

# Informational Calendar Student/Parent Handbook

2024-2025



Building the Future



Carroll County Public Schools

125 North Court Street,  
Westminster, MD 21157  
410.751.3000

TTY users call via  
MD Relay 7-1-1

publicinfo@carrollk12.org  
www.carrollk12.org



CETV-Channel 21

## TO PARENTS AND STUDENTS

This informational calendar student/parent handbook has been published to provide you with some essential facts about Carroll County Public Schools. It should answer many questions asked by parents, students and citizens, as well as supply information about the many programs that are carried out in the county. If you have a concern or need additional information, please contact . . .

### **YOUR CHILD'S TEACHER . . .**

on matters concerning your child's progress, what is being taught, or any other matter related to the classroom operation. Call the teacher or send an email or note to arrange a conference.



### **THE PRINCIPAL OF THE SCHOOL . . .**

on matters of schoolwide operation or policy, general school information, or help with a problem.



### **DIRECTORS ...**

on matters that cannot be resolved by the school principal.



### **ASSISTANT SUPERINTENDENTS AND THE SUPERINTENDENT OF SCHOOLS . . .**

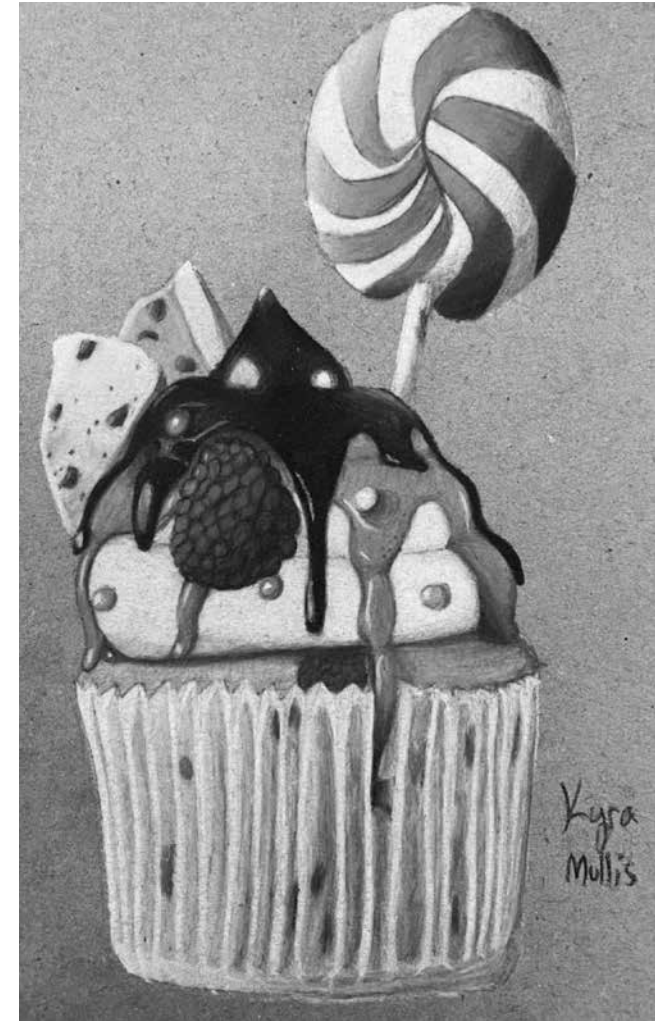
who are responsible to the Board of Education for the administration of the school system. You may call the Superintendent at the Board of Education Offices or write her at 125 North Court Street, Westminster, MD 21157 or send an e-mail to [CynthiaMcCabe@carrollk12.org](mailto:CynthiaMcCabe@carrollk12.org).



### **YOUR BOARD OF EDUCATION . . .**

whose members are elected by the citizens of Carroll County. For correspondence directed to the Board, write President of the Board of Education of Carroll County, 125 North Court Street, Westminster, MD 21157 or send an e-mail via the Board Members page of the CCPS website at [www.carrollk12.org](http://www.carrollk12.org).

*You also may use the Formal Concern Reporting Form on the homepage of the CCPS website at [www.carrollk12.org](http://www.carrollk12.org).*



Artwork by K. Mullis, Westminster High School

### **ON THE COVER**

(clockwise from upper left):

- M. Kirschensteiner, Century High School
- C. Barker, Runnymede Elementary School
- Z. Decker, Oklahoma Road Middle School
- C. Martin, Liberty High School
- M. Cahoon, Francis Scott Key High School



2024-2025 State Assessment Testing Windows	36	Exclusion, Physical Restraint and Prohibition of Seclusion	62	Removal of a Child from School	56
2024-2025 School Calendar	6	Family Support Center	42	Report Card Schedule	38
Academic Honesty	58	Field Trips	40	Reporting Student Achievement	26
Admission of Foreign Exchange Students	54	Food/Food Allergies	28	Role of the School Counselor	49
Admission of Nonresident Students	54	Food Services	18	SchoolMessenger	13
Advanced Academics (G/T) Education Program	38	Fraud Hotline	15	School Start, Dismissal and Early Dismissal Times	75
Age Requirements	53	Gangs, Gang Activity, and Similar Destructive or Illegal Group Behavior	48	Search and Seizure	69
Alternative Education	51	Grading and Homework	34	Section 504 of The Rehabilitation Act of 1973	11
Alternatives to Four-Year Enrollment	55	Graduation Requirements for Class of 2025 and Beyond	64	Selection, Evaluation, and Reconsideration of Instructional Materials	30
Asbestos Notice	20	Grievance and Appeal Procedures	63	Service Animals in Schools	12
Athletic Fees	28	Health Services	50	Service-Learning	40
Attendance	53	High School	26	Sexual Harassment of Students	57
Attendance and Extracurricular Activities	58	Home and Hospital Teaching	52	Special Education Services	42
Behavior Support Specialists	50	Homeless Children and Youth	54	Staff and Student Relationships	57
Board of Education of Carroll County	5	Inclement Weather Policy	24	Standard Response Protocol	Inside Back Cover
Bullying, Harassment, Intimidation, Discrimination, or Hazing	58	Inclement Weather — School Closing Decisions	22	State Supervised Care	69
Business and Community Partnerships	47	Infants and Toddlers Program	45	Student Accident Insurance	15
Career and Technology Center	26	Integrated Pest Management	20	Student Code of Conduct	49
Career Technology Services Team	26	International Office	46	Student Dress Code	69
Carroll County Public Schools Strategic Planning Pillars	3	Judith P. Hoyer Center Early Learning Hub – Carroll Co. “Judy Centers”	40	Student Records	70
Carroll County Teacher of the Year	2	Kinship Care	54	Student Services	49
Carroll Educational Television (CETV)	13	Map Location — Carroll County Public Schools	76	Students’ Rights and Responsibilities	71
Central Office Administrative and Supervisory Staff	8	Medications for Students on Overnight Field Trips	40	Students Who Commit Reportable Offenses	72
Character Development and Social Emotional Academic Learning	50	Medications for Students While in School	51	Suicide and Crisis Hotline	Back Cover
Child Abuse — Child Neglect	56	Message from the Superintendent	2	Suspension, Extended Suspension and Expulsion	72
Child Find	44	Middle School	26	Technology Services	18
Class Groups and Student Organizations	28	Non-Discrimination Grievance Procedure	12	Telecommunications and Internet Safety	73
Communications Office	12	Non-Discrimination Statement	11	Threats, Violent Acts, Firearms and Weapons Prohibited	73
Consent and Release	13	Official Stations School Closing Announcements	24	Title I	47
Constitutionally Protected Prayer	14	Outdoor Education	28	Title IX of The Education Amendments of 1972	11
Core Statement, Values, and Beliefs	4	Out-of-District	53	Titles I and II of The Americans With Disabilities Act	11
Critical Incidents	47	Pathways to Careers — A System for Change	32	Titles VI and VII of The Civil Rights Act of 1964	11
Curriculum Guides and Instructional Materials	30	Peer Facilitators	50	To Parents and Students	Inside Front Cover
Custody of Students	56	Placement, Promotion, Intervention, Retention, and Acceleration of Students	66	Tobacco Products Containing Nicotine, and Nicotine Replacement Products	74
Detection Dogs	48	Portable Electronic Devices and Cell Phones	66	Tornado Warning Protocol	24
Directory of Schools	7	Pre-Kindergarten (Pre-K) Program	38	Transition Connections Academy	42
Discipline Interventions/Consequences	60	Programs for Pregnant and Parenting Students	50	Transportation Services	18
Discipline Records	60	Protection of Pupil Rights	48	Use of Animals in Instruction	30
Dropout and Return to School	55	Provision of Instructional Materials	30	Use of School Facilities	20
Drug and Alcohol Programs, Policies and Procedures	60	Registration/Enrollment Procedures	52	Visiting Schools	28
Dual Enrollment	55	Registry of Sex Offender Information	57	Visitors	47
Educational Equity	45	Release of Student Information to an Institution of Higher Learning	67	Volunteer Program	15
Elementary School	26	Release of Student Information to Military Personnel	67	Work Permits	56
Eligibility for Extracurricular Activities	28				
Emergency Medications in Schools	50				
English for Speakers of Other Languages (ESOL)	46				

# CCPS | Informational Calendar

## MESSAGE FROM THE SUPERINTENDENT

Welcome to a new school year! I hope you had an opportunity to relax, recharge, and enjoy the summer break. As Superintendent, there is nothing like the anticipation and excitement of beginning a brand new school year and our students returning to the classroom.

It is our goal to make this school year the very best yet for all students, and I believe that by working collaboratively, we can accomplish this goal. Every year, I emphasize how important it is for families to be active participants in their children's education. I do this because I firmly believe this is one of the best indicators of a child's success in school.

As parents, I encourage you to become actively involved in your child's education. Set expectations for attendance, academic performance, and behavior. Take the time to talk to your child about their school day. Communicate with your child's teacher. Become an active member of your school community.

As we progress through the school year, you will find that this Informational Calendar Student/Parent Handbook is an excellent resource for both parents and students and can answer many of your questions. Whether you are new to Carroll County Public Schools or have been with us for a number of years, this publication contains a wealth of information regarding all aspects of our school system. It also provides an explanation of the policies and procedures that guide the operation of our schools. As always, if you have a concern or need additional information, your child's teacher and school administration are excellent resources.

As a school system, we are thankful for our parents and our community. I extend my best wishes for a great school year and thank you for your continued support.

*Cynthia McCabe, Ed.D.*  
*Superintendent of Schools*

## CARROLL COUNTY TEACHER OF THE YEAR

Carroll County Public Schools is proud to have Brian Thompson, an Instrumental Music and Vocal/General Music teacher at Westminster Elementary School, as our 2024 Carroll County Teacher of the Year.

Brian has a total of nineteen years of teaching experience, all of which have been in Carroll County Public Schools. He began teaching in Carroll County at Northwest Middle School in 2005 and moved to Westminster Elementary School in 2006. At the county level, he serves as the audition coordinator for the middle and high school All County ensembles and the coordinator of the district Solo and Ensemble Festival. Brian also serves as a member of the adjunct Music Department Faculty at Stevenson University as an instructor for the marching and concert bands.

The Carroll County Teacher of the Year Award is presented annually to an individual who represents Carroll County teachers in the Maryland Teacher of the Year program. The finalists for Teacher of the Year are selected from among the eight winners of the Carroll County Chamber of Commerce Outstanding Teacher Awards.



# CCPS | Informational Calendar

## CARROLL COUNTY PUBLIC SCHOOLS STRATEGIC PLANNING PILLARS

### IMPROVE ACADEMIC ACHIEVEMENT

Upon graduation, Carroll County Public Schools students will be college and career ready. The variety of course options found in the CCPS program of studies empowers students to meet the educational prerequisites to enter an institution of higher learning, the military, or the workforce. Targeted interventions, alternative placements, career connections internships/apprenticeships, dual enrollment options, online courses, special education services, gifted and talented services, and differentiated course levels are provided to meet the individual learning needs of all students.

### STRENGTHEN PRODUCTIVE FAMILY AND COMMUNITY PARTNERSHIPS

Carroll County Public Schools personnel will communicate openly and honestly to foster a trusting and supportive relationship with parents, community members, business partners, and public officials. CCPS strives to create an atmosphere of mutual appreciation and respect for diversity and encourages unity among all students, staff, and community. CCPS welcomes parent and community volunteers to help with the total school program.

### DEVELOP AND SUPPORT A SUCCESSFUL WORKFORCE

Carroll County Public Schools will hire and retain highly qualified and skilled employees who are dedicated to the success of our school system and students. Employees can expect to be supervised by administrative professionals who provide timely and relevant professional learning opportunities and feedback designed to promote their effectiveness and success. CCPS values a high performing and diverse workforce who contribute to a positive educational experience for all students.

### ESTABLISH SAFE, SECURE, HEALTHY, AND MODERN LEARNING ENVIRONMENTS

Carroll County Public Schools recognizes that the safety and well-being of our students and staff is our highest priority. Students, parents, and CCPS employees can expect policies, procedures, and programs to be implemented that promote a safe and orderly environment in school, on school grounds, and

on school buses, as well as programs that promote healthy lifestyle choices and social and emotional well-being. CCPS strives to provide up-to-date facilities, technologies, equipment, and instructional materials appropriate for a modern learning environment.

## CARROLL COUNTY PUBLIC SCHOOLS STRATEGIC PLANNING PILLARS



# CCPS | Informational Calendar

## CORE STATEMENT, VALUES, AND BELIEFS

### CORE STATEMENT:

*Carroll County Public Schools: Building the Future*

### CORE VALUES:

- The Pursuit of Excellence
- Life-Long Learning and Success
- A Safe and Orderly Learning Environment
- Community Participation
- Fairness, Honesty, and Respect
- Continuous Improvement
- Reflecting the Priorities, Beliefs, and Mores of our Local Community

### CORE BELIEFS:

The Board of Education believes that the Carroll County Public School System operates effectively and efficiently when:

#### The greater Carroll County Community:

- Values the importance of a quality education
- Supports educational initiatives at home
- Volunteers in schools
- Forms partnerships with schools to support system initiatives

#### All central office staff:

- Establish and maintain a framework for organizational decisions to be based on empirical data
- Establish and maintain a safe and orderly environment for students and staff
- Provide adequate resources that are equitably distributed

- Provide an equitable educational opportunity for all students
- Communicate effectively with all stakeholders
- Enforce accountability for system initiatives
- Model effective leadership and professional respect
- Provide a diverse program of studies with a global perspective designed to meet students' educational goals
- Respect and appreciate diversity
- Coordinate professional development opportunities that are relevant, site-based, job embedded, aligned with the tenets of cultural proficiency, and meet the needs of all staff
- Empower employees, students, and communities to make school-based decisions within an established framework

#### All school staff:

- Welcome their school community
- Establish positive home and school relationships
- Provide a safe and orderly learning environment for students and staff
- Work to ensure that every child succeeds
- Display cultural proficiency while respecting and appreciating diversity
- Prepare students with a global education
- Place priority on the educational needs of students
- Motivate students to learn
- Recognize the unique learning styles of each student
- Facilitate learning by encouraging, prompting, interacting, and connecting with students

- Establish and maintain positive and appropriate relationships with students
- Ensure learning by providing instruction that meets each student's individual needs
- Support student success
- Encourage students to make choices that provide challenges
- Assess student progress through both formal and informal methods and then provide appropriate and targeted data-driven instruction
- Engage students in rigorous and relevant instruction

#### All students:

- Enroll in coursework that prepares them to be career – college ready
- Obtain the skills to thrive as independent 21st century learners
- Become knowledgeable, responsible, and caring citizens
- Respect and appreciate diversity among peers
- Demonstrate respect for the learning environment and other individuals
- Reach their potential
- Develop effective communication, interpersonal, and leadership skills
- Participate in varied co-curricular and extracurricular activities



# CCPS | Informational Calendar

## BOARD OF EDUCATION OF CARROLL COUNTY

The Board of Education of Carroll County is composed of five elected members. The law provides for the County Commissioners to serve as non-voting, ex-officio members of the Board. The Superintendent serves as the Board's Executive Officer, Secretary and Treasurer; and a student representative is selected by the Carroll County Student Government Association.

Board meetings are generally held on the second Wednesday of the month beginning at 5 p.m. Specific meeting dates and times are listed on the calendar for each month. Board meetings are streamed live on the CCPS website at [www.carrollk12.org](http://www.carrollk12.org) and broadcast live and throughout the month on Carroll Educational Television - Channel 21. The Board meeting schedule is subject to change. Special meetings are called by the President.

The public is encouraged to attend Board meetings. Any citizen may participate in the meeting during Public Participation. The agenda and back-up materials for Board meetings are available for review on the school system's website at [www.carrollk12.org](http://www.carrollk12.org).

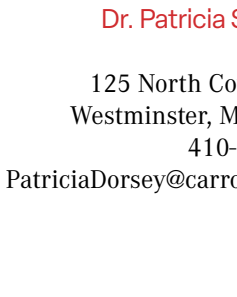
The Board of Education of Carroll County and the Superintendent welcome suggestions for the continued improvement of the policies and procedures of the Carroll County Public School System. Contact information for Board members and the Superintendent is listed on this page. They may also be reached by e-mail via the Board Members page of the CCPS website.



**Marsha B. Herbert**  
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*Student Representative to the Board*  
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**Stephen D. Whisler**  
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410-386-1670  
[StephenWhisler@carrollk12.org](mailto:StephenWhisler@carrollk12.org)



**Cynthia A. McCabe, Ed.D.**  
*Superintendent of Schools*  
410-386-1670  
[CynthiaMcCabe@carrollk12.org](mailto:CynthiaMcCabe@carrollk12.org)



# CCPS | Informational Calendar

## 2024-2025 SCHOOL CALENDAR

### AUGUST

- 15-16 (Th-F) New Teacher Orientation
- 19-22 (M-Th) New Teacher Orientation
- 26-27 (M-T) Pre-service Professional Days for Teachers and Instructional Assistants
- 28 (W) Pre-service Professional Day for Teachers
- 29-30 (Th-F) Pre-service Professional Day for Teachers and Instructional Assistants

### SEPTEMBER

- 2 (M) Schools/Offices Closed - Labor Day
- 3 (T) Schools Open - First Day for Students

### OCTOBER

- 18 (F) Schools Closed for Students  
Professional Development/Meeting Day for Teachers  
Non-Work Day for Instructional Assistants

### NOVEMBER

- 5 (T) Schools/Offices Closed - Election Day
- 6 (W) \*Marking Period Ends  
Two Hour and Forty-five Minute Early Dismissal System-wide  
Teachers Work on End of Marking Period Items
- 27 (W) \*Schools/Offices Two Hour and Forty-five Minute Early Dismissal  
Last Day Before Thanksgiving Holiday
- 28-29 (Th-F) Schools/Offices Closed - Thanksgiving Holiday

### DECEMBER

- 23-27 (M-F) Schools/Offices Closed - Winter Break
- 30-31 (M-T) Schools/Offices Closed - Winter Break

### JANUARY

- 1 (W) Schools/Offices Closed - New Year's Day
- 2 (Th) Schools/Offices Reopen
- 20 (M) Schools/Offices Closed - Martin Luther King, Jr. Holiday
- 27 (M) Schools Closed for Students  
Teachers Work on End of Marking Period Items  
Professional Development/Meeting Day for Identified CASE Employees

### FEBRUARY

- 17 (M) Schools/Offices Closed - Presidents' Day

### MARCH

- 17 (M) Schools Closed for Students  
Professional Development Day for Teachers  
Non-Work Day for Instructional Assistants

### APRIL

- 4 (F) \*Marking Period Ends  
Two Hour and Forty-five Minute Early Dismissal System-wide  
Teachers Work on End of Marking Period Items
- 17-22 (Th-T) Schools/Offices Closed - Spring Break

### MAY

- 26 (M) Schools/Offices Closed - Memorial Day

### JUNE

- 13 (F) \*Last Day for Students  
Two Hour and Forty-five Minute Early Dismissal System-wide  
Last Duty Day for Teachers and Instructional Assistants
- 19 (Th) Schools/Offices Closed - Juneteenth

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

#### \*EMERGENCY CLOSING DAYS

If any of the three (3) emergency closing days are not used, the last day for students and staff are as listed below:

One (1) day not used - Last Student and Teacher Day - June 12th.

Two (2) days not used - Last Student and Teacher Day - June 11th.

Three (3) days not used - Last Student and Teacher Day - June 10th.

In the event that the school year is shortened due to unused emergency closing days, the last student day will be a two-hour and forty-five minutes early dismissal.



