight and day trip chaperones, reading and math partners, and parent group organization officers like the PTO, boosters or team parents. Anyone interested in volunteering with CCPS must undergo a background check and training, which are good for one year. There is no cost to volunteers for a background check.

Although volunteers are not paid staff members, they are expected to follow CCPS policies, rules and procedures at all times. As part of security measures in place to ensure safe schools for students and staff, all volunteers must be properly screened and trained.

All CCPS schools have a volunteer coordinator who manages the screening process and volunteer lists for their respective school/center. After contacting the preferred school to volunteer, a registration link will be emailed from the school's volunteer coordinator when volunteers are needed. The link includes the required training materials, the prescreening questionnaire, a handbook that outlines guidelines, expectations and regulations for volunteers, and a link to submit information required for a background check. Volunteers who need assistance in completing the registration process or may be missing information required for the background check should contact the school in which they would like to volunteer for assistance.

April 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
March 2024 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 Easter Monday Schools/offices closed	2 <ul style="list-style-type: none"> • International Children's Book Day • World Autism Awareness Day • Third quarter ends 	3 <ul style="list-style-type: none"> • Fourth quarter begins • Elementary All-County Band/Orchestra West concert, 6:30 p.m., Lackey HS • All-County Jazz rehearsal, La Plata HS (<i>also on April 4</i>) 	4 <ul style="list-style-type: none"> • School Librarian Appreciation Day • Elementary All-County Band/Orchestra East concert, 6:30 p.m., Stone HS • MCAPELA & math assessments begin (April 4-May 31) 	5 MESA Regional Showcase	6 <ul style="list-style-type: none"> • AC Jazz Festival Concert, CSM • Lackey HS prom
7	8	9	10 <ul style="list-style-type: none"> • Two-hour early dismissal for students • Eid-al-Fitr 	11	12	13 North Point HS prom
14	15 <ul style="list-style-type: none"> • Report cards posted • Prek application/ kindergarten registration window opens • Parapro, ASK Business exam and ProStart (April 15-May 10) 	16 Board meeting, 1 p.m. Public Forum, 6 p.m.	17 <ul style="list-style-type: none"> • SECAC meeting, 6:30 p.m. • Envirothon, Gilbert Run Park 	18 Title I DADvisory meeting, 6-8 p.m., Starkey	19 Thomas Stone HS prom	20 Early Learning Launch, 10 a.m.- noon
21	22 Earth Day	23 Passover	24 <ul style="list-style-type: none"> • Administrative Professionals Day • ESOL Community Night 	25 <ul style="list-style-type: none"> • CTE Employer & Mentor Recognition Breakfast • Reading Partner Luncheon 	26 <ul style="list-style-type: none"> • Arbor Day • CCASC meeting, Thomas Stone HS, 10 a.m. • Westlake HS prom 	27
28	29 Spring i-Ready assessments begin (April 29-June 5)	30 Middle school girls track and field meet, Westlake HS	May 2024 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"> • World Autism Month. • National School Library Month. • National Occupational Therapy and Poetry Month. • Month of the Military Child. • National Assistant Principals Week, April 8-12. • Week of the Young Child is celebrated in April. • National Student Leadership Week, April 24-30. • Public School Volunteer Week, April 22-26. 		
						<ul style="list-style-type: none"> • Administrative Professionals Week, April 21-27. • CCPS Child Nutrition Employee Appreciation Week, April 29-May 3. • National Library Week, April 7-13. • Most Jewish and Muslim religious observance dates begin at sundown on the evening prior to the dates noted and conclude at sundown the next evening.

* Dates and times listed in this calendar are subject to change. Visit www.ccboe.com About, Calendar for the most up-to-date version of the 2023-24 Parent Handbook/Calendar.

System Programs, continued from Page 16

Volunteers who serve at multiple locations have the option of selecting three schools during the registration process. All volunteers will receive email confirmation when the background check is complete. The majority of volunteer registration submissions are processed within 48 hours. Approved volunteers will receive a volunteer identification card shortly after they are approved to serve.

Volunteers who are cleared through the process are placed on a school or center list, but are not guaranteed to be called upon during the school year. School administrators will contact volunteers when there is a school/student need that matches a volunteer's interest or skills. Approved volunteers should notify school administrators throughout the school year if they no longer wish to be on the volunteer list. CCPS reserves the right to discontinue the volunteer relationship with any individual at any time. Visit www.ccboe.com to learn more about volunteering.

Student leaders

Treasure Perkins, a Thomas Stone High School junior, is the Student Member of the Board of Education for the 2023-24 school year. The Student Member has voting rights on most Board matters and works with a student liaison committee. Student liaisons this year are: Tiwaloluwa Dapo-Adeyemo, Henry E. Lackey High School; Elizabeth Tober, La Plata High School; Erin Mairs, Maurice J. McDonough High School; Shreeya Chada, North Point High School; Mechelle Johnson-Reeves, St. Charles High School; Christian Kotvis, Thomas Stone; and David Yum, Westlake 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.