# CCPS | Informational Calendar

## DIRECTORY OF SCHOOLS

### ELEMENTARY

<b>Carrolltowne Elementary School</b> 6542 Ridge Road, Sykesville 21784 Rebecca DuPree	410-751-3530 RebeccaDupree@carrollk12.org
<b>Cranberry Station Elementary School</b> 505 North Center Street, Westminster 21157 Katherine Finneran	410-386-4440 KatherineFinneran@carrollk12.org
<b>Ebb Valley Elementary School</b> 3100 Swiper Road, Manchester 21102 Whitney Warner	410-386-1550 WhitneyWarner@carrollk12.org
<b>Eldersburg Elementary School</b> 1021 Johnsville Road, Sykesville 21784 Cynthia Bell	410-751-3520, 410-795-1702 CynthiaBell@carrollk12.org
<b>Elmer Wolfe Elementary School</b> 119 North Main Street, Union Bridge 21791 Francis Klauder	410-751-3307 FrancisKlauder@carrollk12.org
<b>Freedom Elementary School</b> 5626 Sykesville Road, Sykesville 21784 Jessica Smith	410-751-3525 JessicaSmith@carrollk12.org
<b>Friendship Valley Elementary School</b> 1100 Gist Road, Westminster 21157 Lauren Murray	410-751-3650 LaurenMurray@carrollk12.org
<b>Hampstead Elementary School</b> 3737 Shiloh Road, Hampstead 21074 Addison Beck	410-751-3420 AddisonBeck@carrollk12.org
<b>Linton Springs Elementary School</b> 375 Ronsdale Road, Sykesville 21784 Glen Messier	410-751-3280 GlenMessier@carrollk12.org
<b>Manchester Elementary School</b> 3224 York Street, Manchester 21102 Craig Hastings	410-751-3410 CraigHastings@carrollk12.org
<b>Mechanicsville Elementary School</b> 3838 Sykesville Road, Sykesville 21784 Carolyn Thomas	410-751-3510 CarolynThomas@carrollk12.org
<b>Mt. Airy Elementary School</b> 405 North Main Street, Mt. Airy 21771 John Courtney	410-751-3540, 301-829-1515 JohnCourtney@carrollk12.org
<b>Parr's Ridge Elementary School</b> 202 Watersville Road, Mt. Airy 21771 Catherine Cramer	410-751-3559 CatherineCramer@carrollk12.org
<b>Piney Ridge Elementary School</b> 6315 Freedom Avenue, Sykesville 21784 John Code	410-751-3535 JohnCode@carrollk12.org
<b>Robert Moton Elementary School</b> 1413 Washington Road, Westminster 21157 Justin Watts	410-751-3610 JustinWatts@carrollk12.org

<b>Runnymede Elementary School</b> 3000 Langdon Drive, Westminster 21158 Martin Tierney	410-751-3203 MartinTierney@carrollk12.org
<b>Sandymount Elementary School</b> 2222 Old Westminster Pike, Finksburg 21048 Darryl Robbins	410-751-3215 DarrylRobbins@carrollk12.org
<b>Spring Garden Elementary School</b> 700 Boxwood Drive, Hampstead 21074 Wendy Leishear	410-751-3433 WendyLeishear@carrollk12.org
<b>Taneytown Elementary School</b> 100 Kings Drive, Taneytown 21787 Brie Bower	410-751-3260 BrieBower@carrollk12.org
<b>Westminster Elementary School</b> 811 Uniontown Road, Westminster 21158 Debbie Winson	410-751-3222 DebbieWinson@carrollk12.org
<b>William Winchester Elementary School</b> 70 Monroe Street, Westminster 21157 Lauren Wilder-Schaeffer	410-751-3230 LaurenWilderSchaeffer@carrollk12.org
<b>Winfield Elementary School</b> 4401 Salem Bottom Road, Westminster 21157 Katherine Purper	410-751-3242, 410-795-6701 KatherinePurper@carrollk12.org

### MIDDLE

<b>Mt. Airy Middle School</b> 102 Watersville Road, Mt. Airy 21771 Christopher Hynes	410-751-3554, 301-829-1314 ChristopherHynes@carrollk12.org
<b>North Carroll Middle School</b> 2401 Hanover Pike, Hampstead 21074 Lisa Livingston	410-751-3440 LisaLivingston@carrollk12.org
<b>Northwest Middle School</b> 99 Kings Drive, Taneytown 21787 Jodi Weaver	410-751-3270 JodiWeaver@carrollk12.org
<b>Oklahoma Road Middle School</b> 6300 Oklahoma Road, Sykesville 21784 James Carver	410-751-3600 JamesCarver@carrollk12.org
<b>Shiloh Middle School</b> 3675 Willow Street, Hampstead 21074 Janel Fosnot	410-386-4570 JanelFosnot@carrollk12.org
<b>Sykesville Middle School</b> 7301 Springfield Avenue, Sykesville 21784 Erin Brillhart	410-751-3545 ErinBrilhart@carrollk12.org
<b>Westminster East Middle School</b> 121 Longwell Avenue, Westminster 21157 Scott Lavender	410-751-3656 ScottLavender@carrollk12.org
<b>Westminster West Middle School</b> 60 Monroe Street, Westminster 21157 Shannon Zepp	410-751-3661 ShannonZepp@carrollk12.org

### HIGH

<b>Century High School</b> 355 Ronsdale Road, Sykesville 21784 Shannon Mobley	410-386-4400, 410-386-4408 ShannonMobley@carrollk12.org
<b>Francis Scott Key High School</b> 3825 Bark Hill Road, Union Bridge 21791 David Herman, Acting Principal	410-751-3320 DavidHerman@carrollk12.org
<b>Liberty High School</b> 5855 Bartholow Road, Eldersburg 21784 Kenneth Goncz	410-751-3560, 410-795-8102, 410-795-8103 KennethGoncz@carrollk12.org
<b>Manchester Valley High School</b> 3300 Maple Grove Road, Manchester 21102 Joseph Guerra	410-386-1673 JosephGuerra@carrollk12.org
<b>South Carroll High School</b> 1300 West Old Liberty Road, Sykesville 21784 Christina Dougherty	410-751-3575, 410-795-8516 ChristinaDougherty@carrollk12.org
<b>Westminster High School</b> 1225 Washington Road, Westminster 21157 Katie Nefflen	410-751-3630 KatieNefflen@carrollk12.org
<b>Winters Mill High School</b> 560 Gorsuch Road, Westminster 21157 Brian Booz	410-386-1500 BrianBooz@carrollk12.org

### OTHER

<b>Carroll County Career and Technology Center</b> 1229 Washington Road, Westminster 21157 Thomas Riddle	410-751-3669 ThomasRiddle@carrollk12.org
<b>Carroll County Outdoor School - Hashawha Environmental Center</b> 300 John Owings Road, Westminster 21158 Principal/Teachers Office - 410-751-3301 Gina Felter	Central Office - 410-751-3167 Nurse - 410-857-7932 GinaFelter@carrollk12.org
<b>Carroll Springs School</b> 495 South Center Street, Westminster 21157 Melissa Freeman	410-751-3620 MelissaFreeman@carrollk12.org
<b>Crossroads Middle School</b> 45 Kate Wagner Road, Westminster 21157 Bryan Wetzel	410-751-3691 BryanWetzel@carrollk12.org
<b>Gateway School</b> 45 Kate Wagner Road, Westminster 21157 Bryan Wetzel	410-751-3691 BryanWetzel@carrollk12.org
<b>Flexible Student Support</b> 45 Kate Wagner Road, Westminster 21157 Bryan Wetzel	410-751-3685 BryanWetzel@carrollk12.org
<b>PRIDE Program</b> 1100 Gist Road, Westminster 21157 Lauren Murray	410-751-3653 LaurenMurray@carrollk12.org

# CCPS | Informational Calendar

## CENTRAL OFFICE ADMINISTRATIVE AND SUPERVISORY STAFF MAIN NUMBER: 410-751-3000

Sara Aiello	Assistant Supervisor of Modern and World Languages	LaDena Eames	School Psychologist	Michael Hardesty	Director of Transportation Services
SaraAiello@carrollk12.org	410-751-3064	LaDenaEames@carrollk12.org	410-386-1500	MichaelHardesty@carrollk12.org	410-751-3149
Jeffrey Alisauckas	Supervisor of Teacher and Leadership Development	Kristin Ebert	Area Supervisor in Transportation Services	Susan Harrison	Internal Auditor
JeffreyAlisauckas@carrollk12.org	410-386-1542	KristinEbert@carrollk12.org	410-751-3237	SusanHarrison@carrollk12.org	410-386-1698
Jessica Bailey	Human Resources Specialist	William Eckles	Supervisor of Career and Technical Education	Kendra Hart	Supervisor of Title I, Testing and School Performance
JessicaBailey@carrollk12.org	410-751-3077	WilliamEckles@carrollk12.org	410-751-3104	KendraHart@carrollk12.org	410-386-1660
Christine Bechtel	Supervisor of Special Education - Middle Schools	Michael Eisenklam	Supervisor of Elementary Education - Science/STEM	Christine Hill	Local Accountability Coordinator
ChristineBechtel@carrollk12.org	410-751-3047	MichaelEisenklam@carrollk12.org	410-751-3153	ChristineHill@carrollk12.org	443-293-5021
Ellen Becker	Construction Project Manager	Brian Elliott	Coordinator of School Security and Emergency Management	Kristin Hoffman	Coordinator of Nonpublic Placement
EllenBecker@carrollk12.org	410-751-3676	BrianElliott@carrollk12.org	410-751-3171	KristinHoffman@carrollk12.org	410-386-1666
Karen Bell	School Psychologist	Jackie Englebrake	Senior Accountant (School-Based Training and Support)	Norma Hood	Construction Coordinator
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# CCPS | Informational Calendar

## CENTRAL OFFICE ADMINISTRATIVE AND SUPERVISORY STAFF MAIN NUMBER: 410-751-3000

Kimberly Mahle KimberlyMahle@carrollk12.org	Supervisor of Human Resources 410-751-3076	Patty Oliver PatriciaOliver@carrollk12.org	Associate Buyer 410-751-3062	Kelly Snyder KellySnyder@carrollk12.org	Pupil Personnel Worker 410-386-1838
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Sharon Minor SharonMinor@carrollk12.org	Supervisor of Information Technology 410-751-3504	Jessica Schindler JessicaSchindler@carrollk12.org	Senior Accountant (Accounts Payable, Fixed Assets and CIP Accounting) 410-386-1814	Jamie Weaver JamieWeaver@carrollk12.org	Coordinator of Teacher Induction 410-386-1686
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Dave Norman DaveNorman@carrollk12.org	Construction Project Manager 410-751-3032	Courtney Snelick CourtneySnelick@carrollk12.org	School Psychologist 410-751-3215		





A. Kavalsky, Eldersburg Elementary School



Artwork by L. Slayden, Oklahoma Road Middle School



N. Hardick, Freedom Elementary School



Artwork by C. Foley, Cranberry Station Elementary School



D. Ward, Elmer Wolfe Elementary School



Artwork by A. Culp, Century High School



# CCPS | Informational Calendar

## NON-DISCRIMINATION STATEMENT

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

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

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

## TITLES VI AND VII OF THE CIVIL RIGHTS ACT OF 1964

Titles VI and VII of the Civil Rights Act of 1964 prohibit discrimination in the provision of programs and services (Title VI) and in employment practices (Title VII). All students and employees in the CCPS are covered by these laws. They require that the system must provide equal opportunity in admissions, athletics, counseling, access to courses, and employment policies regarding race, color, or national origin.

For questions or concerns regarding Titles VI and VII, please contact the Director of Student Services, (410) 751-3123, or the Director of Human Resources, (410) 751-3070, 125 North Court Street, Westminster, Maryland 21157.

## TITLES I AND II OF THE AMERICANS WITH DISABILITIES ACT

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

Information concerning the Americans with Disabilities Act is available from the Director of Facilities Management, (410) 751-3177, or the Communications Officer, (410) 751-3020, 125 North Court Street, Westminster, Maryland 21157.

## SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination based on disability. Inquiries regarding students' rights related to Section 504 of the Rehabilitation Act of 1973 should be addressed to the CCPS 504 Coordinator at 410-386-1822. All other Section 504 related questions should be addressed to the CCPS Director of Human Resources at 410-751-3070.

## TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

Title IX is that portion of the Educational Amendments of 1972 which prohibits discrimination on the basis of sex in educational programs or activities receiving federal funds. All students and employees in Carroll County Public Schools are covered by this law. It requires that the system must provide equal opportunity in admissions, athletics, counseling, access to courses, employment policies regarding marital or parental status of students, and treatment of students.

The United States Department of Education (USDE) maintains that gender identity is covered under Title IX. CCPS shall adopt guidelines and practices to ensure compliance.

For questions or concerns regarding Title IX, please contact one of the Title IX Coordinators: the Equity and Community Relations Officer, (410) 386-1680, for student matters excluding athletics; the Director of Human Resources, (410) 751-3070, for personnel matters; or the Supervisor of Athletics, (410) 751-3059, for matters related to student athletics, 125 North Court Street, Westminster, Maryland 21157.



Artwork by B. Garrity, South Carroll High School

# CCPS | Informational Calendar

## SERVICE ANIMALS IN SCHOOLS

Carroll County Public Schools acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a “service animal” in its school buildings, in classrooms, and at school functions, as required by the Americans with Disabilities Act, 28 CFR Part 35. A service animal is individually trained to perform a task for a person with a disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the Americans with Disabilities Act.

Procedures for service animals are available on the CCPS website or by calling the Supervisor of Student Services – Student Support, (410) 386-1822.

## NON-DISCRIMINATION GRIEVANCE PROCEDURE

The CCPS has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any discriminatory action prohibited by applicable laws. Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for the CCPS or any of its employees to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Grievances or complaints related to allegations of discrimination should be addressed to the Director of Human Resources, 125 North Court Street, Westminster, Maryland 21157, (410) 751-3070.

### Procedure:

- Grievances must be submitted to the Director of Human Resources within 20 calendar days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint

must state the problem or action alleged to be discriminatory and the remedy or relief sought.

- The Director of Human Resources (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Director of Human Resources will maintain the files and records for the CCPS relating to such grievances.
- The Director of Human Resources (or her/his designee) will issue a written decision on the grievance no later than 30 days after its filing.
- The person filing the grievance may appeal the decision of the Director of Human Resources (or her/his designee) by writing to the Superintendent of Schools within 15 days of receiving the written decision from the Director of Human Resources (or her/his designee). The Superintendent of Schools shall issue a written decision in response to the appeal no later than 30 days after its filing.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination with the U. S. Department of Education, Office for Civil Rights, the Equal Employment Opportunity Commission, or the Maryland Commission on Human Relations. In addition, employees may submit a grievance in accordance with the terms of their negotiated collective bargaining agreements.

The CCPS will make appropriate arrangements to ensure that persons with disabilities are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing recording of materials for the blind, or assuring a barrier-free location for the proceedings. The Director of Human Resources will be responsible for such arrangements.

## COMMUNICATIONS OFFICE

One of the primary roles of the Communications Office is to encourage and facilitate communication between the school system and the community. The office serves as a resource for parents/guardians, community members, businesses, and other individuals interested in the school system by providing information, answering questions, and addressing concerns.

The office is involved in numerous other activities including:

- SchoolMessenger
- Inclement weather and emergency notifications
- CCPS website
- Social media
- Publications
- Special accommodations for community members
- Teacher of the Year Program.

Carroll Educational Television Channel 21 (CETV) and the International Office also are part of the Communications Office.

If you have questions about the school system or need additional information, please e-mail us at [publicinfo@carrollk12.org](mailto:publicinfo@carrollk12.org) or call 410-751-3020.



Artwork by L. Harves, Freedom Elementary School



# CCPS | Informational Calendar

## SCHOOLMESSENGER

Carroll County Public Schools uses SchoolMessenger to provide parents with information from their child's school and the school system. This service enhances the ability of the schools to communicate with parents and members of the school community. It delivers both e-mail and phone alerts at no charge to parents. Parents may also opt in to receive text messages.

There is no need to sign up for this service. All information is taken from the emergency procedure cards. Parents/guardians are automatically enrolled in the system. If at any time you need to update your contact information, please call your child's school office.

Messages and announcements sent through SchoolMessenger may include:

- closings due to inclement weather or other emergencies
- information from the Superintendent and Board of Education
- school newsletters
- attendance calls
- report card reminders
- parent organization updates
- notices of upcoming events
- cancellation notices
- calendar reminders.

## CARROLL EDUCATIONAL TELEVISION (CETV)

Carroll Educational Television – CETV Channel 21 is a part of the Communications Office and is one of the vital ways the school system communicates with the community. CETV can be seen on the local Comcast network on channel 21 and on the CMC HD channel on channel 1086 for CCPS special programs.

CETV serves cable subscribers with educational and school-based programs and offers a variety of programming including a video bulletin board, information regarding school closings related to inclement weather, emergency announcements, Board of Education meetings, graduations and programs of general educational interest to the community.

CETV Channel 21 is also streamed live on the school system's website and produces video for the CETV YouTube channel. Many past programs are also available on the YouTube page. You can access the channel by visiting [www.carrollk12.org](http://www.carrollk12.org) and clicking on About and Communications Office.

For additional information about CETV Channel 21, please call 410-751-3493 or send an e-mail to [channel21@carrollk12.org](mailto:channel21@carrollk12.org). For a programming schedule, please visit CETV-21 ([carrollk12.org](http://carrollk12.org)).



Artwork by S. Russell, Eldersburg Elementary School

## CONSENT AND RELEASE

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

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

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

### Use of Student Work on Websites or in Publications

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

# CCPS | Informational Calendar



Artwork by M. Watter, Freedom Elementary School

## CONSTITUTIONALLY PROTECTED PRAYER

### Prayer during noninstructional time

Students may pray when not engaged in instruction, as long as they do not cause a “material disruption.” Students may pray, alone or together, during noninstructional time, to the same extent that they may engage in nonreligious activities.

### Organized prayer groups and activities

Students may organize prayer groups, religious clubs, and gatherings, to the same extent they are allowed to organize other noncurricular groups. Carroll County Public Schools must give religious groups the same access to school facilities as they give other non-curricular groups.

If Carroll County Public Schools allows nonreligious groups to advertise or announce meetings using the school newspaper, the public address system, or leaflets, it must grant religious groups the same privileges. Carroll County Public Schools may disclaim sponsorship of non-curricular groups and events, if it does so in a manner that neither favors nor disfavors religious groups.

### Teachers, administrators, and other school employees

School employees “in their official capacity” may not encourage or discourage prayer or actively participate in it with students. Teachers may participate in religious activities where the “overall context makes clear” they are not participating in “their official capacity.”

### Moment of Silence

In accordance with Section 7-104 of the Education Article, Annotated Code of Maryland, all students may be required to “...participate in opening exercises on each morning of a school day and to meditate silently for approximately one minute.” It is the policy of the Board of Education of Carroll County that schools be required to have a moment of silence for approximately one minute each school day. During this moment of silence, the Carroll County Public Schools shall neither advance nor inhibit silent religious activity.

### Accommodation of prayer during instructional time

Carroll County Public Schools may dismiss students for off-site religious instruction, as long as it does not encourage or discourage participation. Students may be excused from class for religious exercises, as long as this does not “materially burden” other students. If Carroll County Public Schools excuses students from class for nonreligious reasons, it may not treat religious requests less favorably.

### Religious expression and prayer in class assignments

Students may express religious beliefs in oral and written class assignments. Such assignments should be judged by ordinary academic standards and legitimate pedagogical concerns.

### Student assemblies and extracurricular events

Student speakers at assemblies and extracurricular events may not be selected on a basis that favors or disfavors religious speech. If student speakers are selected with “genuinely neutral, evenhanded criteria”

and “retain primary control” over their expression, their speech is not attributable to the school and cannot be restricted because of a religious or anti-religious message.

However, if district employees “determine or substantially control the content” of the speech, the speech is attributable to the school and may not contain a religious or anti-religious message.

To avoid being perceived as endorsing student speech, Carroll County Public Schools may make an “appropriate, neutral disclaimer” clarifying that it does not endorse the speech. But it then must also issue such disclaimers for *nonreligious* speech.

### Prayer at graduation

Carroll County Public Schools may not mandate or organize prayer at graduation or select speakers in a way that favors religious speech. However, if speakers are selected on the basis of “genuinely neutral, evenhanded criteria” and “retain primary control” over their expression, the speech is not attributable to the school and may not be restricted because of religious or antireligious content.

To avoid being perceived as endorsing speech, Carroll County Public Schools may make an “appropriate, neutral disclaimer” clarifying that it does not endorse the speech. But then it must also issue such disclaimers for nonreligious speech.

### Baccalaureate ceremonies

Carroll County Public Schools may not mandate or organize religious baccalaureate ceremonies. If Carroll County Public Schools makes its facilities and related services available to other private groups, it must make them available on the same terms for religious baccalaureate ceremonies.

Carroll County Public Schools may disclaim official endorsement of these events in a manner that does not favor or disfavor religious groups.

# CCPS | Informational Calendar

## FRAUD HOTLINE

The Board of Education and the Superintendent encourage any concerned individual to report potential fraud, waste, or abuse. Citizens wishing to provide information may do so by calling 410-386-1668 or by submitting a form online, by mail, email, or in person by visiting the Office of Internal Audit office. Persons reporting may leave contact information or remain anonymous. To the extent allowed by law, the Board of Education will seek to maintain the confidentiality of such reports. Reports are given careful attention and handled promptly and discreetly. In accordance with Board Policy BHC, no retaliatory action will be taken against any employee reporting in good faith.

## VOLUNTEER PROGRAM

Volunteers are dedicated individuals who are valued by Carroll County Public Schools. Volunteering is an excellent way for parents/guardians, families, community members, and business partners to build and strengthen ties with the school system.

Volunteers engage in activities that support meaningful student learning by encouraging them to reach their highest potential. Activities include, but are not limited to, event ticket collection, concession stand operation, guest speaking, reading to students, helping in classrooms, tutoring, chaperoning, and mentoring students.

We invite you to invest in the success of Carroll County Public Schools students by donating your time and talents.

For more information regarding the Volunteer Program and how to become a volunteer, please click Operations on the CCPS website at [www.carrollk12.org](http://www.carrollk12.org), click Human Resources, scroll down, click Volunteer Program, and then click Volunteer Training and complete the application in its entirety.

## STUDENT ACCIDENT INSURANCE

Each year a student accident insurance policy is offered to the students of Carroll County at parent expense. It is designed to cover medical payments resulting from accidental bodily injuries received by a student while covered under the policy. The coverage is not intended to replace other insurance. It should be considered as a supplement to other health and accident insurance coverages.

The prices per student for 2024-2025 are as follows:

### Option 1: 24-Hour Coverage

Provides coverage for injuries sustained all year long; 24 hours a day until one year after the date the school year begins.

	Premium
24-Hour Coverage (excluding High School Football)	\$82
24-Hour Summer Only	\$27
24-Hour Coverage (High School Football)	\$216



Artwork by B. Laun, Oklahoma Road Middle School

### Option 2: At-School Coverage

Provides coverage for injuries sustained at school or during school-sponsored activities until the end of the regular school term.

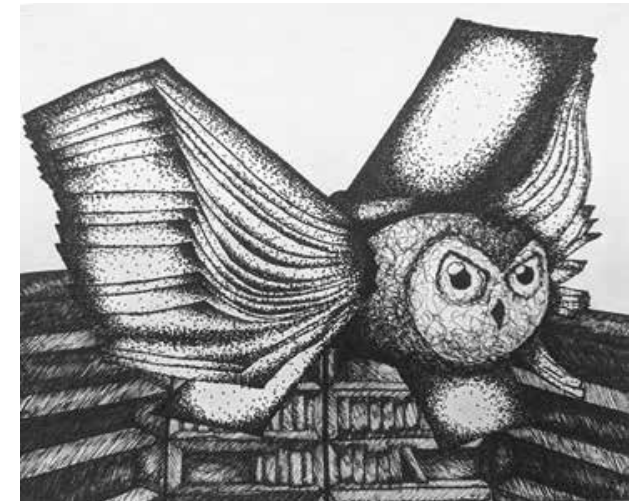
	Premium
School Time (excluding High School Football)	\$26
School Time (High School Football)	\$160

### Option 3: Football Coverage for High School Students

Provides coverage for injuries sustained while practicing or participating in High School Football.

	Low Option
High School Football (Full Year)	\$134
High School Football (Spring only Rates)	\$59

To obtain information or enroll for coverage, please visit [www.bobmcloskey.com/K12Voluntary](http://www.bobmcloskey.com/K12Voluntary).



Artwork by M. Rivas, South Carroll High School

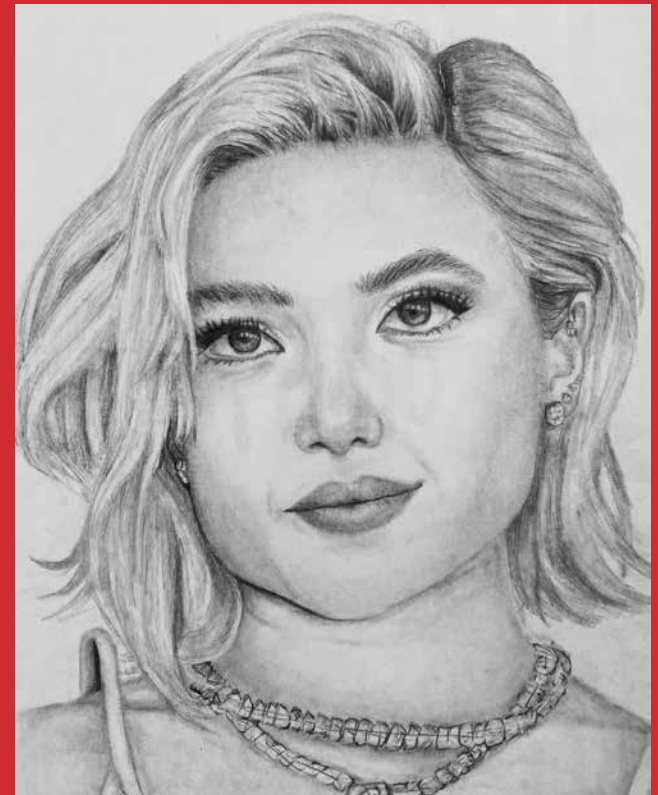




Artwork by A. Day, Liberty High School



Artwork by J. Buechling, Elmer Wolfe Elementary School



Artwork by J. Crosman, Manchester Valley High School



Artwork by E. Born, Eldersburg Elementary School



Artwork by K. Thomas, Northwest Middle School



Artwork by S. Zapisochnaya, South Carroll High School



Artwork by C. Correa, Francis Scott Key High School

July

S	M	T	W	T	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			

# AUGUST 2024

September

S	M	T	W	T	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					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
			Board of Education Meeting (5 p.m.)	New Teacher Orientation	New Teacher Orientation	
18	19	20	21	22	23	24
	New Teacher Orientation	New Teacher Orientation	New Teacher Orientation	New Teacher Orientation		
25	26	27	28	29	30	31
	Pre-service Professional Day for Teachers and Instructional Assistants	Pre-service Professional Day for Teachers and Instructional Assistants	Pre-service Professional Day for Teachers	Pre-service Professional Day for Teachers and Instructional Assistants	Pre-service Professional Day for Teachers and Instructional Assistants	

# CCPS | Informational Calendar

## FOOD SERVICES

A variety of breakfast and lunch choices are available daily. All students can purchase breakfast and lunch at school. Carroll County Public Schools' participation in the Federal Child Nutrition Programs helps maintain reasonable meal pricing and provides some students with meals for free. Households can apply for meal benefits at [www.myschoolapps.com](http://www.myschoolapps.com). One application can be completed for the entire household when all members are listed. Parents may apply for benefits at any time during the school year. Eligibility for meal benefits may help families receive additional resources such as subsidized internet service, sports fee waivers, and field trip fee waivers so it is important to apply if you meet eligibility guidelines.

Food choices offered to students include multiple entrees, fresh fruits and vegetables (purchased locally when available), whole grain breads and rolls, and flavored and unflavored milk. Although students select the foods that they want, they must take a minimum number of items for a breakfast and a lunch. At least one of their choices must be a fruit or vegetable. Menus, along with meal prices, are distributed or posted in each school and on the website. Meals are analyzed to meet federal nutritional requirements. Snacks that meet the Federal Smart Snacks in Schools regulations are also available for students to purchase to supplement school lunches and packed lunches.

Cafeterias have computerized cash registers. Students enter their Personal Identification Number (PIN) and proceed to the cashier. Students pay for purchases using cash or using money placed "on account." Parents can deposit money on account by sending cash or a check to school with their child or by using an online payment service at [www.myschoolbucks.com](http://www.myschoolbucks.com). Parents can contact the cafeteria manager to designate the money on account for meals and/or snack items. Putting money on account is a convenient way to

ensure that money won't be lost by the student or forgotten in the morning rush. Account money remains on your child's account until they graduate or leave CCPS. Students can charge up to two days of breakfasts and lunches before receiving a sandwich meal.

Nutrition is an important part of children's health and well-being and provides the fuel to learn, making them more responsive to classroom instruction. CCPS is committed to promoting student wellness and assuring that our school meals meet federal nutrition standards. Visit the website to learn more about our School Health Council and our Wellness Policy.

This Institution is an Equal Opportunity Provider.

## TRANSPORTATION SERVICES

Approximately 24,500 students are eligible to be transported to school each day. The 251 buses on which students ride travel in excess of 5,200,000 miles during a school year. The buses are thoroughly safety tested and inspected four times a year according to guidelines set by the Maryland Motor Vehicle Administration. All of the approximately 350 school bus drivers and 100 bus assistants undergo a comprehensive training program before they may drive or assist and must continue an in-service program of training during each school year. In addition, drivers are required to meet health and driving record standards.

Transportation is provided for all elementary students and for middle and high school students who live more than a mile from school. Exceptions are made only in cases where walking conditions are hazardous. Bus stops can be no closer than ¼ mile apart unless unusual circumstances exist.

Students are expected to be at the bus stop five minutes before the bus arrives and to wait in a reasonable and safe manner. Parents are urged to teach safe pedestrian habits to their children as well as to follow the School Bus Stop Law for loading and unloading buses.

It is the responsibility of the parent or guardian to provide supervision for their child(ren) while walking to, from, or waiting at the designated bus stop, or while walking to and from school if they reside in the designated non-transported area. A student may be denied the privilege of riding a bus when the behavior of the student is in violation of regulations or is such that it endangers the safety of other students on the bus.

Video/audio cameras are placed on school buses to protect students and staff and provide for a safe and orderly environment. The privacy of students and the recording are kept secure and are reviewed only by authorized Carroll County Public Schools personnel.

## TECHNOLOGY SERVICES

Technology Services is a service-oriented department that provides support to operational, administrative, and instructional components of the school system. Effectiveness, efficiency, safety, and security are the guiding principles that govern all initiatives of the department.

The mission of the Technology Services Department is to provide a secure infrastructure and service-oriented environment in which student achievement is enhanced through a set of information age tools and skills accessible by all members of our interdependent, technology-linked learning community.

The primary functions of Technology Services are to:

- Enable the school system to function more effectively and efficiently in its daily operations.
- Support student success by:
  - Providing technology to enhance student instruction.
  - Preparing students, through the use of technology, to successfully function and meet the challenges of a rapidly growing technological world.



August

S	M	T	W	T	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

Library Card Sign-up Month

# SEPTEMBER 2024

September 15 - October 15  
National Hispanic Heritage Month  
September 17 - 23  
Constitution Week

October

S	M	T	W	T	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	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Schools/Offices Closed Labor Day	3 Schools Open First Day for Students First Marking Period Begins	4	5	6	7
8 National Grandparents Day	9	10	11 Patriot Day Board of Education Meeting (5 p.m.)	12	13	14
15	16	17 Custodial and Maintenance Personnel Recognition Day Citizenship/Constitution Day	18	19	20	21
22 First Day of Autumn	23	24	25	26	27	28
29	30					

# CCPS | Informational Calendar

## USE OF SCHOOL FACILITIES

It is the intent of the Board of Education of Carroll County and school system personnel, and in compliance with Sections 7-108 and 7-110 of the Education Articles of the Annotated Code of Maryland, to provide for the use of school facilities for community purposes when such use does not interfere with the scheduled school program.

An online application, regulations and requirements for use may be found at <https://www.carrollk12.org/operation/facilities-management/use-of-facilities>.

The Board of Education reserves the right to reject any application.

## ASBESTOS NOTICE

The Asbestos Hazard Emergency Response Act (AHERA) requires all buildings owned or leased by the Board of Education of Carroll County to prepare, update and make available all asbestos management plans. The building asbestos management plans are available for review at the individual Carroll County school locations and at the Office of Facilities Operations, located at 191 Schaeffer Avenue, Westminster, MD 21157.

Asbestos management plans are required by the United States Environmental Protection Agency (EPA) and depict the location, amount, condition, and response action projected for any asbestos containing materials (ACM), if any are located in the school or building.

## INTEGRATED PEST MANAGEMENT

The Integrated Pest Management (IPM) program employed by Carroll County Public Schools uses inspection, monitoring, employee education, and sanitation practices to minimize the use of pesticides in our schools. Pesticides are to be used as the last resort.

Maryland law requires that school staff and parents/guardians of all elementary students be notified automatically prior to application of any pesticides.

Parents/guardians of secondary students can request to be placed on a pesticide notification list by contacting the Facilities/Operations Office at 410-751-3470.

Carroll County Public Schools notifies all students and staff by posting a notice of a planned pesticide application 24 hours prior to scheduled applications of pesticides on school property. Parents/guardians of all elementary students are notified prior to the application of any pesticides. Secondary schools are notified prior to the application of any pesticides in the form of a posted notice at the area of pesticide application and in a central location accessible to parents, guardians, students, and staff. If an emergency pest control situation arises and a pesticide is used, notification will be made within 24 hours after a pesticide is applied, or on the next school day. Space spraying of a pesticide throughout an entire room or area by a fogger or aerosol device requires a one-week advance notice to each parent, guardian, and staff member. The written notice shall be sent home with students and provided to staff members. New students or staff arriving after the start of the school year will be provided with the CCPS IPM information upon admittance or hiring. The notification will provide the following information:

1. Common name of the pesticide applied
2. Location of the application
3. Date and time of application
4. The following language: "The Office of Pesticide Programs of the United States Environmental Protection Agency has stated: 'Where possible, persons who potentially are more sensitive, such as pregnant women and infants (less than 2 years old), should avoid any unnecessary pesticide exposure.'"
5. A brief description approved by the Maryland Department of Agriculture, of potential adverse effects, based upon the material safety data sheet of the pesticide applied

6. Reason for the emergency application, if applicable.

The following is a list of pesticides and bait stations by common name, that may be used on school property. The list includes, but is not limited to:

### Trade Name/Common Chemical Name

Advion Ant Gel – Indoxacarb

Anvion Ant Bait Arena - Indoxacarb

Advance Roach Gel - Dinotefuran

Alpine WSG – Dinotefuran

Contrac All Weather Blox - Bromadiolone

Drax Ant Gel - Orthoboric Acid

Drione - Piperonylbutoxide, Pyrethrins, Silica Gel

Genrol – Hydroprene

InTice Granular Bait – Orthoboric Acid

Maxforce Bait Gels - Hydramethylnon

Maxforce FC Bait Station - Fiprinol

Phantom – Chlorfenapyr

Pre-M Aquacap Herbicide - Pendimethalin

Prosecutor Pro Non-Selective Herbicide - Glyphosate

Tempo SC - Beta-cyfluthrin

Termidor SC – Fipronil

Tri-Die Dust - Pyrethrins

Wasp Freeze PT 515 - D-trans allethrin/phenothrin

Safety Data Sheets (SDS) and product labels for each pesticide and bait station used on school property are maintained by the Coordinator of Environmental Safety in the Department of Facilities & Operations at 191 Schaeffer Avenue, Westminster, MD 21157. For additional information about the Integrated Pest Management Program, please contact John Timcheck at 410-751-3470.

**September**

S	M	T	W	T	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					

Czech Heritage Month  
 Italian-American Heritage and Culture Month  
 Learning Disabilities Awareness Month  
 National Bullying Prevention Month  
 National Principals Month  
 Polish American Heritage Month

# OCTOBER 2024

October 6-12 Fire Prevention Week  
 October 14-18 National School Lunch Week  
 October 20-26 America's Safe Schools Week  
 October 21-25 National School Bus Safety Week

**November**

S	M	T	W	T	F	S
						1
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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
			Rosh Hashanah (begins at sunset)	Rosh Hashanah	Rosh Hashanah (ends at sunset)	
6	7	8	9	10	11	12
				Board of Education Meeting (5 p.m.)	Yom Kippur (begins at sunset)	Yom Kippur (ends at sunset)
13	14	15	16	17	18	19
	College Fair (6-8 p.m., Carroll County Agricultural Center) Columbus Day		National Boss's Day Sukkot (begins at sunset)	Career and Technology Center Open House (6-8 p.m.)	Schools Closed for Students Professional Development/ Meeting Day for Teachers Non-Work Day for Instructional Assistants	
20	21	22	23	24	25	26
		Bus Drivers and Bus Assistants Recognition Day	Sukkot (ends at sunset) Shemini Atzeret (begins at sunset)	Shemini Atzeret (ends at sunset)		
27	28	29	30	31		
				Diwali (Hindu Festival of Light) Halloween		

# CCPS | Informational Calendar

## INCLEMENT WEATHER SCHOOL CLOSING DECISIONS

The Carroll County Public School System understands that the decision to open or close schools in inclement weather has a big effect on families. We also understand that our students are better served, both academically and socially, by being in school. However, our top priority, as always, is the safety of our students.

### Who makes the decision?

The Superintendent of Schools is responsible for the final decision, based on recommendations from the Director of Transportation Services.

### How is the decision made?

When the school system is advised by the weather service that storm conditions exist, three or four Transportation officials are sent out at 3:00 a.m. to survey the roads. Each section of the county is driven to determine if the roads are, or will be, safe for children to travel on school buses. Transportation staff is in constant contact with weather stations, county and state government staff, police, transportation officials in other counties, and each other during the road and weather assessment.

While on the road, the following factors are used to develop the recommendation for closing school:

- Existing road conditions across the entire county. Remember, even if your street or road looks clear, travel elsewhere in the county may be dangerous.
- Amount of snow and ice that has accumulated and whether it will continue.
- Temperature, both air and road.
- Weather predictions - The school system prefers not making a decision based on weather predictions, which are not always accurate. However, weather predictions are considered in combination with existing conditions.
- School parking lots (both student and staff).

- Other traffic (other traffic can slide into buses or make waiting at bus stops dangerous).
- Other factors specific to the current weather pattern or conditions.

### When is the decision made?

The decision will be made no later than 6:00 a.m. in order to notify radio and TV stations; send an e-mail, phone alert, and text message on SchoolMessenger; and post the decision on the CCPS website, social media, and Channel 21.

### How is the public notified?

Parents will receive a SchoolMessenger phone message and e-mail notifying them of a late opening, closing, or early dismissal. Parents may opt-in to receive text messages. In this calendar is a list that provides parents and students with the radio and TV stations that will have up-to-date information on school closings. You can also check the CCPS website at [www.carrollk12.org](http://www.carrollk12.org) or Carroll Educational Television - Channel 21.

### Will we close school when weather conditions worsen?

Keep in mind that even if weather conditions change, a decision cannot be reversed during the morning run without affecting students and their parents and/or families.

Once the decision is made to open schools, many parents rely on this decision and leave for work. If it were decided to send students back home, many may return to unsupervised conditions. When weather conditions change during the school day, it may be necessary to have an early dismissal. The school system will strive to give adequate notice to parents first.

### Two-hour delay with re-evaluation:

There may be times when the school system will announce a 2-hour delay with re-evaluation. A second announcement will be made by 7:15 a.m. as to whether schools will remain with a 2-hour delay or close.

Please discourage teenagers from driving to and from school in adverse weather conditions.

The Carroll County Public School System is responsible for transporting approximately 24,500 transportation-eligible students to and from school every school day on a total of 251 route buses. There is no perfect decision when deciding to close school, but the Superintendent will always make this decision with the safety of each student in mind.

It is our hope that this explanation helps everyone understand the process used to make the best possible decision concerning weather-related school closings.



Artwork by M. Richards, Liberty High School



October

S	M	T	W	T	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		

National Career Development Month  
 National Native American Heritage Month

# NOVEMBER 2024

November 11-15  
 National Career Development Week  
 November 11-18  
 National School Psychology Week  
 November 18-22  
 American Education Week

December

S	M	T	W	T	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				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
Standard Time (begins at 2 a.m.)		Schools/Offices Closed Election Day	First Marking Period Ends *Two Hour and Forty-five Minute Early Dismissal System-wide Teachers Work on End of Marking Period Items	Second Marking Period Begins		
10	11	12	13	14	15	16
	Veterans Day		National Career Development Day Board of Education Meeting (5 p.m.)			
17	18	19	20	21	22	23
					Substitute Educators Day	
24	25	26	27	28	29	30
			*Schools/Offices Two Hour and Forty-five Minute Early Dismissal Last Day Before Thanksgiving Holiday	Schools/Offices Closed Thanksgiving Day	Schools/Offices Closed Thanksgiving Holiday	

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

# CCPS | Informational Calendar

## OFFICIAL STATIONS SCHOOL CLOSING ANNOUNCEMENTS

Radio Stations	
WTTR (1470 AM)	Westminster
WAFY-KEY (103.1 FM)	Frederick
WBAL (1090 AM)	Baltimore
WCBM (680 AM)	Baltimore
WFMD (930 AM)	Frederick
WFRE (99.9 FM)	Frederick
WHVR (1280 AM)	Hanover
Television Stations	
CETV Channel 21	Westminster
WMAR-TV Channel 2	Baltimore
WBAL-TV Channel 11	Baltimore
WJZ-TV Channel 13	Baltimore
WBFF-Fox 45	Baltimore
CCPS Website - <a href="http://www.carrollk12.org">www.carrollk12.org</a>	
E-mail and Phone Alerts - SchoolMessenger	
Social Media - Facebook and Twitter	

## INCLEMENT WEATHER POLICY

When inclement weather conditions occur, the decision may be made to delay the opening of school by two hours, to close school, or to dismiss school early. An announcement will be made for delayed openings or closings by 6:00 a.m. Every effort will be made to make the announcement as early as possible.