CCASC officers for the 2023-24 school year are: Nevaeh Leftwich, St. Charles, president; Sydney Gunther, St. Charles first vice president; and Kendall Potter, La Plata, secretary. The positions of CCASC 2nd vice president and charity coordinator are set to be filled in October 2023.

Student Member of the Board and Board Liaisons



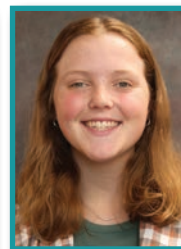
**Treasure
Perkins**



**Tiwaloluwa
Dapo-Adeyemo**



**Elizabeth
Tober**



**Erin
Mairs**



**Shreeya
Chada**



**Mechelle
Johnson-Reeves**



**Christian
Kotvis**



**David
Yum**

CCASC Leadership



**Nevaeh
Leftwich**



**Sydney
Gunther**



**Kendall
Potter**

Student exchange visitor program

CCPS has procedures for accepting student exchange visitors. The procedures comply with the requirements of the U.S. Department of State Bureau of Educational and Cultural Affairs. The CCPS director of student services serves as the CCPS liaison for sponsoring organizations. Visit the CCPS website at <https://www.ccboe.com>.

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.

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. 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. 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. Advisors for middle and high school chapters provide opportunities for students to explore careers in education. Each middle and high school has a chapter for students in Grades 6 through 12 who are interested in becoming educators.

May 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Calendar Notes <ul style="list-style-type: none"> • Asian Pacific American Heritage Month. • National Jewish Heritage Month. • Better Hearing and Speech Month. • National Physical Fitness and Sports Month. • National Music Week, May 5-12. • Children's Mental Health Awareness Week, May 5-11. • National Teacher Appreciation Week, May 6-10. • Pupil Personnel Worker (PPW) and Mental Health Month. 		April 2024 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 <ul style="list-style-type: none"> • Two-hour early dismissal for students • Spring EOC Government & LS MISA assessments begin (May 1-31) 	2 Middle school boys track and field meet, Westlake HS	3 School Lunch Hero Day	4 <ul style="list-style-type: none"> • Elementary School Solo & Ensemble, 9 a.m.-noon, Somers MS • Maryland History Day • SAT
5	6 <ul style="list-style-type: none"> • Interim reports posted • AP testing window opens (May 6-17) • MCAP Grade 8 social studies assessment begins (May 6-31) • CSM finals 	7 National Teacher Appreciation Day	8 School Nurse Day	9 National Children's Mental Health Awareness Day (wear green)	10 School Communicators Day	11 St. Charles HS prom
12 Mother's Day	13	14 Primary Election Day Schools closed for students and teachers	15 SECAC meeting, 6:30 p.m.	16 <ul style="list-style-type: none"> • Two-hour early dismissal for students • Community Resource Day, 3-6 p.m., St. Charles HS 	17 <ul style="list-style-type: none"> • Last day of school for seniors (subject to change) • La Plata's prom • National Speech Language Pathologist Day observed 	18 McDonough HS prom
19	20 High school PLTW end-of-course exams (May 20-31)	21 Board meeting, 1 p.m. Public Forum, 6 p.m.	22 AP testing window opens (May 22-24)	23 New Teacher Academy meeting	24	25
26	27 Memorial Day Schools/offices closed	28 High school graduations <ul style="list-style-type: none"> • St. Charles, 9 a.m. • Thomas Stone, 1 p.m. 	29 High school graduations <ul style="list-style-type: none"> • La Plata, 9 a.m. • Westlake, 1 p.m. 	30 High school graduations <ul style="list-style-type: none"> • Lackey, 9 a.m. • McDonough, 1 p.m. 	31 High school graduations <ul style="list-style-type: none"> • North Point, 9 a.m. 	June 2024 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

* Dates and times listed in this calendar are subject to change. Visit www.ccboe.com About, Calendar for the most up-to-date version of the 2023-24 Parent Handbook/Calendar.



Pictured are the valedictorians and salutatorians for the Class of 2023. Read more about these class leaders on Page 39.

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 (U.S. history, government, world history)	3
Science (life science, physical science, Earth/space science)	3
Health	1
Physical Education	.5
Fine Arts	1
Technology Education (computer science, engineering or technology)	1
Financial Literacy	.5
Electives*	5

* Students must enroll in and pass a math course every year in high school (COMAR 13A.04.12.01). Electives for students must be completed through one of the following two pathways: two credits of the same world language and three electives; or completion of a state-approved career and technical education (CTE) program and elective credits. The number of elective credits required may differ, depending on the CTE program. Current CCPS juniors and seniors have different graduation requirements. See Page 5 of the *2023-2024 High School Program of Studies* or visit the school system website at www.ccboe.com.

Additional requirements

The graduating class of 2024 must participate in the MCAP Grade 10 English/Language Arts assessment, MCAP Algebra I assessment, High School Assessment in Government, and the Life Science Maryland Integrated Science Assessment (MISA). Students must also pass the courses associated with each assessment. Students may participate in the winter or spring administration of an assessment to meet graduation requirements.