There may be an announcement made to open schools 2 hours late with a “re-evaluation” period to possibly close schools. A follow-up announcement is made by 7:15 a.m.

All weather-related announcements will be made through the Carroll County Public School System’s SchoolMessenger system, website, social media, and CETV - Channel 21, as well as through local and regional media. The official stations for carrying school closing announcements are listed in the chart on this page.

On days when schools are closed or there is an early dismissal because of inclement weather, school activities scheduled for that evening may be canceled. The school system and/or individual school administrators will make separate announcements regarding evening and weekend activities that may be canceled.

Any decision to close schools, delay opening, or dismiss schools early due to inclement weather is not made lightly. Every effort will be made to provide an instructional school day consistent with the published school calendar and with the foremost concern always being the safe travel of all Carroll County Public Schools students.

## TORNADO WARNING PROTOCOL

Tornado Watch vs. Tornado Warning: A tornado “watch” means weather conditions exist that may develop/result in a tornado. A tornado “warning” means that a tornado or tornadic conditions have been spotted.

In the event of a tornado warning occurring during school hours, it is the procedure of Carroll County Public

Schools to retain all students in school until the warning has been lifted. A tornado warning may apply to the entire county or may be localized to a specific section of the county. School administrators will follow their specific tornado warning procedures within each school building.

### Tornado Warning Occurring at School Dismissal Time

Every effort will be made to dismiss students for schools in unaffected areas. However, depending on transportation routing issues, weather predictions, and other information, students will be held in school until it has been determined that it is safe to release students. All parents will be notified through a SchoolMessenger email and phone message when the National Weather Service has issued a tornado warning. Parents also will be notified through SchoolMessenger as the tornado warning time period expires.

### Tornado Warning Occurring at School Take-In Time

Every effort will be made to notify parents within the affected area(s) of the tornado warning as soon as possible. Depending on the timing of the warning, students may be at bus stops and may have already boarded buses prior to knowledge of the warning. Buses will resume their normal bus routes once the warning has expired. Bus drivers have specific training on how to secure their bus and evacuate students in the event they are in an area being affected by a tornado. Students arriving to school during the warning period will be accepted at school and directed to the established tornado shelter area within each school.

As we have seen in past tornado events, the first warning expiration time may be extended. These extensions may be repeated several times. It is important for parents to pay close attention to local weather stations for the latest weather information.

November

S	M	T	W	T	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

December 2-6  
National Inclusive Schools Week

# DECEMBER 2024

January

S	M	T	W	T	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	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7  Pearl Harbor Day
8	9	10	11  Board of Education Meeting (5 p.m.)	12	13	14
15	16	17	18	19	20	21  First Day of Winter
22	23  Schools/Offices Closed Winter Break	24  Schools/Offices Closed Winter Break Christmas Eve	25  Schools/Offices Closed Winter Break Christmas Hanukah (begins at sundown)	26  Schools/Offices Closed Winter Break Kwanzaa (Dec. 26-Jan. 1)	27  Schools/Offices Closed Winter Break	28
29	30  Schools/Offices Closed Winter Break	31  Schools/Offices Closed Winter Break New Year's Eve				

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



# CCPS | Informational Calendar

## ELEMENTARY SCHOOL

Grade level alignment for elementary schools in Carroll County is K-5 with the exception of Parr's Ridge (K-2) and Mt. Airy Elementary (3-5). Many elementary schools also have full-day pre-kindergarten programs. In addition, several of the elementary schools include regional special education centers.

Chronological age determines when a child may start school. Most children begin school in kindergarten and complete one grade per year. Provision is made, however, for the child who may need more or less than six years to complete the elementary program. Students are assigned to a class at the appropriate grade level. The classroom teachers are responsible for most of the student's instruction. Specialists provide and/or assist with programs for art, music, media, physical education, health, reading, math and special needs.

Children are grouped and regrouped flexibly according to their needs. A student may move to a specialist and/or other classes to receive appropriate instruction on his or her level.

Any time a parent has a question or concern about their child or their child's progress, it is always best to talk with the child's teacher. If after talking with the teacher the parent needs more information, they should contact the school principal or complete the Formal Concern Reporting Form found on the CCPS website.

## MIDDLE SCHOOL

Middle schools provide all students in grades 6-8 a rigorous and relevant comprehensive instructional program that engages students in learning at high levels in every class. Middle schools sustain successful student learning by providing structured support for the rapidly changing social, emotional, and physical needs of each student. Middle schools also provide for students' future learning and growth through curricular and extracurricular programs that promote 21st century skills and positive character traits.

## HIGH SCHOOL

Students in grades 9-12 attend one of seven Carroll County high schools. A student must earn a minimum of 25 credits to graduate from high school. Specific requirements are listed under "Graduation Requirements."

In addition to the required courses, many others are available in world languages, business education, fine arts, family and consumer science, and technology education. Numerous vocational programs for high school students are also available in each school and at the Carroll County Career and Technology Center. All high schools have an extensive extra-curricular and co-curricular program.

## CAREER AND TECHNOLOGY CENTER

The Carroll County Career and Technology Center provides learning experiences that are directed toward preparing students for entering employment and continuing their education. Graduates who complete career and technology programs may go to work or enter apprenticeships, technical school, or college. The environment in which students are educated is similar to the environment in which they will subsequently work. Instruction is based on industry standards.

The Center offers opportunities to students from all high schools in Carroll County. Students must enroll in courses through their home schools. The Carroll County Career and Technology Center is located in Westminster, adjacent to Westminster High School.

Students are admitted to career and technology programs on the basis of their interests, their ability to profit from the course of study, and their probability of success in the selected programs. Most programs are two-semester programs with the eleventh grade as the initial year of instruction. Articulation agreements with colleges, state and national certifications, AP courses, and transcribed credits provide students with the opportunity to experience a value-added education in high school.

All career and technology programs are open to both male and female students.

A complete listing and description of courses offered may be obtained by calling your child's counselor, the Carroll County Career and Technology Center at 410-751-3669, or by checking the Carroll County Public Schools website.

## CAREER TECHNOLOGY SERVICES TEAM

The Career Technology Services Team (CTST) provides students with added support and reinforcement as needed to be successful participants in all career programs at the Career and Technology Center. The main purposes of the CTST include:

- To provide direct services to students as indicated in the student's Individual Educational Plan or 504 Plan
- To act as a resource for students and educators
- To be an advocate in coordinating instruction and providing assistance
- To provide interventions for MCAP, MSA, and end-of-course tests.

## REPORTING STUDENT ACHIEVEMENT

Student achievement is formally reported to parents four times a year. In addition, teachers communicate with parents by means of conferences, letters, e-mails, and telephone calls.

All parents of grade 3-12 students may login and view information pertaining to their students via the Home Access Center. For additional information, go to the CCPS website at [www.carrollk12.org](http://www.carrollk12.org) and click on the Home Access Center link.

Conference days between teachers and parents are scheduled by each school. These days are particularly helpful in allowing teachers and parents to cooperatively participate in the student's education. Other conference times are available throughout the school year by contacting the school.

December

S	M	T	W	T	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				

# JANUARY 2025

February

S	M	T	W	T	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	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1  Schools/Offices Closed New Year's Day	2  Schools/Offices Reopen Hanukah (ends at sundown)	3	4
5	6	7	8  Board of Education Meeting (5 p.m.)	9	10	11
12	13	14	15	16	17	18
19	20  Schools/Offices Closed Martin Luther King, Jr. Holiday	21	22	23	24  Second Marking Period Ends	25
26	27  Schools Closed for Students Teachers Work on End of Marking Period Items Professional Development/ Meeting Day for Instructional Assistants	28  Third Marking Period Begins	29	30	31	

# CCPS | Informational Calendar

## VISITING SCHOOLS

Parents and legal guardians are encouraged to visit schools to meet administrators and staff, to view the facilities, to gain knowledge of the instructional program, to volunteer, and to attend special events and celebrations. Visitors should arrange their visit in advance with the teacher and/or school administration to ensure that the time is appropriate and does not interfere with planned activities or instruction.

All visitors should report to the school office on arrival at the school and follow our visitor protocols, which were established to maintain a safe and orderly environment. Visitors will be required to present a government issued photo identification that includes a date of birth (i.e. driver's license, U.S. Passport, etc.). Individuals who enter the school grounds or buildings and cause a disturbance or disrupt the school program are in violation of Public School Laws and will be dealt with accordingly. School administrators may terminate a visit when a visitor interrupts instruction, distracts students or staff, or interferes with other students' right to privacy.

## FOOD/FOOD ALLERGIES

CCPS has developed guidelines to reduce the risk of exposure to anaphylactic major food allergies in classrooms and common areas in schools. These guidelines are posted on the CCPS website at <https://resources.finalsite.net/images/v1720711900/carrollk12org/ggyz6rkv5jfyayqqampk/ManagementofAnaphylaxisinSchools.pdf>.

Because of the increase in food allergies and sensitivities that have serious health implications, parent(s)/legal guardian(s) and students are prohibited from sharing food items with other students. Families and other school visitors are only permitted to bring in or purchase on-site food for their individual student(s) for health and safety reasons.

Students with diagnosed anaphylaxis may qualify as a student with a disability under Section 504. Parents/legal guardians should contact the school 504 coordinator for additional information.

## CLASS GROUPS AND STUDENT ORGANIZATIONS

All student organizations desiring to conduct activities in school buildings and on school grounds shall be permitted to conduct these activities if authorized to do so by the principal. All meetings and activities will be subject to the supervision of the administration and faculty of the school. All school groups and organizations are either curriculum-related or non-curriculum related groups and are subject to the Federal Equal Access Act and regulations included in COMAR 13A.08.01.09 ("Student Organizations"). Questions related to starting a new club or student organization, or membership in an existing club, should be directed to the principal.

## ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Students eligible to participate in high school athletics and other extracurricular activities at the high school level may lose their eligibility if found to be in violation of the policies and administrative regulations of Carroll County Public Schools. Students who represent Carroll County Public Schools through involvement or performance in an extracurricular activity are held to high standards in three areas: Academics, Attendance, and Conduct.

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*The eligibility regulations are included in detail on the Carroll County Public Schools website at [www.carrollk12.org](http://www.carrollk12.org).*

## ATHLETIC FEES

A per activity fee will be charged to each student involved in an interscholastic activity. Each student will be responsible for paying a non-refundable \$105

fee for each athletic activity. Families who have more than one child participating in any one season, or a child participating in more than one sport per season, will pay a maximum \$150 fee for that season.

The interscholastic athletic fee will be waived for students enrolled in the Free and Reduced Meal Program.

## OUTDOOR EDUCATION

The Carroll County Outdoor School program, located at the Hashawha Environmental Center, is an integral part of the middle school course of studies. The program is designed to address the unique abilities and needs of early adolescent students.

The Outdoor School curriculum is aligned to the Maryland Environmental Literacy Standards and CCPS science curriculum and benchmarks, as well as the North American Association of Environmental Education's "Best Practices."

The instructional methodology employed is "Environmental Issue Investigation." This methodology is supported by the educational research as the most effective strategy for environmental concept formation and then moving the students from knowledge to positive action.

All Carroll County sixth graders have the opportunity to attend this week-long residential environmental education program.

The mission of the Outdoor School is to assist students in:

- Acquiring and accessing relevant environmental information;
- Developing effective decision-making strategies; and
- Applying their knowledge and skills by providing positive environmental models and opportunities for action.

*continued*



January

S	M	T	W	T	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	

Career and Technical Education Month  
 Gifted and Talented Education Month  
 National Black History Month

# FEBRUARY 2025

February 3-7  
 National School Counseling Week  
 February 14-20  
 Random Acts of Kindness Week  
 February 15-22 National FFA Week

March

S	M	T	W	T	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					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2  Groundhog Day	3	4	5	6	7	8
9	10	11	12  Board of Education Meeting (5 p.m.) Abraham Lincoln's Birthday	13	14  Valentine's Day	15  National School Resource Officer Appreciation Day
16	17  Schools/Offices Closed Presidents' Day Random Acts of Kindness Day	18	19	20	21	22  George Washington's Birthday
23	24	25	26  Instructional Assistants Day	27	28  First Day of Ramadan (begins at sunset)	

# CCPS | Informational Calendar

## *OUTDOOR EDUCATION continued*

During the course of the week, students will collect, organize, and analyze data leading to sound conclusions regarding positive environmental action. They will investigate a number of areas including the environmental history of our region, the Chesapeake Bay watershed, the local impact on the Bay's health, stream ecology, wildlife habitats, native plants and animals, wetlands, group problem-solving strategies, and wildlife simulations related to population dynamics and human impact. Students will also be engaged in a number of environmental action projects while at Hashawha. Students will reflect on and apply their knowledge related to environmental issues they have investigated throughout the week.

Through this integration of service-learning into our curriculum, students earn 10 service hours. Following their Outdoor School experience, students also have the opportunity to earn an additional 10 service-learning hours by completing an environmental project at home or at their school.



Artwork by C. Cecchinelli, Manchester Elementary School

## **SELECTION, EVALUATION, AND RECONSIDERATION OF INSTRUCTIONAL MATERIALS**

The following are the general criteria used in selecting and evaluating instructional materials including textbooks, and supplemental materials including library media materials:

- aligned to the curriculum and the objectives of the instructional program;
- appropriate for recommended age/grade levels;
- accurate in terms of content;
- reflective of the pluralistic nature of American society;
- representative of differing viewpoints;
- appropriate format for the subject matter;
- does not include sexually explicit content;
- recent copyright date as appropriate to the subject;
- acceptable literary style and technical quality;
- cost effective in terms of use.

Procedures for requesting reconsideration of an instructional or supplemental material are in place for any citizen, parent, student, teacher, or school administrator. The Request for Reconsideration of Instructional Materials form may be obtained by contacting the school's principal or library media specialist.

## **PROVISION OF INSTRUCTIONAL MATERIALS**

Carroll County Public Schools provides textbooks, library books, digital tools, laptops, and other instructional materials and equipment for student use. These items remain the property of the school system and may be assigned for various lengths of time. Students are responsible for the proper care and return of all school property. Should a student damage or fail to return textbooks, library books, laptops, instructional materials and equipment or other school-owned property, or have other outstanding obligations,

the principal shall prohibit the further issuance of school owned property, equipment, or supplies, until appropriate restitution has been made.

## **CURRICULUM GUIDES AND INSTRUCTIONAL MATERIALS**

In accordance with the Public School Laws of Maryland, curricula are available for public review at the CCPS Central Office in the Department of Curriculum and Instruction. Parents or guardians may review all instructional materials, including instructional resources or manuals, audio-visual items, digital content, or other supplementary materials that will be used in connection with any lesson or unit of study. Parents may also request access to curriculum materials through their child's teacher, the building administrator, or content supervisor.

## **USE OF ANIMALS IN INSTRUCTION**

The scientifically appropriate use of animals in the classroom laboratory under qualified adult supervision is encouraged in Carroll County Public Schools for learning purposes. The use of animals in the classroom must include a concern for both their humane and proper treatment.

Animal dissection contributes to the learning and understanding of living processes and is a part of the anatomy and life science curricula. In some instances, students may find dissections objectionable. Students wishing to be excused from dissection activities on ethical or moral grounds must make their request known to their teacher in advance and will not be required to participate in dissection activities. Teachers are asked to work with students to identify alternative assignments, such as completing online dissection simulations or viewing interactive diagrams or models of animal anatomy. These assignments should be agreed upon early enough to allow sufficient time for proper planning and completion. Students exercising alternative assignments shall not be penalized in any way.

**February**

S	M	T	W	T	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	

Irish American Heritage Month  
 Middle Level Education Month  
 Music in Our Schools Month  
 National Nutrition Month  
 Women's History Month  
 Youth Art Month

# MARCH 2025

March 2-8  
 National Foreign Language Week  
 March 3-7  
 National School Breakfast Week

**April**

S	M	T	W	T	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			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1  Ramadan
2	3	4  Mardi Gras	5  Ash Wednesday	6	7	8
9  Daylight Saving Time (begins at 2 a.m.)	10	11	12  Board of Education Meeting (5 p.m.)	13	14	15
16	17  Schools Closed for Students Professional Development Day for Teachers Non-Work Day for Instructional Assistants St. Patrick's Day	18	19  Chamber of Commerce Outstanding Teacher Awards (6 p.m., WMHS)	20  First Day of Spring	21	22
23	24	25	26	27	28	29
30	31  Eid-al-Fitr	Maryland Day		Resource/Transition Fair (5:00-7:30 p.m. WMHS)		



# CCPS | Informational Calendar

## PATHWAYS TO CAREERS – A SYSTEM FOR CHANGE

It is the vision of Carroll County Public Schools for all students to graduate prepared for further education, employment, and lifelong learning.

Pathways to Careers, the delivery system for career development and the Career Connections initiative in Carroll County, is a response to this need. It recognizes that rapid technological advances and global economic competition demand increased levels of skill preparation and readiness from young adults entering the workforce.

Pathways to Careers is a vital part of the comprehensive career development plan. It serves to identify a sequential course of study related to a student's career goals in the public schools, post-secondary institutions, and beyond. This contributes to a student's ability to leave the school system with enhanced skills for employability and further educational opportunities.

The Pathways to Careers model shows course sequences and suggests career-related electives within eleven different clusters. Information is available on the Carroll County Public Schools website and in the High School Program of Studies for the following clusters:

- Arts, Media & Communications
- Business, Management & Finance
- Construction & Development
- Consumer Services, Hospitality & Tourism
- Environmental, Agriculture & Natural Resources
- Health & Biosciences
- Human Resource Services
- Information Technology
- Manufacturing, Engineering & Technology
- Transportation Technologies
- Work Based Learning

Within each cluster, relevant programs in specified career areas are identified and developed.

Thirty-eight (38) different **Completer** programs, which map out a series of courses to be taken in a specialized career area, are noted:

Academy of Health Professions	Digital Fabrication and Manufacturing
Accounting	Drafting
Applied Mechanical Engineering	Education Academy (Teacher Academy of Maryland)
Apprenticeship Maryland	Electrical Construction
Auto Service Technology (NATEF)	Engineering Technology (Project Lead the Way)
Biomedical Sciences (Project Lead the Way)	Financial Services (Academy of Finance)
Building Maintenance	Heating, Ventilation, Air Conditioning (HVAC)
Business Administration and Management	Heavy Equipment and Truck Technology
Carpentry	Homeland Security: Criminal Justice/Law Enforcement
CASE Agricultural Sciences – Animal	Homeland Security: Geographic Information Systems
CASE Agricultural Sciences – Plant	Hospitality & Tourism Management
CASE Natural Resources	Interactive Media Production
Child Development & Early Education	Junior Reserve Officer Training Corps (JROTC)
Cisco Networking Academy: Cyber Operations	Marketing
Cisco Networking Academy: Network Security	Masonry
Collision Repair Technology (NATEF)	Print Production (Print Ed)
Computer Science	Textiles and Fashion Careers
Cosmetology	Video Production
Culinary Arts: Baking & Pastry	Welding Technology
Culinary Arts: Professional Cooking	

Students who successfully fulfill the requirements of one of these programs are able to obtain certifications, apprenticeships, or advanced standing and credits at participating postsecondary schools upon graduation.

Complementing the Completer programs are twenty-nine (29) career-oriented course sequences called **Career Majors**. These sequences, which are available at most of the county high schools, enable students to focus on a career area not addressed by a Completer program.

Actuarial Science	International Business
Advertising	International Studies
Dance	Law and Legal Services
Drama	Library and Information Science
Economics	Life Sciences
Environmental Health	Mass Communications
Family and Consumer Studies	Mathematics
Food and Nutrition Science	Music
Graphic Communications	Physical Science
History	Public Relations
Hospitality and Tourism	Social Science
Humanities and Classical Studies	Social Work
Human Resources	Sports and Recreation
Industrial and Product Design	Urban and Regional Planning
	Visual Fine Arts

Students select a cluster based upon their interest and aptitude in a career area. With the assistance of parents, teachers, advisors, and school counselors, the student can choose a specific career pathway that will specify courses relating to career interests and educational goals. Course work goes from general to very specialized, and work-based learning experiences are available to all qualifying students. Relating the work of school to the career world helps to prepare youth for future education and employment.

March

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						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					

School Library Month  
World Autism Month

# APRIL 2025

April 7-11 National Assistant Principals Week  
April 20-26 Administrative Professionals Week  
April 21-25 Public School Volunteer Week  
April 24-30 National Student Leadership Week

May

S	M	T	W	T	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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1  <i>April Fools' Day</i>	2	3	4  <i>Third Marking Period Ends *Two Hour and Forty-five Minute Early Dismissal System-wide Teachers Work on End of Marking Period Items</i>	5
6	7  <i>Fourth Marking Period Begins</i>	8	9  <i>Board of Education Meeting (5 p.m.)</i>	10	11	12  <i>Passover, First Days (begins at sunset)</i>
13	14	15	16	17  <i>Schools/Offices Closed Spring Break</i>	18  <i>Schools/Offices Closed Spring Break Good Friday</i>	19  <i>Passover, Concluding Days</i>
20  <i>Easter Passover, Concluding Days (ends at sunset)</i>	21  <i>Schools/Offices Closed Spring Break</i>	22  <i>Schools/Offices Closed Spring Break Earth Day</i>	23  <i>Administrative Professionals Day</i>	24	25  <i>National Arbor Day</i>	26
27	28	29	30  <i>Spring Challenge (10:30 a.m.-1:00 p.m. WHS) Rain Date May 2nd</i>			

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

# CCPS | Informational Calendar

## GRADING AND HOMEWORK

### Grading Policy

Report card grades shall be as pure a measure as possible of student achievement in mastering content standards and course outcomes.

### Grading Guidelines

- There shall be four marking periods during each school year. Report cards are issued at the end of each marking period. Marking period grades are calculated solely on work done during that marking period.
- Grades reported on report cards shall be derived from work that measures student learning of the knowledge, skills, and competency profiles outlined in the course curriculum.
- When calculating student grades, more weight shall be given to summative assignments (assignments designed to evaluate student learning) than to formative assignments (assignments designed to provide practice and guide next-step instruction). Curriculum supervisors shall provide target formative and summative weights for each course.
- All courses offered for high school credit shall administer a final assessment. The final assessment shall be comprehensive and measure student learning of the content standards and outcomes presented during the course. The final assessment grade shall be reported to parents and carry a weight of 10% of the final grade. The Maryland Comprehensive Assessment Program (MCAP) Government and Life Sciences Maryland Integrated Science Assessment (LS MISA) are End of Course (EOC) assessments that, per the Maryland State Department of Education (MSDE), will count as 20% of the student's final course grade.
- Teachers are encouraged to provide second-chance learning opportunities for all students. Second-chance learning may include reteaching, extra practice, and the opportunity to demonstrate learning on another

assessment. Second chance learning opportunities are appropriate for any student regardless of their achievement level. Second chance learning does not necessarily provide students with an opportunity to retake assessments or change their grade.

- Extra credit shall be given judiciously. If awarded, it shall be awarded only as an extension of student learning of course outcomes and not as a substitute for missed learning or as a way to accumulate points for activities not related to course outcomes.
- Teachers shall not assign group grades. Teachers shall assess the work and contributions of each individual student when grading collaborative assignments.
- Attendance, effort, volunteering in class, lateness to class, and other student compliance behaviors or disciplinary action shall not be considered when calculating student grades, unless those behaviors are specifically outlined in a student's Individualized Education Plan (IEP) or are part of the essential course outcomes stated in approved Carroll County Public Schools curriculum guides or competency profiles of Career and Technology Education programs. Student behaviors shall be reflected in the comments that teachers make on the report card; communicated to parents via phone calls, conferences, or written communications; or handled through the school's discipline procedures.
- Teachers shall return students' assessed work in a timely manner in order to facilitate next-step learning.
- At the beginning of each course, teachers shall communicate to students and parents an overview of the course, teacher expectations, and the procedures and criteria for determining grades.
- Teachers shall assist students in understanding the grading process and in using assessment data, grades, and feedback to improve their levels of achievement and performance.

### Homework Policy

Homework assignments shall be meaningful; that is, they shall be related to course outcomes, rigorous and relevant to students, and differentiated, as appropriate, to account for individual differences among students.

### Homework Guidelines

- Different courses will undoubtedly demand varied amounts of homework. Homework shall be assigned on an as needed basis as determined by the teacher.
- The amount of homework shall be appropriate to the student's needs and abilities; moreover, the total amount of homework from all the student's teachers shall be reasonable. One guideline found in the educational research that helps to clarify "a reasonable amount" of homework is the Ten-Minute Rule (Cooper, 2006). This guideline suggests that if assigned, students should have a total amount of homework of about ten minutes per grade level. For example, a first-grade student should have no more than a total of 10 minutes of homework, a fifth-grade student 50 minutes of homework, a ninth-grade student 90 minutes of homework, etc. Because of individual student differences, and because homework shall only be assigned on an as needed basis, the Ten-Minute Rule is only intended to be a guideline and should not be interpreted as policy.
- Assigning collaborative or group projects for homework can be problematic for students. Teachers who assign collaborative or group projects for homework shall do so with discretion and the knowledge of the inherent obstacles that such homework can present for students and families. Teachers shall adjust their expectations accordingly to reflect the best interests of all students involved.
- Students should be able to complete homework assignments independently. Parents should monitor student homework and encourage student efforts to complete assignments.

*continued*



**April**

S	M	T	W	T	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			

Asian Pacific American Heritage Month  
 Better Hearing and Speech Month  
 National Physical Fitness and Sports Month

# MAY 2025

May 1-7  
 National Physical Education and Sport Week  
 May 5-9  
 National Teacher Appreciation Week  
 May 12-16  
 National Pupil Personnel Worker Week

**June**

S	M	T	W	T	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					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
				SECAC Awards Night (6 p.m., WMHS)	School Lunch Hero Day	
4	5	6	7	8	9	10
	Cinco de Mayo	National Teacher Day	National School Nurse Day		Friends for Life Prom (10:45 a.m.-1:15 p.m. MVHS)	
11	12	13	14	15	16	17
Mother's Day			Board of Education Meeting (5 p.m.)			
18	19	20	21	22	23	24
25	26	27	28	29	30	31
	Schools/Offices Closed Memorial Day		Carroll Springs School Graduation (1 p.m., Carroll Springs) Gateway School Graduation (7 p.m., CCC Scott Center)		Transition Connections Academy Certificate Ceremony (10 a.m., CCC Scott Center)	

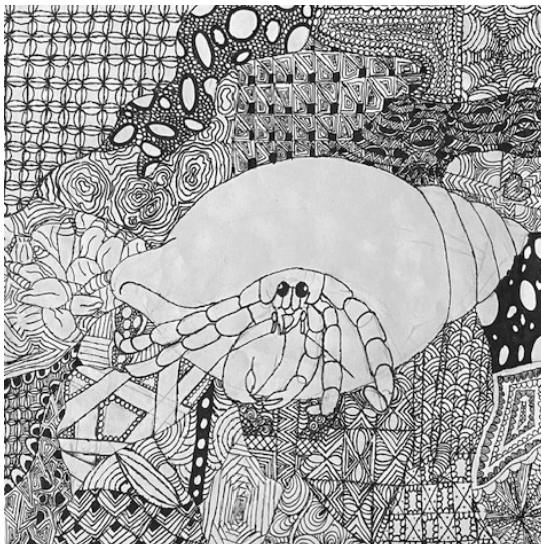
# CCPS | Informational Calendar

## GRADING AND HOMEWORK *continued*

- Teachers shall provide feedback to students on all homework assignments. This feedback can be a verbal check, written comments, or a grade. Homework is not graded at the elementary level.

## Missed Work

- At the secondary level, it is the individual student's responsibility to request missed assignments upon returning to school. At the elementary level, teachers will work with students upon their return from an absence to address missed assignments.
- For an extended student absence of three or more school days, parents are encouraged to connect the appropriate school personnel to request assignments.
- Students shall have the number of days equal to the number of days absent to turn in completed make-up work, unless a greater extension is granted by the teacher.



Artwork by B. Clark, Linton Springs Elementary School

## 2024-2025 STATE ASSESSMENT TESTING WINDOWS

Date Testing Window	Test	Grade
TBD	Kindergarten Readiness Assessment (KRA)	Kindergarten
December 4 - January 22	Winter Administration: Maryland Comprehensive Assessment Program (MCAP) <ul style="list-style-type: none"> <li>• ELA 10, Algebra I, Algebra II, Geometry (Pearson)</li> <li>• High School End Of Course (EOC) Government and LS MISA (Cognia)</li> </ul>	High School Semester 1 Courses
January 8 - February 15	ACCESS for ELLs and Alternate ACCESS for ELLs (Primary Window) *Make Up Window (February 19 - March 4)	Identified English Language Learners in Grades K-12
January 27 - March 7	National Assessment of Educational Progress (NAEP): ELA and Math (select student only)	Grades 4 and 8
February 18 - April 18	Maryland School Survey	Grades 5 - 11
March 3 - March 21	MCAP Maryland Integrated Science Assessment (MISA) (Pearson)	Grades 5 and 8
March 10 - May 16	Dynamic Learning Maps (DLM) Alternate Assessments: <ul style="list-style-type: none"> <li>• ELA and Math</li> <li>• Science</li> </ul>	Grades 3 - 8, 11 Grades 5, 8, 11
April 7 - May 30	Spring Administration: MCAP (Pearson) <ul style="list-style-type: none"> <li>• ELA 10, Algebra I, Algebra II, Geometry</li> <li>• ELA and Math</li> </ul>	High School Semester 2 courses Grades 3 - 8
April 28 - May 30	Spring Administration: MCAP (Cognia) <ul style="list-style-type: none"> <li>• High School End Of Course (EOC) Government and LS MISA</li> </ul>	High School Semester 2 Courses
May 5 - May 30	MCAP Social Studies 8	Grade 8
July 21 - August 1	Summer Administration: MCAP <ul style="list-style-type: none"> <li>• ELA 10 and Algebra I (Pearson)</li> <li>• High School End Of Course (EOC) Government and LS MISA (Cognia)</li> </ul>	High School

May

S	M	T	W	T	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

National Caribbean-American Heritage Month

# JUNE 2025

July

S	M	T	W	T	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	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Shavuot (begins at sunset)	2 MVHS Graduation (9 a.m.) CHS Graduation (3 p.m.) Shavuot	3 FSK Graduation (9 a.m.) SCHS Graduation (3 p.m.) Shavuot (ends at sunset)	4 LHS Graduation (9 a.m.) WMHS Graduation (3 p.m.)	5 WHS Graduation (1 p.m.)	6	7 Eid al-Adha
8	9	10	11 Board of Education Meeting (5 p.m.)	12	13 *Last Day for Students Two Hour and Forty-five Minute Early Dismissal System-wide Last Duty Day for Teachers and Instructional Assistants Fourth Marking Period Ends	14 Flag Day
15 Father's Day	16	17	18	19 Schools/Offices Closed Juneteenth	20 First Day of Summer	21
22	23	24 Custodial Inservice Training	25 Custodial Inservice Training	26	27	28
29	30					

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



# CCPS | Informational Calendar

## REPORT CARD SCHEDULE

**First Marking Period** September 3 – November 6

**Second Marking Period** November 7 – January 24

**Third Marking Period** January 28 – April 4

**Fourth Marking Period** April 7 – June 13

*Actual marking periods may be adjusted depending on the use of emergency closing days.*

GRADE REPORTING DATES REPORT CARD DISTRIBUTION ELEMENTARY, MIDDLE AND HIGH SCHOOLS	
<b>Report Card Distribution</b>	
November 13, 2024	
January 31, 2025	
April 11, 2025	
June 13, 2025 – Elementary and Middle Schools*	
Mail on or before June 20, 2025 – High Schools	

*\*Middle schools have the option to follow the high school distribution schedule for quarter 4 and mail report cards on or before June 20.*

*Parents will be notified by individual schools of any change in this schedule.*

## PRE-KINDERGARTEN (PRE-K) PROGRAM

The Carroll County Public Schools Pre-Kindergarten Program is available for children who turn 4 years old on or before September 1 of the year in which the child applies and who meet additional eligibility requirements.

The main goal of the Pre-Kindergarten program is to provide learning experiences to support the development of young children so they may be fully ready to learn when they enter Kindergarten.

These experiences focus on personal and social development, language and literacy, scientific thinking, mathematical thinking, social studies, fine arts, physical development, and health education.

A Fact Sheet for Families and the electronic Pre-Kindergarten application can be found on the CCPS website. For more information, please call 410-751-3101 or contact your child's elementary school.

## ADVANCED ACADEMICS (G/T) EDUCATION PROGRAM

In Carroll County Public Schools, there is a continuum of services provided to our most highly able students. Advanced academic programming in Carroll County Public Schools provides extended curriculum and rigorous learning experiences to students who demonstrate sustained need for complex content and higher-expectation instruction than is typically received within on-grade level instruction, regardless of whether they are formally identified as “gifted.”

In the elementary schools, advanced academics specialists, who are often gifted and talented certified resource teachers, provide instruction to identified students in grades 3-5 in the subjects of Integrated Language Arts and Mathematics. Differentiated services include, but are not limited to, the use of accelerated curriculum resources in direct instruction of curricular extension activities, enrichment projects, and student interest-based investigations. In collaboration with classroom teachers in primary grades (PK-2), Advanced Academics staff offer Primary Thinking Skills lessons designed to assist in promoting higher order thinking and identifying students in need of advanced instruction. Each advanced academics specialist serves two schools as a resource to support the general classroom teachers with implementing curricular extensions for their most able students.

At the middle school level, honors courses are offered that require students to use higher level thinking skills and be more independent, creative, and analytical in their consideration of topics and understanding of concepts. Differentiation is achieved by modifying the content selected, the process emphasized, and the student product developed. The honors level courses differ from on-grade-level courses in at least three ways: rate of instruction, complexity of concepts, and methodology. Just like in the elementary schools, an advanced academics specialist supports two middle schools to work collaboratively with teachers to identify students in need of advanced instruction and provide direct curricular extension to those students. Identified students who wish to participate may also engage in curriculum-based, high interest enrichment projects.

Entering high school, the most highly able students continue with honors level course work and begin to take Advanced Placement (AP) courses which contain content equal in complexity to that of beginning level college curriculums. As early as grade 9, students can begin taking rigorous courses in areas of strength and interest. By grade 10, students may participate in AP Capstone courses which can qualify them to apply for AP Diploma status, indicating they are a top student by a nationally recognized standard as they apply for post-secondary study. Students also have dual-enrollment options where they may begin to take college courses while enrolled as a high school student. Students who select various “completer” programs will take complex courses that have articulated college credit or even industry-based certifications, such as Academy of Finance, Computer Science or several programs found at the Carroll County Career and Technology Center. Additional extra-curricular opportunities in areas of interest are available in high school, including but not limited to, student government, fine arts (music, art, and dance), foreign language clubs, honor societies, and internships within the community.

June

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# JULY 2025

August

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31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 <i>Independence Day</i>	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30	31		

# CCPS | Informational Calendar

## THE JUDITH P. HOYER CENTER EARLY LEARNING HUB – CARROLL COUNTY “JUDY CENTERS”

The Carroll County Judy Center Early Learning Hub is a state and locally funded program that prepares children for success in school and in life.

Carroll County “Judy Centers” provide services for young children, birth through kindergarten, and their families who live in the Elmer Wolfe, Robert Moton, and Taneytown Elementary School districts. They employ a two-generational approach, which focuses on creating opportunities for and addressing the needs of children and families.

Ensuring that children are ready for kindergarten requires a coordinated effort among parents, providers, teachers, school districts, local and state government, non-profits, business, and other community partners. Judy Center Early Learning Hubs provide comprehensive early childhood resources and education for young children and their families to promote continuous improvement toward school readiness.

Through a dedicated staff of early learning professionals, Judy Center Early Learning Hubs focus on children achieving developmental milestones, early identification, and empowering caregivers as their child’s first teacher. They ensure seamless coordination by working with a variety of partners to offer the following services and more:

- Family Engagement Activities
- Parenting Classes
- Play Groups
- Adult Education
- Case Management
- Developmental and Health Screenings
- Child Care Assistance
- Mental Health Consultation
- Home Visitation.

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For further information on these and other services, contact the Judy Center administrative office at 410-751-3613 or visit the CCPS website.

## SERVICE-LEARNING

The Maryland State Board of Education passed seventy-five (75) hours of service-learning graduation requirement in July of 1992. Service-learning is a teaching method that combines meaningful service to the community with curriculum-based learning. Service learning includes preparation, identifying projects and learning skills, and action. Carroll County Public Schools (CCPS) follows the MSDE guidelines for service learning. Carroll County students may begin earning service-learning hours in the summer after fifth grade and must accumulate a minimum of fifty-five (55) hours by the end of their junior year to gain senior status.

All students must complete seventy-five (75) hours of service-learning by the end of the senior year to qualify for graduation. Those who complete at least 300 service-learning hours by May 1st of their senior year will earn the Exemplary Service Award. A record of service-learning hours appears on each report card.

Students may earn service-learning hours by completing service-learning activities with non-profit organizations such as Habitat for Humanity and the Boys and Girls Club of Westminster. Students must submit their independently completed service-learning hours using the CCPS service-learning form. Students may also earn service-learning hours through specific courses, as outlined in the Carroll County Service-Learning Guidelines\* and the High School Program of Studies. \*\*

For more information about the service-learning requirements, visit the CCPS website or contact your school’s service-learning coordinator.

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\* <https://www.carrollk12.org/academics/ccps-service-learning>

\*\* <https://www.carrollk12.org/academics/curriculum-and-instruction/curriculum/program-of-studies>

## FIELD TRIPS

Field trips are an important aspect of the curriculum. All field trips are approved by the principal in advance, and written permission to take the trip must be secured from the parent/guardian of each student. An adequate number of chaperones will be in attendance. Overnight field trips need the approval of the principal, the appropriate supervisor, Director of Transportation Services, School Director, Volunteer Program Coordinator, Supervisor of Health Services, and the Assistant Superintendent of Instruction. Overnight field trips are generally restricted to high school students. Copies of the guidelines for instructional field trips are on file in each school.

## MEDICATIONS FOR STUDENTS ON OVERNIGHT FIELD TRIPS

To accommodate the potential need for medication (prescription, over-the-counter, homeopathic, and herbal) during overnight field trips, the parent/guardian must provide a written authorized prescriber’s order and written parent/guardian consent. The parent must submit the medication order form no later than two weeks prior to the trip to allow the school nurse to review the orders. The parent/guardian must provide enough medication for the duration of the trip in a properly labeled prescription or original over-the-counter container. School personnel can administer oral medications, assist with inhalers, and administer auto-injector epinephrine if trained.

Only students already self-carrying and self-administering as noted on their medication order form can self-carry/administer medications on an overnight field trip. If the student is allowed to carry their medicine and shares the medication with another, the student will lose the privilege of carrying the medicine and will be subject to disciplinary action under the Drug and Alcohol Policy.

July

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# AUGUST 2025

September

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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# CCPS | Informational Calendar

## **SPECIAL EDUCATION SERVICES**

Carroll County Public Schools offers Special Education services to meet the needs of all students with disabilities from birth through age twenty-one. Services are provided for the following disabilities:

- Developmental Delay (ages 3-7 only)
- Speech or Language Impairment
- Hearing Impairment
- Visual Impairment, including Blindness
- Orthopedic Impairment
- Emotional Disability
- Specific Learning Disability
- Intellectual Disability
- Multiple Disabilities
- Autism
- Traumatic Brain Injury
- Other Health Impairment
- Deaf-Blindness
- Deafness.

Decisions regarding the type of special education services to be provided and the educational placement for the provision of such services are based upon a student's individual needs. Students with disabilities are educated in the Least Restrictive Environment (LRE) as determined by the Individualized Education Program (IEP) team.

All decisions regarding the placement of a child with a disability are made by the child's IEP team and consistent with the LRE requirements of the Individuals with Disabilities Education Act (IDEA). A variety of special education service delivery models are available beginning with full participation in the general education classroom to the extent possible – often with the provision of supplementary aids and supports – as determined by the IEP team.

Related services are support services that may be required to assist a student with a disability to benefit from his or her special education program. Related services may include counseling services, speech or language, hearing, transportation, assistive technology, and physical and occupational therapy. Related services are available on a continuum of service delivery models, which include consultation, classroom collaboration and/or therapy, and small group and individualized therapy.

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*Please call the Office of Special Education at 410-751-3033 for additional information.*

## **FAMILY SUPPORT CENTER**

The Family Support Center is dedicated to encouraging parents and school personnel to work together as partners for the success of all children. Under the auspices of the Office of Special Education in Carroll County Public Schools, the center is located at Carroll Springs School at 495 S. Center Street in Westminster. The Family Support Center is sponsored by Carroll County Public Schools and receives technical and financial support from the Maryland State Department of Education.