College and Career Centers

Through a partnership with the Tri-County Council of Southern Maryland, the College of Southern Maryland, and CCPS, a robust career exploration program is being developed and implemented starting in school year 2023-2024. Students will learn to utilize the RIASEC taxonomy and framework to identify their interest and strengths in the world of work. Students start to explore their interests and strengths in elementary school. Each middle school has a full-time Career Coach who supports classroom teachers as students develop their personal career pathway portfolio, using the Xello online resource. The personal career pathway portfolio follows students throughout their time in CCPS and is used to influence course selection, and decisions students make concerning their future goals. Students can access Xello through their Clever account.

Each high school has a college and career center that is staffed by a full-time Career Advisor, who offers one-on-one assistance to students as they examine their career goals and objectives. Students continue to build their personal career pathway portfolio. The Career Advisors provide informative programs for students and parents on the college and financial aid application process, arrange visits from higher education, military, apprenticeships, and business representatives, and maintain an updated list of all available scholarships.

Dual Enrollment program

Qualified juniors and seniors have the opportunity to earn college credit free of charge at the College of Southern MD (CSM) while also attending high school. Students must select approved college-level courses from CCPS. Students must be approved to participate in the Dual Enrollment program by CCPS and meet the requirements to participate in the Dual Enrollment program at CSM.

Early College program

CCPS partners with The College of Southern Maryland (CSM) to offer CCPS high school students and their families the CSM Early College Program. Open to qualified rising seniors and juniors, the tuition-free program is an opportunity to experience being a full-time college student, save money and earn college credits. Students take college classes on the CSM La Plata campus, while simultaneously fulfilling their high school graduation requirements. Participating juniors will earn an Associate of Applied Science in Business Management (60 credits) degree and seniors will earn a General Studies: Transfer Certificate (31 credits).

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 instruction through Synergy, Zoom and online course work. For additional information, contact your child's school counselor or call 301-932-6612 or 301-934-7391.

Seniors rule!

Members of the CCPS Class of 2023 earned a record-breaking \$195 million in scholarship offers.

June 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																				
<div>Calendar Notes</div> <ul style="list-style-type: none">• High school graduations will take place at Regency Furniture Stadium in Waldorf. Follow www.ccboe.com for updates.• June is Diversity and Inclusion Month.• LGBTQ+ Pride Month.• National History Week, June 10-14.• Summer School details are posted at www.ccboe.com.• Four inclement weather days are built into the calendar. The deletion of school days is as follows: June 12, 11, 10 and 7.		<div>May 2024</div> <table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr></table>	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		<div>July 2024</div> <table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr></table>	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 SAT
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9	10	11 <ul style="list-style-type: none">• Two-hour early dismissal for students <div>• Board meeting, 1 p.m. Public Forum, 6 p.m.</div>	12 <ul style="list-style-type: none">• Two-hour early dismissal for students <div>• Last day of school for students</div>	13 Last day of school for teachers (10-month)	14 Flag Day	15																																																																																				
16 Father's Day	17 <ul style="list-style-type: none">• Report cards posted (subject to change)• Eid al-Adha	18	19 Juneteenth Schools/offices closed	20 <ul style="list-style-type: none">• First day of summer• Last day of school for 10.5-month teachers	21	22																																																																																				
23 30	24	25	26	27	28	29																																																																																				

* Dates and times listed in this calendar are subject to change. Visit www.ccboe.com About, Calendar for the most up-to-date version of the 2023-24 Parent Handbook/Calendar.

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

Pupil personnel workers (PPW) provide 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. PPWs help 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 screenings. Parents who want to opt their child out of the screenings should notify the school in writing.

Illness and medication/Assistive medical devices

If a student requires an assistive medical device such as but not limited to crutches, wheelchairs, medical scooters or other such device at any time during the school year, a physician's order with directions is necessary to ensure student safety during the school day. Please contact your child's school nurse with any questions.

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 the student(s). Students

need to be fever free for 24 hours without the use of fever reducing medications prior to returning to school from any illness per current county policy. Efforts should be made to minimize the administration of medicine in schools. If possible, parents are urged to administer medication before or after school. Medication refers to all drugs prescribed by a physician, as well as over-the-counter, nonprescription drugs. To ensure the safe and efficient administration of medications to students 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 is needed 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.



CCPS pupil personnel workers (PPW) hold a Community Day each year to connect families with services and resources. From left are PPWs Donna Robinson, Tina Laury, Brittany Williams and Karen Moore.

July 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<div>June 2024</div> <div>S M T W Th F S</div> <div>1</div> <div>2 3 4 5 6 7 8</div> <div>9 10 11 12 13 14 15</div> <div>16 17 18 19 20 21 22</div> <div>23 24 25 26 27 28 29</div> <div>30</div>	1	2	3	4 <div>Independence Day</div> <div>Schools/offices closed</div>	5	6
7	8	9	10	11	12	13 <div>ACT</div>
14	15	16	17	18	19	20
21	22 <div>• Summer EOC government and LS MISA (July 22-26)</div> <div>• Summer MCAP ELA 10 and Algebra I (July 22-Aug. 2)</div>	23	24	25	26	27
28	29	30	31	<div>Calendar Notes</div> <div>• National Minority Mental Health Awareness Month.</div> <div>• Charles County Public Schools televises Board of Education meetings live on Comcast Channel 96 and Verizon Fios Channel 12. Meetings are also streamed live at ccboe.com.</div> <div>• 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.</div>		<div>August 2024</div> <div>S M T W Th F S</div> <div>1 2 3</div> <div>4 5 6 7 8 9 10</div> <div>11 12 13 14 15 16 17</div> <div>18 19 20 21 22 23 24</div> <div>25 26 27 28 29 30 31</div>

* Dates and times listed in this calendar are subject to change. Visit www.ccboe.com About, Calendar for the most up-to-date version of the 2023-24 Parent Handbook/Calendar.

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 301-932-6610. CCPS also participates in the national Take Our Daughters and Sons to Work Day, highlighted this school year on April 25, 2024.

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.



William A. Diggs Elementary School fifth graders Tarryn Ward, left, and William Majolagbe watch a video of high school band students performing during an Instant Concert event. Elementary school students learn and perform music within hours for the concert.

Communications

CCPS offers parents, community members, staff and students several ways to find information about schools, centers, programs and the school system. Printed information items, including the *CCPS Parent Handbook/Calendar* and the *Code of Student Conduct*, are sent home with students the first week of school annually. Any calendar updates made throughout the school year are posted to the CCPS website, www.ccboe.com, and shared with the community. CCPS also posts systemwide information and updates on the school system website.

CCPS regularly sends email, phone and text messages (to those who opt-in for this service) to the contact information listed on a student’s emergency information card. Contact information is listed for students in the CCPS student information system, Synergy. Notifications are sent to the primary email and phone number listed for a student in Synergy for any identified parent/guardian. CCPS uses School Messenger for these notifications. Emails come from the email account sender message@ccboe.com. Parents/guardians may not opt out of receiving attendance, emergency or meal account balance notification phone calls.

Communications staff manages www.ccboe.com, school websites, CCPS districtwide social media accounts, media relations, the livestreaming of events such as high school graduations and Board of Education meetings, Freedom of Information Act (FOIA) and Maryland Public Information Act (MPIA) requests, internal and external communications, and Comcast Channel 96 and Verizon Fios Channel 12. 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 and educational content provided by non-profit educational organizations. The office of communications also 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. Communications staff oversees the CCPS social media accounts at Charles County Public Schools on Facebook, @ccps on Twitter and @focusonccps on Instagram. The school system monitors its social media platforms but is not responsible for content generated by users on these platforms. To learn more about CCPS social media rules, visit <https://www.ccboe.com/about/public-info-media/social-media-rules>.

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 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July 2024 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	September 2024 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 www.ccboe.com; follow us on Twitter @ccps; like us on Facebook at Charles County Public Schools; or call the 24-hour information line at 301-934-7410/301-932-6656. An electronic copy of the <i>Parent Handbook/Calendar</i> is posted on the CCPS website at www.ccboe.com. 		1	2	3
4	5	6	7	8	9	10
11	12 <ul style="list-style-type: none"> New educator orientation week begins First day of school for 10.5 month teachers 	13 Board meeting, 1 p.m. Public Forum, 6 p.m.	14	15	16	17
18	19 First day of school for returning teachers	20	21	22	23	24
25	26 First day of school for K-12 students	27	28	29	30	31

* Dates and times listed in this calendar are subject to change. Visit www.ccboe.com About, Calendar for the most up-to-date version of the 2023-24 Parent Handbook/Calendar.

Community Engagement and Equity

The CCPS Department of Community Engagement and Equity (DCEE) is dedicated to ensuring that CCPS is an educational environment unhindered by bias or discrimination, where individuals of all backgrounds and experiences are welcomed, included, and encouraged to succeed.

The office strives to implement equitable opportunities to close the achievement gaps and infuse learning opportunities for students and staff. Diverse instructional content is provided to schools to create culturally affirming environments where openness, inclusiveness, respect, and appreciation for diversity of thought, values, cultures, learning styles and actions flourish. To learn more about the work of the DCEE, visit www.ccboe.com and look under the Departments menu for the Community Engagement and Equity webpage.

Partners in Education

Building relationships and strengthening the ties between schools and the communities are beneficial and in the best interests of children. A foundation of cooperation and accountability can support a child's future and strengthen the relationships between educators and community members.

The CCPS Department of Community Engagement and Equity (DCEE) has established an application process for organizations interested in becoming a CCPS Partner in Education including in-kind donations, education/tutoring programs, training/professional development programs, mentoring programs.