The Family Support Center assists families in making informed decisions regarding their child's education and navigating concerns. To this end, the center maintains an extensive lending library of current books, magazines, and brochures on a variety of subjects. Categories include general parenting, mental health, behavior, special education law, post-secondary transitions, and specific disability information. Community support resource information, such as schedules and meeting times for local support groups and contact names and numbers for other organizations and associations, is also available at the center.

In addition, the Family Support Center offers workshops and presentations free of charge throughout the school year to parents, faculty, and community partners. Newsletters with a variety of resources for families birth through age 21 are published quarterly. The center welcomes the opportunity to work collaboratively and arrange individual consultations, discussion meetings, information sessions, and workshops with other professionals. Specialty workshops are arranged in conjunction with the Office of Special Education. The center also assists families, students, and educators by providing support, information, and resources on disabilities, the special education process, and community services. Parents may call or visit the center with concerns and questions about the way a child is learning, understanding their child's IEP, special education issues, community resources, funding sources, respite care, therapeutic recreation, etc.

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*For more information, please call 410-751-3955 or email Tammy Chisholm at [TammyChisholm@carrollk12.org](mailto:TammyChisholm@carrollk12.org).*

*During the summer months, send correspondence to: [BThru21FamilySupport@carrollk12.org](mailto:BThru21FamilySupport@carrollk12.org). You can also visit us at: Parent and Family Resources - Carroll County Public School District ([carrollk12.org](http://carrollk12.org)) or Facebook @ CCPS Office of Special Education Birth-21 and Twitter/X @CcpsOf.*

## **TRANSITION CONNECTIONS ACADEMY (TCA)**

The Carroll County Public Schools (CCPS) Transition Connections Academy was designed to provide additional learning opportunities, more importantly, work-based learning experiences (WBLEs), beyond students' four years in high school. The Academy is open to students with significant cognitive disabilities working toward a Maryland High School Certificate of Program Completion, ages 18 to 21. Academy placement is an IEP team decision based on each student's educational needs and level of independence.

*continued*



# CCPS | Informational Calendar

## *TRANSITIONS CONNECTION ACADEMY (TCA) continued*

The Academy was designed in collaboration with a variety of community partners to provide the best possible learning opportunities for students. Our partners include Carroll Community College, Carroll Hospital, McDaniel College, Division of Rehabilitation Services, local community rehabilitation providers, and members of the Carroll business community, as well as local government and law enforcement agencies. These partnerships have correlated to post-school success in the areas of independent living, community participation, and employment for students of CCPS.

The Academy is comprised of five seamless transition programs aligned with evidence-based practices and implemented to increase the number of youth actively engaged in post-secondary activities such as education, technical and career training, and employment after exiting CCPS. All programs focus heavily on enhancing independence and increasing students' individual capacity in the areas of functional academics, independent living, self-determination/self-advocacy, career development, and communication and social skills.

The use of technology, including a variety of light and high tech devices for communication; specialized software and apps for reading and written communication; and using cell phones as tools, is integrated into each program to enable authentic communication and enhance independence. The anticipated outcome is competitive integrated employment for all students.

The Academy includes:

### **Transition Opportunities for Personal Success (TOPS)**

TOPS provides students with WBLEs in authentic community settings within the Carroll business community, as well as through various government

agencies. WBLEs are developed based on students' interests and skills and have been provided in areas such as community service, childcare, elder care, retail, environmental services, food service, clerical, and animal care.

### **Community Integration for Transitioning Youth (CITY)**

CITY provides students a community-based program with an emphasis on hands-on learning experiences. WBLEs are designed in small groups integrated into the community workforce and include areas such as retail, food service, clerical, and environmental services.

### **Seamless Transition at Carroll Community (ST@CC)**

ST@CC provides students with WBLEs on the campus of Carroll Community College. Students experience WBLEs on a rotational basis to give exposure to a variety of work settings. This allows students to sharpen a variety of soft skills, as well as identify areas of possible career interests. WBLEs have been provided in areas such as continuing education, café, food service, environmental services, and campus security.

### **Transition Education at Carroll Hospital (TE@CH)**

TE@CH provides students with WBLEs within Carroll Hospital. WBLEs are based on students' interests and skills and have been provided in areas such as supply chain, respiratory therapy, family birth center, food service, environmental services, maintenance and dietary.

### **Transition Education at McDaniel (TE@M)**

TE@M provides students with WBLEs on the campus of McDaniel College. WBLEs are based on students' interests and skills and have been provided in areas such as conference services, risk management, food service, the post office, groundskeeping, the theatre, the library, and athletic facilities.

## **CHILD FIND**

Child Find is a process for identifying and evaluating children ages 3 to 5 (prior to entrance to kindergarten) who are suspected of having a disability and may be eligible to receive special education and related services. Any individual who is familiar with the child's development may make a Child Find referral including parents/guardians, medical professionals, and family service professionals. If you have concerns about your child's development and learning, you do not need to wait for a professional to suggest a referral.

After your child is referred, you will be contacted by a special educator/service provider from the Birth to Kindergarten Program to schedule a special education meeting. During this special education meeting, called a Notice and Consent meeting, the team will review all available information about the child, including referral information, parent/caregiver input, and outside assessment reports/therapy notes. If the results of this meeting indicate the need for further evaluation and the team suspects an educational disability, then the team will order relevant assessments in all identified areas of need to identify if the child qualifies for special education services. The team will coordinate with you to evaluate your child in the identified areas. When evaluations are completed, the team will reconvene to review the results of evaluations and determine your child's eligibility for special education and related services.

If your child is having difficulty developmentally or succeeding in school and you would like assistance, please call 410-876-4437 for children ages birth to kindergarten or your child's school for students ages 6-21.

# CCPS | Informational Calendar

## INFANTS AND TODDLERS PROGRAM

In 1986, Congress established Part C of the Individuals with Disabilities Education Act (IDEA) to reinforce the importance of early intervention services and supports available for infants and toddlers with disabilities, birth to age three, and their families. In Maryland, the Part C system of IDEA is called the Maryland Infants and Toddlers Program (MITP).

Early intervention services are available to all children under the age of three who may have a developmental delay, a disability, or a special health condition that is likely to lead to non-typical development. The Carroll County Public School System serves as the lead agency and cooperates with other agencies in the county to form the Carroll County Infants and Toddlers Program (CCITP). The CCITP can help address your concerns with a program specially designed to meet the unique needs of your child and family. All services are provided at no cost to your family.

The CCITP is an interagency program providing early intervention services to eligible children from birth to age 3 and their families. This program focuses on Early Childhood Outcomes:

- building positive social relationships
- acquiring and using knowledge and skills to participate in activities
- using appropriate behaviors to meet needs leading to increased independence.

A Service Coordinator works closely with the family to identify their concerns. A team of specialists completes a screening and/or an evaluation to determine if the child is eligible for services and to identify his/her strengths and needs. An Individualized Family Service Plan (IFSP) is then developed by the parents and service providers in order to meet the needs of the child and his/her family. Services are delivered using a parent coaching model, during which providers deliver services and supports to parents/caregivers in the child's natural environment.

Services are available to meet a variety of developmental needs including audiology, nursing, nutrition, occupational therapy, physical therapy, special instruction, and speech/language therapy. In addition, the Service Coordinator can work with the family to identify other resources in the community. For further information, call the Carroll County Infants and Toddlers Program at 410-876-4437, or the Department of Special Education at 410-751-3033. A referral to the Infants and Toddlers Program can be made online by visiting [referral.mditp.org](http://referral.mditp.org).

## EDUCATIONAL EQUITY

Carroll County Public Schools defines Educational Equity as an instructive approach that empowers all students to negotiate in our global society. Within this approach, individuals build supportive relationships that model respect, empathy, and self-awareness. Instruction is flexible enough to allow for diversity of learning styles and personal perspectives that enable our students to gain greater understandings and embrace differences within the learning community.

The concept of diversity encompasses acceptance, respect, and belonging. It means understanding that each individual is unique and recognizing our individual differences. These can be along the dimensions of race, ethnicity, gender, gender identity/expression, sexual orientation, language, socio-economic status, age, physical disabilities, religious beliefs, political beliefs, or other ideologies. It is the exploration of these differences in a safe, positive, and nurturing environment. It is about understanding each other and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual.

At the system level, the Council for Educational Equity assumes responsibility for collaborating with community organizations and individuals within our

school system who have vested interests in promoting educational equity, understanding and appreciating diversity, and increasing the achievement of underserved students. In addition, the Council provides resources, support, and technical assistance to schools in implementing plans to move educational equity and achievement of our underserved students forward.

At the school level, a range of experiences that relate to educational equity are provided to students. A positive educational climate is developed using a wide variety of educational materials and resources which reflect diversity and by providing opportunities for students to learn about the importance of individuals and groups from a variety of cultures. Through an emphasis on multiculturalism, students become better prepared to be successful in a global society.

Each school has an Equity Teacher Liaison who is responsible for providing professional development in the areas of Educational Equity and Cultural Proficiency to the faculty and staff. The goal of this training is to meet the Maryland Bylaw (COMAR 13A.01.06) which requires the school system to include in staff development, cultural responsiveness in areas of pedagogy, instructional materials and assessment design.

Carroll County Public Schools also partners with other community organizations that foster the ideology of acceptance and respect for different cultures. Those organizations are the NAACP, Human Relations Commission, Carroll Citizens for Racial Equality, Common Ground on the Hill, and the Ira and Mary Zepp Center for Nonviolence and Peace Education. In addition to these organizations, Carroll County Public Schools collaborates with McDaniel and Carroll County Community Colleges to support their Equity initiatives.

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*For more information, contact the Office of Equity and Community Outreach at 410-386-1680.*



# CCPS | Informational Calendar

## ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

Carroll County Public Schools offers English for Speakers of Other Languages (ESOL) instruction for Multilingual Learners (MLs)/English Learners (ELs) in grades PreK-12 whose native language is not English and meet program requirements.

At all grade levels, ESOL staff teach language through content and provide individualized language instruction for students based upon their English proficiency level and grade-level content standards/curriculum. Students are placed age-appropriately to ensure access to grade-level content. Students receive support from ESOL staff and classroom teachers through accessible assignments and assessments.

In grades 9-12, students are eligible to receive world language or elective credit upon completion of the courses ESOL I-IV. These courses are designed to meet the academic needs of high school students. In addition, beginning and intermediate level students receive ESOL support in content area classes.

Professional learning and family engagement remain top priorities. A variety of high quality, individualized workshops and co-planning opportunities are available to all teachers, administrators, Central Office and support staff throughout the year. Additionally, school-based family engagement events occur throughout the year.

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*Information and assistance are available by contacting Pamela Mesta, ESOL Supervisor, at 410-751-3173 or via email at [esol@carrollk12.org](mailto:esol@carrollk12.org). Additional information is available on the CCPS website.*

## INTERNATIONAL OFFICE

### Interpretation and Translation Services

Interpreters assist with verbal communication and translators assist with written communication. The team currently includes 43 interpreters that represent multiple languages spoken in the county. All interpreters and translators receive mandatory in-house training several times a year.

Interpretation and translation services are available for all families in Carroll County and school system personnel who may need language assistance to communicate.

Assistance is provided with the following:

- All IEP meetings and special education paperwork
- School registrations
- Parent/teacher conferences
- Placement/retention meetings
- Disciplinary matters
- Interim/progress report communication
- Safety issues/concerns
- School events/after-school activities
- Home visits
- Telephonic interpretation related to emergency issues
- Workshops sharing information and resources in support of international parents.

### Hispanic and International Liaison Services

Liaisons work closely with students, families, staff, and administrators to promote positive family dynamics and encourage strong family involvement and commitment to the education experience. The team currently includes five Hispanic Liaisons and one International Liaison. All liaisons receive mandatory in-house training throughout the year.

Liaison services are available at the request of all

Carroll County Public Schools families and school system personnel. Services include:

- Welcome new international students and families
- Provide a communication link between school staff, students, and their families monitor academic progress
- Promote healthy productive routines
- Encourage strong and consistent family involvement regarding attendance and academic issues
- Guide families in navigating the Carroll County Public School System
- Assist in accessing available services which support academic performance and family well-being
- Facilitate parental informational meetings and school community events
- Collaborate with non-profits and government agencies to support international families
- Educate school community towards deeper understanding of the international community.

### International Family Outreach

The International Office is committed to supporting the parents and families of our students by empowering them and giving them a voice and opportunities to be involved.

- Support parent involvement in the education of their children through different community events
- Navigate international families through the school system
- Provide volunteer training in parents' native language
- Connect families with community resources

### Contact Us

Patricia Burns, Coordinator of The International Office  
(410) 751-3023 or [PatriciaBurns@carrollk12.org](mailto:PatriciaBurns@carrollk12.org).  
For any requests, call the **International Line at (410) 386-1699.**

# CCPS | Informational Calendar

## TITLE I

Title I, Part A, contained in the Every Student Succeeds Act (ESSA), is the largest federal aid program that provides financial assistance to local educational agencies (LEAs) and schools with high percentages of children from low-income families. Title I is intended to provide children with opportunities to receive a fair, equitable, and high-quality education and to close educational achievement gaps.

Title I funds are used to provide supplemental educational services in ELA and mathematics, instructional materials, professional development for staff, and parent/family involvement. Supplemental opportunities are strategically planned and implemented to ensure that all children have access to quality instructional delivery, extra academic support, and opportunities to reach proficiency or better on academic standards along with state and local assessments and close educational achievement gaps.

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*For further information and/or questions regarding the Carroll County Public Schools Title I Program, please contact Dr. Kendra Hart at 410-386-1660 or [KendraHart@carrollk12.org](mailto:KendraHart@carrollk12.org).*

## BUSINESS AND COMMUNITY PARTNERSHIPS

Business, community, and agency partnerships are essential to the success of Carroll County Public Schools (CCPS).

**THE VISION.** Schools and community members will work collaboratively, effectively, and efficiently to strengthen schools, families, and learning to improve the quality of education for all students, empowering them to reach their full academic potential. CCPS is committed to providing equitable opportunities to meet the specific needs of each individual learner.

**THE MISSION.** To promote student achievement through community engagement.

### HOW TO PARTNER.

- Tutor students in your area of expertise

- Mentor and support our at-risk and underserved populations
- Offer internships and job shadowing experiences
- Participate in School Improvement Teams (SIT) and committees
- Promote student projects in your place of business
- Advertise CCPS-sponsored events
- Provide in-kind contributions of products and services
- Participate in parent advisory workshops
- Support adult education programs, parenting education courses, and English language classes

## CRITICAL INCIDENTS

Creating a safe and orderly learning environment is a top priority for Carroll County Public Schools. Administrators and staff receive a variety of training on how to respond to critical incidents. Staff also receive active assailant response training that is based on a proactive, options-based response of “Avoid, Deny, Defend.” Each school is required to perform a number of emergency drills each year, which include, but are not limited to: lockdown, evacuation, fire, and severe weather. During this school year each school will conduct two lockdown drills between September 9th and December 20th along with a minimum of (5) fire evacuation drills, two (2) secure drills, one (1) earthquake drill, one (1) severe weather drill, one (1) evacuation drill, and one (1) hold drill. Any student who experiences an adverse reaction to the drill or incident will be provided appropriate mental health resources.

Every Carroll County public school follows the Standard Response Protocol (SRP) developed by I Love U Guys. This SRP is used by schools nationwide and simplifies communication by using five core actions: Hold, Secure, Lockdown, Evacuate and Shelter.

**Hold** is a term used to clear all hallways of students and staff in the event of a situation within the school such as a medical emergency or a hazmat spill. A hold may be localized to one area of the school, or it could be for the entire school.

**Secure** can be used when there is an external threat and/or police activity in the area of the school. No one will be allowed to enter or exit the building.

**Lockdown** is the typical command used for a threat that has gained access to the school but does not preclude staff and students from evacuating if safe to do so.

**Evacuate** is used typically when there is a hazard inside the building such as a gas leak or broken water line and there is a need to move students outside the building for their safety.

**Shelter** will typically be used for severe weather such as a tornado but can also be used for incidents such as a hazardous materials release outside the building.

**Parents will receive a notification when such actions occur. A school can be placed on lockdown or secure as a precautionary measure and will return to normal operations within a short period of time. It is critically important that parents do not respond directly to the school or call the school to ask for further clarification. Additional notifications will be made if it is necessary for parents to respond to a location to pick up their children. Responding to the school when not instructed during a critical incident will only cause distractions and may interfere with emergency responders.**

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*The SRP parent handout has been placed on the inside back cover of this calendar for your reference. Additional information on the Standard Response Protocol can be found at: <http://iloveugays.org/srp.html>.*

## VISITORS

All visitors to the schools are expected to utilize the main front entrance and use the school's intercom to request access. Please expect to be asked the reason for your visit. Any visitor who will need to proceed beyond the main office will need to provide a valid form of government-issued picture identification. If a visitor is unable to provide such identification, they may not be permitted to go beyond the front office.

# CCPS | Informational Calendar

## DETECTION DOGS

Detection dogs can be used in Carroll County Public Schools to scan for the presence of illegal drugs. The dogs also serve as a deterrent to students bringing such substances into a school.

Upon mutual agreement by school and law enforcement officials, drug detection dogs can be used by the police to scan vehicles in the school parking lots. Students will not be scanned. If a dog alerts on a vehicle, the student who operates the vehicle will be summoned to the location of the search. The search conducted by a police officer shall be in accordance with their established policies and procedures consistent with COMAR 13.A.08.01.14D. A reasonable attempt will be made, as soon as possible, to contact the parents of the student involved in the search to provide information related to the reason and outcome of the search.

Any discipline imposed by school officials will be separate and apart from action taken by law enforcement officers.

## GANGS, GANG ACTIVITY, AND SIMILAR DESTRUCTIVE OR ILLEGAL GROUP BEHAVIOR

It is the policy of Carroll County Public Schools to prohibit gang activity and similar destructive or illegal group behavior on or near school property, buses, and at school-sponsored events. Further information may be obtained on the Student Services webpage and in the online policy book located at [www.carrollk12.org](http://www.carrollk12.org).

## PROTECTION OF PUPIL RIGHTS

The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 or older or emancipated minors (“eligible students”) certain rights regarding the Carroll County Public School System’s administration of surveys, collection and use of information for marketing purposes, and administration

of certain physical exams. These include the right to:

**1. Consent to federally funded surveys concerning “protected information.”** If the U.S. Department of Education funds a survey in whole or in part, a student’s parents or an eligible student must consent in writing before the student may provide information relating to the following categories:

- Political affiliations;
- Mental or psychological problems of the student or student’s family;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of student’s family members;
- Privileged or similar relationships recognized by law, such as with attorneys, doctors, and ministers;
- Religious practices, affiliations, or beliefs of the student or student’s parents; or
- Income other than that required by law to determine program eligibility.

A survey that concerns any of these points is called a “protected information survey.”

**2. Opt out of certain surveys and exams.** Parents and eligible students will receive notice of any of the following activities and will have the right to opt out of them:

- Any protected information survey, regardless of funding; and
- Any non-emergency, invasive physical exam or screening required as a condition of attendance; administered by the school or its agent and scheduled by the school; and not necessary to protect the immediate health and safety of a student or of another student, except for hearing or vision screenings or any physical exam or screening permitted or required under state law.

- The Centers for Disease Control and Prevention Youth Risk Behavior Surveillance System (YRBSS) survey is a protected information confidential survey which identifies risk behaviors that may include safety behaviors such as use of helmets and seat belts, depression and mental health, use of tobacco, alcohol or other drugs, nutrition and physical activity, and sexual behavior. The answers will be kept private and the student’s name will not be required on the survey report sheet. Parents/legal guardians/eligible students may opt out of participation in the survey. An opportunity to opt out of the survey will be provided annually on the parent permission form which is sent via email to the primary guardian on file at the beginning of the year. Paper copies of the parent permission form are available at each school. Parents/legal guardians/eligible students can contact CCPS for further information regarding the survey, including obtaining a copy of the survey if requested.

**3. Inspect certain material.** Parents and eligible students have the right to inspect the following, upon request, before Carroll County Public Schools administers or uses them:

- Protected information surveys of students (including any instructional materials used in connection with the survey);
- Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional materials used as part of the educational curriculum (except tests and assessments).

**4. Report violations.** Parents and eligible students who believe their rights have been violated may file a complaint with the Assistant Superintendent of Instruction.

# CCPS | Informational Calendar

## STUDENT SERVICES

The goal of Student Services is to help students make the most of their potential and to take advantage of available educational opportunities. The Student Services Department is comprised of school and central office based staff and includes school counselors, school nurses, psychologists, behavior support specialists, mental health therapists, mentor behavior coaches, pupil personnel workers and supervisory staff. In addition, general education alternative programs (PRIDE, Crossroads Middle, and Gateway School) are part of Student Services. Student Services provides a continuum of supports that reach all students during their experience in CCPS through the enrollment process, counseling lessons, vision and hearing screenings, and school-based programming. Student Services staff work with teachers, parents, administrators, and community agencies to provide more direct support for students who:

- are failing
- attend school irregularly
- have difficulty getting along with others
- need individual testing
- demonstrate behavioral challenges
- are involved with a community agency
- have met with unusual circumstances that impact their school work
- require additional support due to emotional or psychological needs
- may need an alternative learning program
- desire out-of-district or non-resident approval
- need home and hospital instruction.