Applicants are required to complete an application for each Partners in Education category applicable to the organization. If the Partner in Education categories do not apply to the applicant's organization, the application process will prompt the representative to contact Sylvia Royster, director of the DCEE, at sroyster@ccboe.com. The application can be found at www.ccboe.com.

Be the Difference volunteer recognition

CCPS values volunteers who support children by contributing time and resources to schools and the school system. CCPS and the Board of Education of Charles County launched the Outstanding Volunteer of the Year "Be the Difference" awards program in 2018 to recognize outstanding school volunteers for their valuable contributions to schools, students, staff and CCPS. The CCPS Department of Community Engagement and Equity oversees the awards program and works with a Board of Education subcommittee to select award finalists.

Schools can nominate volunteers for recognition through the program annually. The Be the Difference awards program features five award categories for volunteer recognition: elementary school parent volunteer, middle school parent volunteer, high school parent volunteer, Charles County business volunteer and community organization volunteer. Visit www.ccboe.com to learn more about the recognition program.

School websites

Every Charles County Public Schools (CCPS) school and center has a website. Check out the sites for school events, accomplishments and need-to-know news.

Elementary schools

<https://barnhart.ccboe.com/>
<https://berry.ccboe.com/>
<https://billingsley.ccboe.com/>
<https://brown.ccboe.com/>
<https://craik.ccboe.com/>
<https://diggs.ccboe.com/>
<https://galebailey.ccboe.com/>
<https://higdon.ccboe.com/>
<https://indianhead.ccboe.com/>
<https://jenifer.ccboe.com/>
<https://malcolm.ccboe.com/>
<https://martin.ccboe.com/>
<https://matula.ccboe.com/>
<https://middleton.ccboe.com/>
<https://mitchell.ccboe.com/>
<https://mthope.ccboe.com/>
<https://mudd.ccboe.com/>
<https://neal.ccboe.com/>
<https://parks.ccboe.com/>
<https://ryon.ccboe.com/>
<https://turner.ccboe.com/>
<https://wade.ccboe.com/>

Middle schools

<https://davis.ccboe.com/>
<https://hanson.ccboe.com/>
<https://henson.ccboe.com/>
<https://mattawoman.ccboe.com/>
<https://piccowaxen.ccboe.com/>
<https://pisota.org/> (*this site is not part of ccboe.com or maintained by CCPS.*)
<https://smallwood.ccboe.com/>
<https://somers.ccboe.com/>
<https://stoddert.ccboe.com/>

High schools

<https://lackey.ccboe.com/>
<https://laplata.ccboe.com/>
<https://mcdonough.ccboe.com/>
<https://northpoint.ccboe.com/>
<https://stcharles.ccboe.com/>
<https://stone.ccboe.com/>
<https://westlake.ccboe.com/>

Centers

<https://elc.ccboe.com/>
<https://gwynn.ccboe.com/>
<https://sciencecenter.ccboe.com/>
<https://nanjemoycreek.ccboe.com/>
<https://stethem.ccboe.com/>

Glossary of often-used acronyms

AP — Advanced Placement	Program
AVID — Advancement Via Individual Determination	MISA — Maryland Integrated Science Assessment
CTE — Career and Technical Education	MSDE — Maryland State Department of Education
CSM — College of Southern Maryland	PBIS — Positive Behavioral Interventions and Supports
ELA — English Language Arts	PISOTA — Phoenix International School of the Arts
ELC — Early Learning Center	SECAC — Special Education Citizens' Advisory Committee
EOC — End of Course	SRO — School Resource Officer
FNS — Food and Nutrition Services	SST — Student Support Team
GPA — Grade Point Average	STEAM — Science, Technology, Engineering, Art and Mathematics (also known as STEM)
IEP — Individualized Education Program	
KRA — Kindergarten Readiness Assessment	
MESA — Mathematics, Engineering and Science Achievement	
MCAP — Maryland Comprehensive Assessment	

Ways to get school closure information

- Call the 24-hour information line at 301-934-7410/301-932-6656.
- Check the website at www.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 @focusonccps.
- Opt-in for text message notifications from CCPS — text Y or YES to 67587 (parents/staff only).

September 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labor Day Schools/offices closed	3 First day of school for prekindergarten students	4	5	6	7
8	9	10 Board meeting, 1 p.m. Public Forum, 6 p.m.	11	12	13 Teacher in-service day Schools closed for students only (<i>change from printed calendar copy</i>)	14
15	16	17	18	19	20	21 Rosh Hashanah
22	23	24	25	26	27	28
29	30	August 2024 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 2024 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 www.ccboe.com; follow us on Twitter @ccps; like us on Facebook at Charles County Public Schools; or call the 24-hour information line at 301-934-7410/301-932-6656. An electronic copy of the <i>Parent Handbook/Calendar</i> is posted on the CCPS website at www.ccboe.com. Most Jewish and Muslim religious observance dates begin at sundown on the evening prior to the dates noted and conclude at sundown the next evening. 		

* Dates and times listed in this calendar are subject to change. Visit www.ccboe.com About, Calendar for the most up-to-date version of the 2023-24 Parent Handbook/Calendar.

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 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 and school administrators 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 <https://www.ccboe.com/community/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. The training is mandated and includes blood borne pathogens, reporting of suspected child neglect/abuse, the CCPS drug and alcohol policy and more. Students and staff also participate in emergency trainings and drills throughout the school year, such as fire drills, tornado drills, and active shooter drills. The trainings prepare students and staff for situations often associated with severe weather, community police activity, or the need for local emergency services to use a school campus for accident/emergency response. All schools have emergency plans that provide basic guidelines and procedures for staff to follow in the event of an emergency.

Under CCPS standard response protocols, schools may implement emergency status procedures at any time, such as a Hold, Secure, Lockdown, Evacuate or Shelter. A visual breakdown of the protocols is posted on the CCPS safety and security website at <https://www.ccboe.com/quick-links/safety-and-security>. CCPS updates, reviews and revises school plans and response protocols annually.

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 to 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 and/or conduct.

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, 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 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, each elementary school has an assigned SRO who works with school administrators 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 several camps including Badges for Baseball, a football camp, a Just Say No camp, the Summer Youth Achievement Program and the Ladies Leadership Soccer camp.

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 www.ccboe.com.

Youth Engagement Advocates

Each high school has a youth engagement advocate who is a member of the administrative team. The advocate's primary job duties include conducting *Code of Student Conduct* investigations, youth mentoring, relationship building, conflict resolution, physical security of the facility and crisis management.

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 www.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 www.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 Emergency 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 2023-24 operating budget totals \$480.7 million. It is a budget that enables the system to move forward with maintaining existing programs and funding mandatory costs. County revenues fund 45.5% of the Board's budget. This year county contributions total \$218.7 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 chief financial officer 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, JROTC, 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, Electrical Construction, 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: Charles County Public Schools 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 other personal 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 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. Sound must only be audible through headphones. Phone conversations are prohibited.

Middle school students

- Students may bring their phone or device but once school begins but 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. Sound must only be audible through headphones. Phone conversations are prohibited.
- 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.

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, recording, airdropping, sending

Cell phone rule, continued on Page 30

Cell phone rule, continued from Page 29

or posting inappropriate messages or images (via text or social media), or any type of cyberbullying.

- 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.
- Students may use their phone or device on the bus or school-chartered vehicle, but it must not be disruptive or cause a distraction to the driver at any time. Sound must only be audible through headphones. Phone conversations are prohibited.

Please note the following additional guidelines governing all school levels:

- Cell phones or personal 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.
- Violations of these expectations will result in consequences as specified in the Levels of Response section of this document.
- The use of a cell phone or personal electronic device to secretly record or intercept a private conversation is a violation of state law. Violations may be reported to the authorities.
- All cell phone rules (and discipline consequences) apply even if communicating with parents. Parents are highly discouraged from initiating or participating in any electronic communication with their children during the school day.

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 are operated by the Charles County Department of Community Services in partnership with Charles County Public Schools and the Board of Education. Throughout the year, community centers offer leisure programs and activities for Charles County residents of all ages. Operating schedules may vary based on school system events and programs, and operating hours change by season. Community members interested in visiting a community center should call ahead to confirm the operating schedule. Contact information for Charles County community centers includes the following: Theodore G. Davis Middle School, 301-392-5533; John Hanson Middle School, 301-645-2186; Matthew Henson Middle School, 301-375-7875; Mattawoman Middle School, 301-645-6865; Piccowaxen Middle School, 301-259-2503; General Smallwood Middle School, 301-743-3020; Milton M. Somers Middle School, 301-932-6679; Billingsley Elementary School, 301-944-1091; William B. Wade Elementary School, 301-645-9291; and the Nanjemoy Community Center, 301-934-9305.

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 CCPS Code of Student Conduct Committee, in collaboration with parents, staff, and community members, developed the following system-wide dress code, as amended and approved by the Board of Education.

The responsibility for the dress and grooming of a student rests primarily with the student and their parent/guardian.

Allowable Dress & Grooming

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover undergarments.
- Fabric covering all private parts must not be see through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student face and ears to be visible to staff at all times.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, technical education, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-Allowable Dress & Grooming

- Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing may not depict pornography, nudity, sexual acts or violence or obscenities.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups.
- Clothing may not include gang identifiers and must not threaten the health or safety of any other student or staff.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

Note: Administrators have the flexibility to exercise their judgment 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.

Educational Equity Community Task Force: The Educational Equity Community Task Force meets during the school year to ensure educational equity, access and opportunities for all students to eliminate the achievement gap. Call 301-932-6610 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.

CCPS Homeless Education/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 with these programs.

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 subtilus 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 Grades 6 and 9. 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 www.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 States 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."

Searches of students: A principal, assistant principal or school youth engagement advocate 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, assistant principal or school youth engagement advocate 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 department of special education at 301-392-7587.