Parents who desire services should contact the local school or the Student Services Department at 410-751-3120.

## STUDENT CODE OF CONDUCT

The Student Code of Conduct provides an overview of the discipline philosophy of Carroll County Public Schools, including the proactive approach to teaching and fostering positive behavior. It also includes a range of consequences that may be utilized in coordinating a comprehensive and progressive discipline plan. The Student Code of Conduct is reviewed annually and can be accessed online at [www.carrollk12.org](http://www.carrollk12.org). For more information or to request a hard copy of this document, please contact your school's administration. Please review this information with your child.



Artwork by M. Moore, Eldersburg Elementary School

## THE ROLE OF THE SCHOOL COUNSELOR

School counselors are available in each elementary, middle, and high school in Carroll County. School counselors are certified educators who improve student success for ALL students by implementing a comprehensive school counseling program. The school counseling program in Carroll County is aligned with the American School Counselor Association (ASCA) national model. Each school counselor addresses the three domains of school counseling: academic development, career development, and social/emotional development. They directly impact student achievement by delivering comprehensive services that meet the needs of the 21st century school community.

Counselors address these goals through direct student services:

- School Counseling Classroom Instruction
- Appraisal/Advisement via Individual Student and Group Counseling
- Counseling for Responsive and Crisis Intervention.

School counselors strive to spend 80% of their time providing direct services to students. They also provide indirect student services to support student achievement. Indirect student services include referral, consultation, and collaboration to promote equity and access for all students.

Parents/guardians and students are urged to contact their student's school counselor with questions and/or to discuss concerns. Questions or concerns regarding the school counseling program should be directed to the Supervisor of School Counseling at 410-751-3120.



# CCPS | Informational Calendar

## HEALTH SERVICES

The Carroll County Public School System provides licensed nursing coverage in the health suites of schools during the school day. All nursing staff is AED and BLS (Basic Life Support)/First Aid trained. The nursing staff evaluates and provides care for injuries and acute illnesses, as well as assisting in the medical maintenance of students with chronic health conditions.

Students who exhibit signs and symptoms of a communicable disease shall be excluded from school until the student is no longer contagious. According to COMAR Section 10.06.01, certain communicable diseases will be reported to the Health Department.

The nurses are also available as a resource for students, staff, and parents. School Health Services works in a cooperative manner with the Carroll County Health Department to provide hearing and vision screenings for students. The Health Department is also available for consultation and community case management when needed. The Carroll County Health Department also provides Immunization Clinics for uninsured or underinsured children to assist parents in obtaining the immunizations necessary for school admission. Parents may call the Health Department to determine if they qualify for this service.

Parents may call the school nurse, the Supervisor of Student Services- Health Services (410-751-3124), or the Carroll County Health Department (410-876-4442) if they have questions regarding school health issues.

## PROGRAMS FOR PREGNANT AND PARENTING STUDENTS

The Board of Education of Carroll County supports all students in the pursuit of an education. School staff shall refer a pregnant or parenting student to the school nurse or school counselor or notify the Pupil Personnel Worker to help assess for needs, make referrals, and provide

resources and supports to the student. A student's absence from school due to pregnancy or parenting is a lawful absence from school.

If the student is breast-feeding, the student will be permitted to leave class for nursing or to express breast milk. Each high school must designate a private lactation space that has at least one seat, a flat surface, and an electrical outlet. The student will be provided access to a refrigerator that is reasonably close to the private lactation space.

Please refer to the Student Services Manual for complete administrative regulations regarding programs for pregnant and parenting students.

## BEHAVIOR SUPPORT SPECIALISTS

Behavior Support Specialists design, implement, and monitor preventative and responsive interventions to assist students with behavioral regulation and social skills. They regularly consult with school stakeholders to develop behavioral intervention plans. Behavior Support Specialists also provide modeling and training to build staff capacity in managing student behaviors. Behavior Support Specialists are assigned primarily to the elementary level.

## PEER FACILITATORS

The Peer Facilitator role may include activities such as assistance in one-to-one and group settings, academic/educational help, new student support, and promotion of school counseling initiatives. In addition, Peer Facilitators support the Office of School Counseling. Additional responsibilities include the collection and distribution of materials, assisting students, and locating career and college information.

Students selected must demonstrate emotional maturity and leadership potential. Students must exemplify, model, and maintain appropriate behavior. Peer Facilitators are trained by and work under the direct supervision of a school counselor.

## CHARACTER DEVELOPMENT AND SOCIAL EMOTIONAL ACADEMIC LEARNING (S.E.A.L.)

Carroll County Public Schools is committed to the development of the whole child. As a core value, a safe environment is important in a rigorous learning environment. Through character development and social/emotional learning, schools prepare students to meet the challenges of the 21st century community.

Carroll County Public Schools has defined three broad character trait categories: Respect, Responsibility, and Resilience. Within each of these three areas, the school system intentionally teaches and encourages related character strengths such as self-confidence, service, justice/fairness, integrity, perseverance, cooperation, courtesy, self-discipline, patience, accountability, empathy, and commitment.

Each school has the flexibility to address the character development and the social/emotional needs of their student population.

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*To learn more about character development and social/emotional learning, visit the CCPS website at [www.carrollk12.org](http://www.carrollk12.org).*

## EMERGENCY MEDICATIONS IN SCHOOLS

Carroll County Public Schools will stock auto-injectable Epinephrine in schools. This medication, when available, will be administered by trained staff, if they perceive a student is having a severe allergic reaction (anaphylaxis), regardless if they are known to have severe allergies or not. This emergency Epinephrine will be kept at the school and will not be available on field trips or at extracurricular activities. The availability of the emergency medication does not relieve the parents'/guardians' responsibility to provide their child's personal medication to treat known allergies. Anyone who receives Epinephrine will be transported by EMS for continued evaluation and care.

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# CCPS | Informational Calendar

## *EMERGENCY MEDICATIONS IN SCHOOLS continued*

Carroll County Public Schools will stock Naloxone in schools as required by the Start Talking Maryland Act. This medication will be administered to a student or other person located on school property who is reasonably believed to be experiencing an opioid overdose. Naloxone is a medication that reverses the effects of opioid overdose and restores breathing and consciousness. Anyone who receives Naloxone will be transported by EMS for continued medical evaluation and care.

Carroll County Public Schools will stock bronchodilators and spacers in schools as required by HB 86/SB 180. A bronchodilator is a medication that provides fast treatment of asthma-related symptoms and respiratory distress. The availability of this emergency medication does not relieve the parents'/guardians' responsibility to provide their student's personal medication to treat asthma related symptoms. A student who receives bronchodilator medication may need to be transported by EMS for continued evaluation and care.

## **MEDICATIONS FOR STUDENTS WHILE IN SCHOOL**

Students are not allowed to transport medications to or from school. Medications must be brought to school by the parent/guardian. Depending on the circumstances, violations of the Medication Procedure could be considered a violation of the Carroll County Public Schools Drug and Alcohol Policies and carry the same consequences as other drug violations.

Parents/legal guardians should make every effort to arrange for medicine to be taken outside of the school day. However, there are occasions when it is determined by a health care provider that a child must receive medication during the school day, either on a regular schedule or in the event of an emergency (such as severe allergies, asthma or diabetes). When

these circumstances occur, the licensed authorized prescriber must give written approval and specific directions regarding administration. Forms for this purpose are available from schools, the Student Services Department, or online. **These medication consent forms are to be used for both prescription and over-the-counter medications. Over the counter medications must be in the original unopened container.**

No medication will be administered by the school unless it is in the original container marked for the individual student and accompanied by the appropriate written permission and directions.

## **ALTERNATIVE EDUCATION**

CCPS is proud to offer a variety of programs that are designed to assist students who have not been successful in a traditional, comprehensive school setting. Students attend Alternative Education programs for a variety of reasons including Voluntary Placements, Superintendent Transfers, Extended Suspension and Administrative Placements. The goal of all alternative education programs is to teach students academic, social/emotional, and behavioral skills that will improve their educational success and lead to a successful transition back to his/her comprehensive school.

**Positive Response to Issues of Discipline with Elementary Students (PRIDE) Program** – PRIDE is an elementary behavioral intervention program; part of the CCPS general education continuum of supports. PRIDE is designed to help students gain self-control and insight into their behavior in order to reduce disruptive behaviors and increase positive school behavior/adjustment and achievement. PRIDE is also designed to provide parents with the supports needed to initiate and maintain productive changes in their homes. The goal of the PRIDE program is to equip students and families with the skillset to return to their comprehensive home

schools. Students receive instruction aligned with CCPS curriculum at their instructional level. Students also receive instruction in behavior management through a structured behavior support system and direct teaching of social skills. PRIDE is supported by CCPS teachers, assistants, a school psychologist, and an intervention specialist at a ratio of approximately 3:1. The program is located in a portable classroom building at Friendship Valley Elementary.

**Crossroads Middle** – Crossroads Middle is an alternative educational setting designed to facilitate the educational progress of middle school students who have demonstrated difficulties in the areas of behavioral and emotional adjustment in the traditional school setting. The goal is to return students to their comprehensive home schools. Students receive academic instruction and counseling services to improve school achievement. Classrooms are staffed by certified teachers and instructional assistants, who deliver CCPS curriculum and provide academic assistance to the students. School counselors, a school psychologist, an intervention specialist, and other support staff are available and may be assigned to assist students on specific lessons or to help manage and improve behavior. The program is located at Gateway School.

**Gateway School** – Gateway School is an alternative educational setting designed to help high school students to develop socially, personally, and intellectually, while assisting them in reaching behavioral and academic success. The goal is to enable students to transition back to their home schools. While enrolled at Gateway School, students are eligible to earn credits that apply toward promotion and graduation. Classrooms are staffed by certified teachers who develop specific assignments, assistance, and requirements for students. Instructional assistants and other support staff are also on duty and may be assigned to assist students on specific lessons or to help manage and improve behavior.

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# CCPS | Informational Calendar

## ALTERNATIVE EDUCATION *continued*

**Flexible Student Support** – Flexible Student Support provides part-time educational opportunities to high school students who are not meeting with success in their home school, need to take additional courses during the evenings, have withdrawn from school and wish to re-enroll, etc. The program includes:

- Student Support Center – classroom instruction in the evenings
- Distance Learning Lab – independent work on the computer.
- Career Research and Development – classroom instruction combined with work experience leading to a completer program.

## HOME AND HOSPITAL TEACHING

Home and Hospital Teaching is a short-term instructional service provided for those students who have a physical or emotional condition which prevents the student from attending school for an extended period of time.

To receive this service, students must be anticipated to be absent 15 consecutive school days or longer. A physical condition must be certified by a licensed physician or Certified Nurse Practitioner (CNP) and an emotional condition by a licensed psychiatrist, licensed psychologist, certified school psychologist, or psychiatric nurse practitioner. All applications will be reviewed for approval and/or renewal by the Student Services Department in order for services to be provided.

Home and Hospital Teaching may be provided for up to 60 calendar days. If services are needed for a longer period of time, verification of the need for Home and Hospital Teaching must be provided by medical personnel and approved by the Student Services Department.

To request Home and Hospital Teaching, the parent or guardian should contact the counseling office in the child's school or the Student Services office at the Board of Education, 410-751-3120. Additional information, including applications for services, is available on the CCPS website.

## REGISTRATION/ENROLLMENT PROCEDURES

Only the biological parent, custodial parent, adoptive parent, or court-appointed legal guardian may register a child for school. In order to register your child in a Carroll County public school, you are required to present the following items before your child may be enrolled in school:

**Legal proof of age, which may be verified by one of the following:**

- Birth certificate
- Birth registration notice
- Passport/visa
- Physician's certificate - signed statement by physician or midwife in attendance at birth
- Baptismal or church certification
- Hospital certificate with child's full name, parent(s) name, date of birth, physician signature
- Official school record
- Official court document indicating child's birth date
- Parent's affidavit, if approved by the Pupil Personnel Worker.

**Proof of legal residence in Carroll County, which may be verified by one of the following:**

- a current rent receipt\*
- a recent bill for a service delivered to the residence\*
- a mortgage statement/bill\*
- a signed settlement document
- a property tax bill from the current fiscal year indicating "primary residence"

- a signed lease/rental agreement on a home/apartment in which the parent/legal guardian is currently residing
- a deed, with the house number and street address and the parent's/legal guardian's name
- Real Property Data Search Report listing parent/guardian name and "principal residence"
- a Residence Verification Statement accompanied by an acceptable proof of residence for the owner/lessee of the property

*\*Date on document must be within 60 days of enrollment.*

It is the practice of Carroll County Public Schools to investigate claims of county residence when there is reason to believe a student may not be a bona fide resident and entitled to enrollment. A student who is not a bona fide resident will be immediately withdrawn from school. Individuals who make false claims of residence may be charged with felony theft and prosecuted. Complete restitution to Carroll County Public Schools will also be sought.

**A complete immunization record showing that your child has had the proper immunizations as required by law.**

Additionally, Maryland law requires that all first-time enrollers into the Maryland Public School System have a physical examination no sooner than nine months before or no later than six months after entrance into school. At first enrollment, students entering Pre-K, kindergarten, or first grade shall provide a blood lead certificate signed by a healthcare provider.

If you have any questions regarding these requirements, please contact a counselor or the principal of the school in which you plan to enroll your child, or the Pupil Personnel Worker assigned to the school.

**Please call the school to schedule an appointment to register your child.**

# CCPS | Informational Calendar

## AGE REQUIREMENTS

The Public School Laws of Maryland state that individuals who are 5 years old or older, under age 21 and have not received a diploma or satisfied graduation requirements, shall be permitted to attend a public school free of charge. Attendance in a school program for children from age five to age eighteen is compulsory.

A kindergarten program is mandatory in Maryland. Children admitted to a kindergarten program shall be at least five years old on or before September 1.

The Board of Education shall permit a five year old child, upon the request of the parent, to be admitted to the first grade if the local Superintendent or designee determines that such child has demonstrated capabilities warranting early admission. Further information and guidelines for early admission may be obtained from any elementary school principal.

A student who becomes 21 years old prior to the opening day of any school year is not eligible to enroll in the Carroll County Public Schools.

## ATTENDANCE

Carroll County Public Schools recognizes the relationship between good attendance and academic achievement. All students are expected to maintain a regular, daily attendance rate of at least 96 percent. When students are absent, arrive late, or leave school before the scheduled dismissal time, their parents are requested to provide an explanation to the school via a written note, fax, e-mail, or phone call. A parent/legal guardian must provide an explanation of the absence within 5 school days of the student's return to school or the absence will be coded as unlawful.

Tardiness is treated in a similar manner as lawful or unlawful absences as it can be a serious disruption to a student's educational progress.

Student attendance requirements are described in the

Annotated Code of Maryland and Code of Maryland Regulations. These absences are considered lawful and therefore excused with a parent explanation of the absence:

- Death in the immediate family
- Illness of the child
- Court summons
- Observance of a religious holiday
- Suspension.

An absence for any portion of the day, for any reason other than lawful excuses or emergencies as determined by the Carroll County Public Schools Superintendent or designee, is presumed to be unlawful and may constitute truancy.

It is strongly recommended that parents plan vacations for times when school is not in regular session. It is recognized, however, that occasionally students are absent for necessary or important family activities. When this occurs, an excused absence may be requested in advance, through the school principal. Even though the absence may be excused, students are required to make up work missed during that time. It must be kept in mind that grades may be affected if students fail to follow through with make-up work. Some school work missed, such as class participation or laboratory experiments, does not lend itself to make-up. Missing such assignments may also affect a student's grade.

Doctor's notes may be required for absences when excessive or unlawful absences occur.

### Students Scheduled for a Full Day

A student is counted present for a full day of school if the student is in attendance more than three hours and thirty minutes of the school day. A student is counted present for 1/2 day if in attendance between forty-five minutes and three hours and thirty minutes of the school day. A student in attendance less than forty-five minutes of the school day is counted absent for the day.

### Students Scheduled for a Partial Day

A student scheduled for less than a full day is to be counted present based on the amount of time the student is scheduled.

## OUT-OF-DISTRICT

Students shall attend the school designated for the attendance areas in which they reside. In some circumstances, students may be considered for placement outside their designated attendance area. The Department of Student Services will receive and investigate requests for out-of-district placements. These written requests from parents or guardians may be granted if the school has adequate space and facilities to accommodate the student. Additional information can be found on the CCPS website. A student will be approved for one out-of-district placement in a given school year.

If the out-of-district request is approved, transportation to and from the out-of-district school will be the responsibility of the parent(s) or guardian(s).

All out-of-district approvals are subject to further and ongoing review and may be rescinded upon recommendation by the Pupil Personnel Worker if one of the following conditions exists:

- Child's attendance, behavior, or grades are unsatisfactory;
- Child no longer meets out-of-district criteria;
- Any information provided on the application or supporting documentation is found to be false or misrepresented.

The residence of the student shall, in all cases, be considered the same as the **primary** residence of the parent or other legally appointed guardian. Purchasing a property, renting, moving into another family's home, etc. while at the same time maintaining another residence in the county, will not constitute a reason for enrollment in the attendance area of the secondary residence.



# CCPS | Informational Calendar

## KINSHIP CARE

A student living in an informal kinship care arrangement with a relative as defined by the Maryland Kinship Care legislation may be eligible to enroll in Carroll County Public Schools. The relative shall file a Kinship Care Affidavit and provide supporting documentation of the family situation to the Student Services Department for consideration for enrollment. Call the Student Services Department at 410-751-3120 for additional information.

## HOMELESS CHILDREN AND YOUTH

The McKinney-Vento Homeless Assistance Act, amended and reauthorized by subsequent Acts, including the Every Student Succeeds Act of 2015, ensures that all homeless children and youth have equal access to a free, appropriate public education, including public preschool, school meals, access to career and technology education, extracurricular activities, gifted and talented programs, tutoring, counseling and special education programs. Children identified as living in homeless situations may also qualify for other services, including transportation to their school of origin for the remainder of the school year.

Parents who experience a loss of permanent housing and who believe their child may qualify for services as a homeless student should contact the Student Services Department at 410-751-3120.

## ADMISSION OF FOREIGN EXCHANGE STUDENTS

Carroll County Public Schools recognizes the value of foreign exchange programs and appreciates the contributions exchange students make to the school and community. Administrative regulations regarding the acceptance/enrollment of foreign exchange students are as follows:

1. In order to be considered for enrollment, foreign exchange students should be at least fifteen years of age and be under the auspices of an approved exchange student organization or agency. Approved agencies are those authorized by the United States Department of State and for which an exchange visitor program number has been assigned.
2. High school principals will be responsible for approving enrollment of foreign exchange students in their respective schools. Each principal can accept up to two foreign exchange students per school per year. Priority is given to applicants who will reside with host families that have children attending the host school.
3. Sponsoring programs and/or the host family should seek to reserve their spot in a school before confirming placement with the foreign exchange student.
4. Sponsoring programs must complete a Foreign Exchange Student Enrollment Application by June 15.
5. Sponsoring programs must submit transcripts and health/immunization records to the school principal with the Foreign Exchange Student Enrollment Application.
6. Enrollment will be considered for full year or semester programs only.
7. Carroll County Public Schools will not accept mid-semester or mid-year placements created due to the initial school or family placement not being successful.
8. Students must meet Board of Education requirements with regard to school attendance areas.
9. All participants in a student foreign exchange program who complete at least one year of study shall be eligible to receive the Maryland International Student Certificate.

10. Questions concerning the various exchange programs or current program numbers should be referred to the Director of High Schools (410-751-3044).

Applications for foreign student enrollment and administrative guidelines are available in each high school and from the Student Services Office at the Board of Education.

## ADMISSION OF NONRESIDENT STUDENTS

The Board of Education recognizes as its first responsibility the education of school-age children who are bona fide residents of Carroll County. Only bona fide residents are eligible for free school privileges.

A child is a bona fide resident if that child actually lives within Carroll County with a parent or other person who has **court-appointed legal custody or legal guardianship** of the child. The determination whether a pupil is a bona fide resident shall be based on facts present in each individual situation and applicable state and local regulations. Should it be determined that a student who is not a bona fide resident attended CCPS, the student's parents or guardians, or eligible student, if the student is 18 years of age or older, will be assessed tuition and/or withdrawn from Carroll County Public Schools. Further, the matter may be referred to the State's Attorney for prosecution.

In specific and limited circumstances, a non-resident student may be considered for enrollment in Carroll County Public Schools if the student meets certain criteria. The applicant must submit supporting documentation along with a non-resident application form to the Student Services Department. Tuition charges may apply.