Student personal property: The Charles County public school system, and its employees, agents, and contractors, are not responsible for the loss, theft, damage, or destruction of any item brought into school, onto school property, to a school activity or onto a school bus by a student, whether allowed or prohibited. Bags and backpacks are to be stored in lockers. Students may carry their laptops in a sleeve and may carry a small hand-sized bag between classes. Backpacks, satchels, fanny packs, large purses or other bags are not allowed to be carried during the school day.

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 www.ccboe.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 at 301-392-7510 with questions.

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 2024 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 chief 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 www.ccboe.com. For more information, contact the principal of the school in which you have an interest, or the chief of operations and supporting services at 301-934-7270.



----- *Clip & save the CCPS Quick View Calendar*

Tear out and keep the Quick View calendar below on Page 33 for fast access to important dates during the 2023-2024 school year.



Charles County Public Schools

2023-2024 Quick View Calendar

July 2023						
S	M	T	W	Th	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30	31					

August 2023						
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September 2023						
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October 2023						
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November 2023						
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December 2023						
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31						

January 2024						
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February 2024						
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March 2024						
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31						

April 2024						
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28	29	30				

May 2024						
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June 2024						
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23	24	25	26	27	28	29
30						

- Schools closed, students and teachers
- First/last day of school for teachers
- First/last day of school for students
- Schools closed, students only
- Two-hour early dismissal
- Schools/offices closed

July

4: Independence Day

August

- 21: 1st day of school for teachers
- 28: 1st day of school for students

September

- 4: Labor Day
- 15: Schools closed for students only
- 27: 2-hour early dismissal

October

- 9: Columbus Day/Indigenous Peoples Day
- 25: 2-hour early dismissal

November

- 1: 1st marking period ends
- 2: 2nd marking period begins
- 3: 2-hour early dismissal
- 10: Veterans Day
- 22-24: Thanksgiving holiday

December

- 6: 2-hour early dismissal
- 25-29: Winter break, schools closed
- 25-26: Winter break, offices closed

January

- 1: New Year's Day
- 10: 2-hour early dismissal
- 15: Dr. Martin Luther King, Jr.'s birthday
- 18: 2nd marking period ends
- 19: 3rd marking period begins
- 22: Semester break

February

- 7: 2-hour early dismissal
- 16: 2-hour early dismissal
- 19: Presidents Day

March

- 13: 2-hour early dismissal
- 25-29: Spring break, schools closed
- 28-29: Spring break, offices closed

April

- 1: Easter Monday, schools/offices closed
- 2: 3rd marking period ends
- 3: 4th marking period begins
- 10: 2-hour early dismissal

May

- 1: 2-hour early dismissal
- 14: Schools closed
- 16: 2-hour early dismissal
- 27: Memorial Day

June

- 11: 2-hour early dismissal
- 12: 2-hour early dismissal, last day of school for students
- 13: Last day for teachers
- 19: Juneteenth holiday

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High Schools

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

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

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

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

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

Educational Centers

Early Learning Center
8730 Mitchell Road
La Plata, MD 20646
Hours: 9:45 a.m. - 4:15 p.m.
240-776-5804
Fax: 301-944-1005
Candice Vallandingham-Adam, Coordinator

Fax: 301-396-4135
Monique Wilson, Director

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

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
Louis D'Ambrosio, Principal

Middle Schools

Theodore G. Davis
2495 Davis Road
Waldorf, MD 20603
Hours: 8:50 a.m. - 3:20 p.m.
301-753-2082, 301-638-0858
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.
301-753-1783, 301-645-4520
Fax: 301-870-1182
Benjamin Kohlhorst, Principal

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

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

Phoenix International School of the Arts (PISOTA)
95 Catalpa Drive #100
La Plata, MD 20646
Hours: 7:50 a.m. - 2:20 p.m.
301-753-2098
Fax: 301-944-1006
R. Demetri Sermons, Ed.D., Principal

Piccowaxen
12834 Rock Point Road
Newburg, MD 20664
Hours: 7:45 a.m. - 2:15 p.m.
301-753-1785, 301-934-1977
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.
301-753-1786, 301-743-5422
Fax: 301-753-8421
Orlena Whatley, Principal

Milton M. Somers
300 Willow Lane
La Plata, MD 20646
Hours: 7:30 a.m. - 2 p.m.
301-753-1787, 301-934-4663
Fax: 301-934-2982
Sandra Taylor, 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, 301-934-7221
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

Class of 2023 — Page 20

The Class of 2023 included 2,013 graduates and earned more than \$195 million in scholarship offers. Class leaders pictured on Page 20 include, top row from left, Raymond Guzzone, valedictorian, Henry E. Lackey High School; Kaylee Alvey, salutatorian, Lackey; Devon Bragunier, valedictorian, La Plata High School; Brady Keech, salutatorian, La Plata; William Edwards, valedictorian, Maurice J. McDonough High School; Jean Hughes, salutatorian, McDonough; Julianne Tinana, valedictorian, North Point High School; Amira Abujuma, salutatorian, North Point; Maya Dixon, valedictorian, St. Charles High School; Monet Fisette, salutatorian, St. Charles; Olivia Warren, valedictorian, Thomas Stone High School; Jonathan Rand-Crawford, salutatorian, Thomas Stone; Nina Dizon, valedictorian, Westlake High School; and Jolie Prasad, salutatorian, Westlake.

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

Elementary Schools

C. Paul Barnhart

4800 Lancaster Circle
Waldorf, MD 20603
Hours: 9 a.m. - 3:30 p.m.
301-753-1781, 301-645-9053
Fax: 301-645-8970
Brian King, Ed.D., Principal

Berry

10155 Berry Road
Waldorf, MD 20603
Hours: 9:30 a.m. - 4 p.m.
301-753-1782, 301-638-2330
Fax: 301-638-3659
LeighAnn McLaud, 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. Gustavus Brown

421 University Drive
Waldorf, MD 20602
Hours: 9:30 a.m. - 4 p.m.
301-753-1741, 301-645-1330
Fax: 301-374-9489
Karen Lewis, Principal

Dr. James Craik

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

William A. Diggs

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

Gale-Bailey

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

Dr. Thomas L. Higdon

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

Indian Head

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

Daniel of St. Thomas Jenifer

2820 Jenifer School Lane
Waldorf, MD 20603
Hours: 9:30 a.m. - 4 p.m.
301-753-1768, 301-932-9603
Fax: 301-374-9496
Kevin Jackson, Principal

Malcolm

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

T.C. Martin

(Transition School)
3155 John Hanson Drive
Waldorf, MD 20601
Hours: 9:30 a.m. - 4 p.m.
301-753-2087, 301-885-0032
Fax: 301-885-0057
Ethel Hosendorf, Principal

Mary H. Matula

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

Arthur Middleton

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

Walter J. Mitchell

400 Willow Lane
La Plata, MD 20646
Hours: 9:00 a.m. - 3:30 p.m.
301-753-1760, 301-934-4687
Fax: 301-944-0880
Diedra Barnett, Principal

Mt. Hope/Nanjemoy

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

Dr. Samuel A. Mudd

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

Mary B. Neal

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

J.C. Parks

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

J.P. Ryon

12140 Vivian Adams Drive
Waldorf, MD 20601
Hours: 9 a.m. - 3:30 p.m.
301-753-1764, 301-645-3090
Fax: 301-374-9583
Nicholas Adam, Principal

Eva Turner

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

William B. Wade

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

Calendar Notes — Just for fun

Sept. 5 — Cheese Pizza Day
Sept. 19 — International Talk Like a Pirate Day
Oct. 4 — National Taco Day
Oct. 28 — International Animation Day
Nov. 9 — Social Media Kindness Day
Jan. 2 — Science Fiction Day

Jan. 8 — Argyle Day
Jan. 11 — Kid Inventor Day
Feb. 11 — Make a Friend Day
March 1 — World Compliment Day
March 19 — Let's Laugh Day
April 10 — Siblings Day
April 12 — Grilled Cheese Day
April 19 — Bicycle Day

May 7 — Astronomy Day
June 2 — National Donut Day
June 8 — Best Friends Day
July 31 — Uncommon Instruments Day
Aug. 6 — National Night Out
Aug. 8 — International Cat Day
Aug. 13 — Lefthander's Day
Aug. 26 — Dog Appreciation Day



Visit our website at www.ccboe.com

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

Watch Comcast Channel 96/Verizon Fios 12

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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 2023-2024 at a glance

August 2023	14: New teacher orientation begins 22: First day of school for returning teachers 28: First day of school for students, K-12
September 2023	4: Labor Day, schools/offices closed 15: Teacher in-service day, schools closed for students only
October 2023	9: Teacher in-service day, schools closed for students only
November 2023	10: Teacher in-service day, schools closed for students only 22-24: Thanksgiving holiday, schools/offices closed
December 2023	25-29: Winter break, schools closed for students and teachers
January 2024	1: New Year's Day observed, schools/offices closed 15: Dr. Martin Luther King Jr.'s Birthday, schools/offices closed 22: Semester break, schools closed for students only
February 2024	19: Presidents Day, schools/offices closed
March 2024	25: Spring break starts, schools closed 29: Good Friday, schools/offices closed
April 2024	1: Easter Monday, schools/offices closed
May 2024	14: Primary Election Day, schools closed 27: Memorial Day, schools/offices closed
June 2024	12: Last day of school for students** 13: Last day of school for teachers** (** with four inclement weather days built into the calendar) 19: Juneteenth, schools/offices closed
July 2024	4: Independence Day, schools/offices closed
August 2024	12: New teacher orientation begins 19: First day of school for returning teachers 26: First day of school for students, K-12
September 2024	2: Labor Day, schools/offices closed 13: Teacher in-service day, schools closed for students only