Questions regarding the nonresident policy should be referred to the Supervisor of Student Services/Pupil Services in the Student Services Department.

# CCPS | Informational Calendar

## ALTERNATIVES TO FOUR-YEAR ENROLLMENT

Alternatives to four-year enrollment include:

- Early College Admission Program
- Early Admission to Approved Vocational, Technical or Other Post-Secondary School
- Alternatively Structured Programs
- Dual Enrollment
- 8th Semester Waiver.

Alternative programs must be developed with the school counselor. A written request should be made to the school principal by the student and parents/guardians stating in detail the reason for the request.

Alternatives to a four-year enrollment must be approved by the Superintendent of Schools or designee and must be in compliance with the Graduation Requirements for Public High Schools in Maryland and the standards established by the Board of Education of Carroll County. Additional information may be obtained from the school counselor.



Artwork by Y. Idrissou, South Carroll High School

## DROPOUT AND RETURN TO SCHOOL

Carroll County Public Schools makes every effort to assist students in succeeding in school and obtaining their high school diploma. When a student experiences academic difficulty, intervention by various school staff is available to help each student.

In the event a parent requests permission for a student to drop out of school, every effort will be made to keep the student enrolled. However, a parent has the right to decide to allow his/her child (18 years or older) to withdraw from Carroll County Public Schools. An Exit Interview will be held as part of the withdrawal process. Information about alternative programs and adult education programs shall be provided to the student.

If a student wishes to re-enroll in Carroll County Public Schools, he/she may be required to return through a probationary placement determined by the Student Services Department. By demonstrating regular attendance, appropriate behavior, and measured achievement during his/her probationary placement, a student may be permitted to return to a comprehensive high school.

## DUAL ENROLLMENT

Dual enrollment provides students the opportunity to enroll in college level courses through Carroll Community College while enrolled in a Carroll County public high school. Admission for 9th and 10th grade students will be considered on a case-by-case basis. Underclassmen will have the opportunity to take elective courses after normal school hours but will not be able to take courses required for graduation. Carroll County Public Schools has a partnership with Carroll Community College and is looking to expand options for students to gain opportunities to earn college credits, explore possible careers, and possibly earn an associate degree. Some dual

enrollment courses are offered in our high schools, while others require the student to access the course on the campus of the college. Dually enrolled students may take college courses for which they have met the prerequisite requirements and for which they have received authorization by both a parent/guardian and a designated school official.

Approval for participation is dependent upon the student's GPA. Summer/winter courses are not eligible for the dual enrollment program. With pre-approval from the principal, students may take courses at the college level during summer/winter sessions. However, there is no financial discount for summer/winter college courses. Upon successful completion of the course(s), the student will receive college credit. The grade report/transcript will be forwarded at the conclusion of each semester directly to the high school.

Approved dual enrollment courses will be reflected on the student's high school transcript and the final grade will be calculated into the high school GPA. College courses at the 100 level or above will receive .5 high school credit for 1-2 college course credits and 1.0 high school credit for 3-5 college course credits. Dual enrollment courses will be weighted as transcripted/AP courses and may count toward graduation requirements for 11th and 12th graders only. Students must be enrolled in a minimum of 3 courses at the college and/or CCPS, 2 of which must be credit bearing. Dual enrollment courses will count towards eligibility for participation in extra-curricular activities.

See your school counselor for more information surrounding the dual enrollment application process. It is highly recommended that you also meet with a Carroll Community College Admissions Counselor to discuss dual enrollment.

# CCPS | Informational Calendar

## WORK PERMITS

The Maryland Department of Labor and Industry establishes regulations concerning employment of minors (persons under the age of 18). These regulations specify the conditions under which a minor may be employed, including that the student must be at least 14 years of age to obtain a work permit. Work permit applications are available online at [www.dllr.state.md.us/labor/wages/empm.shtml](http://www.dllr.state.md.us/labor/wages/empm.shtml).

## CUSTODY OF STUDENTS

When parent(s)/legal guardian(s) are separated or divorced, either parent(s)/legal guardian(s), regardless of custodial status, may inspect and review his/her child's school record unless there is a court order, or other legal document, which specifically denies such access by one of the parent(s)/legal guardian(s). Unless otherwise specified in a court order, the custodial parent/legal guardian shall make all educational and medical decisions for the child.

- The non-custodial parent may visit the school/observe instruction, attend conferences, view school records, and receive school communications.
- A non-custodial parent or step-parent may pick a child up from school with permission of the custodial parent.
- Persons sharing joint custody may both make educational and medical decisions. If parents disagree, the decision of the registered parent will be recognized and implemented, as appropriate. Consent/requests/decisions from either parent are sufficient.

Please refer to the Student Services Manual for detailed guidelines pertaining to custody.

## REMOVAL OF A CHILD FROM SCHOOL

A child may be removed from school by a custodial parent, a legal guardian, a primary care parent or a foster care parent unless a situation below applies. Other persons wishing to remove a child from school may do so only with the permission/consent of the child's registered custodial parent, primary care parent, legal guardian, or agency assigned foster parents. Photo Identification may be required of anyone picking up a child from school.

If a custodial parent, primary care parent, legal guardian, or foster care parent desires for a child to be dismissed from school prior to the end of the school day, the custodial parent, primary care parent, legal guardian, or foster care parent must notify the school principal or designee.

A non-custodial parent/non-primary care parent may only pick up a child from school with the permission/consent of the custodial parent/primary care parent. If that parent does not give permission, the child shall not be released from school. It is the intention of the Carroll County Public Schools to remain neutral in matters concerning separation/divorce and child custody. However, school officials may intervene and make decisions in order to ensure the safety and welfare of the child as well as maintain order and decorum in the school.

In the case of joint physical custody, a student may only be removed from school with permission from the registered parent or the parent with arranged physical custody according to the documentation provided by the registered parent.

Parents may authorize individuals other than themselves to contact in case of an emergency, by including the individual's/individuals' name and phone number on the emergency procedure card. School staff shall attempt to contact the parent/legal

guardian prior to releasing the child from school. In the case of an emergency, the principal or designee will make a reasonable attempt to contact the parent. If parent contact cannot be made, the principal or designee will make a reasonable attempt to contact the individual(s) designated on the emergency procedure card. If this contact cannot be made, the principal may authorize removal and/or transportation to a person listed on the emergency card, as appropriate.

Children who are under the care and custody of community agencies may be removed from school by authorized representatives of the agency in order to receive services. Such removal must be through prior arrangement between the home, the agency, and the school principal.

When a subpoena is presented to remove a child from school, a legal document called a "body attachment" must be included before the child may be released.

## CHILD ABUSE – CHILD NEGLECT

Maryland law defines **child abuse** as the physical or mental injury of a child by a parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member under circumstances that indicate that the child's health or welfare is harmed or at substantial risk of being harmed, or sexual abuse of a child, whether physical injuries are sustained or not.

**Sexual abuse** is defined as any act or acts involving sexual molestation or exploitation, including but not limited to incest, rape, or sexual offense in any degree, sodomy, or unnatural or perverted sexual practices, of a child by a parent or any family or household member or by any other person who has the permanent or temporary care or custody or responsibility for supervision of a minor child. In addition, the human trafficking of a child by any individual is defined as

*continued*



# CCPS | Informational Calendar

## CHILD ABUSE – CHILD NEGLECT *continued*

abuse. Human trafficking means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a child for the purpose of a commercial sex act or child labor.

**Child neglect** is the failure to give proper care and attention to a child, including the leaving of a child unattended by the child's parent, or other individual who has permanent or temporary care or custody, or responsibility for supervision of the child, under circumstances that indicate that the child's health or welfare is harmed or placed at substantial risk of harm. Indicators of neglect include a child who is left unattended or inadequately supervised for long periods of time, has insufficient food, wears inadequate or weather-inappropriate clothing, or is at risk of substantial harm due to lack of a safe home environment. Neglect does not include failure to provide necessary assistance and resources for the physical needs or mental health of a child when failure is due solely to a lack of financial resources or homelessness.

Educators, health care workers, police officers and others are required by law to report suspected abuse or neglect. School volunteers and community members are to report as well. The name of the reporter is confidential, by law, and may not be disclosed, unless identified in a police report.

Should you have reason to believe that a child is being abused or neglected, contact the Carroll County Department of Social Services, 410-386-3434.

## REGISTRY OF SEX OFFENDER INFORMATION

Citizens interested in information on the location of registered sexual offenders may obtain this information from the following website:

<http://www.dpsecs.state.md.us/sorSearch/>

## SEXUAL HARASSMENT OF STUDENTS

The Board of Education policy on sexual harassment states:

*The Board recognizes that harassment on the basis of sex is a violation of both federal and state employment discrimination laws and Board of Education policies. Further, the Board believes that sexual harassment is both morally wrong and offensive and will not tolerate such conduct on the part of any employee, supervisor, manager, administrator, student, or visitor. It is the Board's intent to provide to all employees and students a work and learning environment free from sexual harassment.*

Sexual harassment is defined as:

Unwelcome verbal or physical conduct of a sexual nature, by student or school employee, which:

- *denies, limits, conditions or interferes with the provision of education, assistance, or services protected under Title IX, or*
- *creates a hostile or intimidating educational environment.*

Sexual harassment may include, but is not limited to, sexual name-calling, making derogatory comments relating to appearance, displaying sexually derogatory posters, and unwanted touching.

Any student or adult, without fear of reprisal or retaliation, who has a complaint of sexual harassment occurring at school or any school function by anyone, whether it be another student or a school employee, should contact the school principal or assistant principal, complete a report of Bullying, Harassment, or Intimidation, or contact the Title IX Coordinator at 410-386-1680.

The principal will make an investigation and contact the parents of the students involved as soon as practicable or legally possible. Consequences of offenders may be a conference, a verbal or written

reprimand, a suspension, or more severe discipline, depending on the nature of the incident.

If the person making the report of sexual harassment is not satisfied with the outcome, they may follow the Grievance Procedure outlined in the Carroll County Public Schools Informational Calendar Student/Parent Handbook.

## STAFF AND STUDENT RELATIONSHIPS

The relationship between students of **any age** and staff, an employee in any position with Carroll County Public Schools, is to be one of a professional nature at all times. Any person who believes that staff and student relationships are inappropriate should immediately bring the matter to the attention of the principal. Examples of staff behavior or interactions with students which will not be tolerated include, but are not limited to:

- child abuse
- sexual harassment
- making personal or intimate references to self or others
- giving intimate or inappropriate gifts
- sending letters/communications of an intimate or nonprofessional nature
- making telephone calls regarding nonprofessional matters or concerns
- meeting a student for nonprofessional reasons including dating and/or sexual relations
- condoning or participating with student(s) committing illegal acts or acts in violation of school rules
- initiating, encouraging or engaging in obscene or pornographic discussions or displays with student(s)
- grooming behaviors intended to build trust, such as establishing or maintaining a relationship involving secrecy.



# CCPS | Student/Parent Handbook

## ACADEMIC HONESTY

Academic honesty is an essential part of any school community. Carroll County Public Schools seeks to promote the importance of honesty as a basis of respect and cooperation among all of its members. All parties – students, teachers, administrators, and staff – have the obligation to act in a consistently honorable manner with one another.

Academic dishonesty/cheating, in any form on a graded assignment will not be tolerated. Examples include, but are not limited to, turning in work as your own when someone else has done all or part of the assignment; submitting AI (Artificial Intelligence)-generated responses as original work; knowingly giving or receiving information about answers to homework, quizzes, or tests; and plagiarism. Schools encourage students to value personal integrity and to emphasize the responsibility that individuals have for their own honesty.

## ATTENDANCE AND EXTRACURRICULAR ACTIVITIES

Students are required to attend school in order to participate in any after-school or evening activity. Students may not participate in any school-sponsored function if they have not been present on that day without administrative approval.

*\*For high school eligibility, see the athletic handbook.*

## BULLYING, HARASSMENT, INTIMIDATION, DISCRIMINATION, OR HAZING

The Board of Education of Carroll County is committed to establishing and promoting a safe, non-threatening environment for all students to learn. Therefore, the Board believes that bullying, harassment, intimidation, discrimination, or hazing are both morally wrong and offensive and will not tolerate such conduct on the part of students, employees, or visitors.

The Annotated Code of Maryland Education Article 7-424 provides parents, students, a student's close adult relative(s), or a school staff member the opportunity to file a report about alleged bullying, harassment, intimidation, discrimination, or hazing at school during school hours or at any school sponsored function that has a nexus back to the school setting, or that substantially disrupts the orderly operation of a school. In addition, the Act requires that students and parents/guardians be notified of the reporting procedures.

### Bullying/Harassment/Intimidation

According to Annotated Code of Maryland Education Article 7-424, "bullying, harassment, or intimidation" means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication, that creates a hostile education environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological wellbeing and is:

- motivated by an actual or a perceived personal characteristic, including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical and mental ability or disability; or
- sexual in nature, including descriptions or depictions of a student with the student's intimate parts exposed or while engaged in an act of sexual contact; or is
- threatening or seriously intimidating; and,
- occurs on school property, at a school activity or event, or on a school bus; or
- substantially disrupts the orderly operation of a school.

### Bullying

Unwanted, demeaning behavior among students that involves a real or perceived power imbalance.

The behavior is repeated, or is highly likely to be repeated, over time. In order to be considered bullying, the behavior must be intentional and include: 1) An imbalance of power (students who bully use their physical, emotional, social, or academic power to control, exclude, or harm others), and 2) Repetition (bullying behaviors happen more than once or are highly likely to be repeated based on evidence gathered).

### Cyberbullying

Bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through texting, apps, or online via social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or hurtful content about another student. It can include sharing personal or private information about someone else causing embarrassment or humiliation.

### Discrimination

Unequal or unlawful treatment of persons on the basis of race, color, sex, age, national origin, religion, disability, sexual orientation, or gender identity.

### Harassment

Includes actual or perceived negative actions that offend, ridicule, or demean another student with regard to race, ethnicity, national origin, immigration status, family/parental or marital status, sex, sexual orientation, gender identity, gender expression, religion, ancestry, physical attributes, socioeconomic status, physical or mental ability, or disability.

### Hazing

Doing or causing any activity which recklessly or intentionally subjects a student to the risk of bodily injury or humiliation for the purpose of initiating into a student group or organization; to harass, by exacting unnecessary or demeaning physical or mental work or activity by way of intimidation.

*continued*

# CCPS | Student/Parent Handbook

*BULLYING, HARASSMENT, INTIMIDATION, DISCRIMINATION, OR HAZING continued*

## Intimidation

Any communication or action directed against another student that threatens or induces a sense of fear and/or inferiority. Retaliation may be considered a form of intimidation.

## Retaliation

An act of reprisal or getting back at a person for an act he/she has committed.

## Sexual Harassment

Intentional unwelcomed verbal, written, digital, or physical conduct of a sexual nature, by a student or school employee which: denies, limits, conditions or interferes with the provision of education, assistance, or services protected under Title IX, or creates a hostile or intimidating educational environment. Sexual harassment includes, but is not limited to: verbal conduct such as sexual name-calling, spreading sexual rumors, telling sexual jokes, and making verbally derogatory comments relating to appearance or gender; visual conduct such as displaying or drawing derogatory posters, cartoons, drawings, graffiti, photos, videos, or gestures; physical conduct such as unwanted touching, blocking another's movements, or sexual assault; threats or demands for dates or physical contact.

## Reporting & Investigation

Any student, parent/guardian, or close adult relative who has a complaint regarding an act of bullying, harassment, intimidation, discrimination, or hazing at school during school hours or at any school sponsored function that has a nexus back to the school setting, or that substantially disrupts the orderly operation of a school, shall report the matter to a school employee, who shall assist that person in reporting the incident to a school administrator. When reporting such incidents,

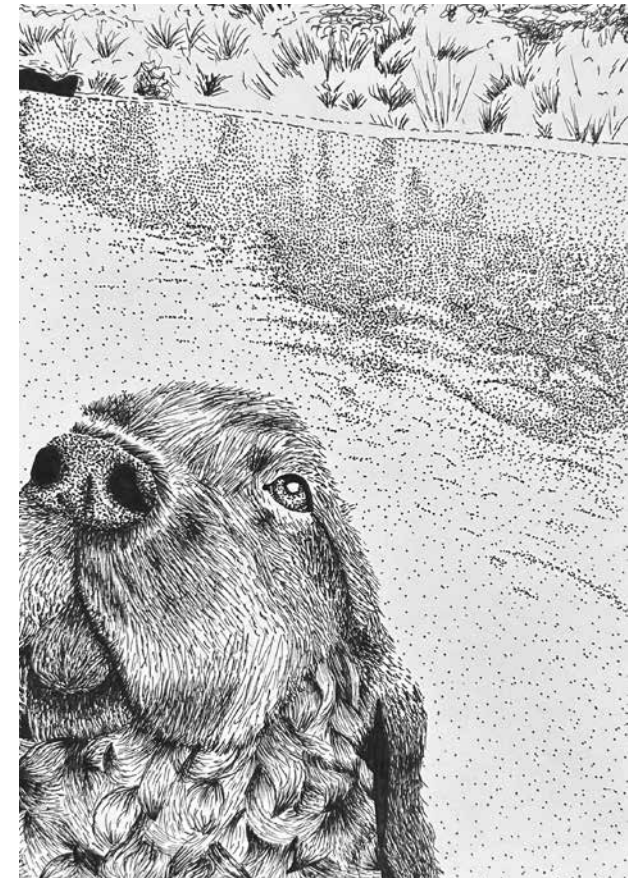
the person with the complaint or concern will be given the opportunity to complete a Bullying/Harassment/Intimidation Report Form. This form can be found and submitted electronically from the CCPS website on the Student Services webpage and is also available in school offices, counseling offices, and health suites. Students have the right to report actions and misconduct addressed by this regulation without fear of reprisal or retaliation. Individuals who engage in bullying behaviors need to be educated that retaliatory acts are strictly prohibited and that progressive consequences shall occur if the activity continues. An investigation of the incident will occur as outlined below.

Situations reported by students, parents/guardians, close adult relatives, or school staff members on the Bullying/Harassment/Intimidation Report Form are to be investigated and documented via the Bullying/Harassment/Intimidation School Investigation Form. Incidents reported but not documented on the Harassment/Intimidation Report Form shall be investigated in a manner consistent with Carroll County Public Schools procedures. Should the incident be determined to be bullying, harassment, or intimidation, the incident will be entered into the electronic bullying reporting system.

The school administrator is responsible for investigating acts of bullying, harassment, intimidation, discrimination, and hazing. If it is determined that misconduct under this regulation has occurred, the administrator shall take immediate and appropriate steps to prevent recurrence and will determine the appropriate consequences for the behavior. These consequences may include but are not limited to: student/parent conference, verbal or written reprimand, mediation when appropriate, completion of assignments designed to promote student understanding or empathy, in or out of school suspension, referral for outside counseling, or extended suspension/expulsion.

In cases where the act is connected to membership of an organization or team, the student may be removed or suspended from that organization or team. In cases of pervasive violation by team or organization members, the group shall be dissolved or disbanded for a period of time. Parents/guardians of all students involved will be contacted by the administrator.

All staff are required to report observed or known acts of misconduct to the school administrator. Students are strongly encouraged to report any acts to school staff.



Artwork by A. Zagorski, Liberty High School

# CCPS | Student/Parent Handbook

## DISCIPLINE INTERVENTIONS/ CONSEQUENCES

The Board of Education of Carroll County is committed to providing a safe and secure environment in which all individuals are free to learn. Therefore, inappropriate behavior will be promptly addressed. In those instances when the behavior of a student, on or off school property, is disruptive and/or detrimental to the operation of the school or the safety of students or staff, the student may receive disciplinary consequences including suspension and expulsion.

School staff shall implement interventions and consequences for student behavior that interrupts the educational process. Reasonable force in self-defense or in restraint of a student to prevent harm to that student or to others may be used only if necessary.

Interventions/consequences include, but are not limited to:

- exclusion from the classroom
- after-school detention (may be implemented if the parent/guardian has been notified, if transportation has been arranged, and if the student will be doing school work)
- referral to school counselor
- referral to peer mediation programs
- referral to a counseling agency
- parent conference
- referral to pupil personnel worker, school psychologist and/or behavior specialist
- in-school intervention
- referral to Saturday School programs
- in-school suspension
- out-of-school suspension
- placement in alternative education programs.

In order to successfully implement any of the above

strategies, parent contact and involvement is essential. If students believe they have been subjected to unfair punishment, they and/or their parents have the right to use the grievance/appeal procedure.

## DISCIPLINE RECORDS

Records maintained for disciplinary purposes fall into two (2) categories:

**Suspension Notices** – includes information which supports or verifies in-school suspension, out-of-school suspension (for ½ or more days) or expulsion of a student; at a minimum this information must include a description of the student’s behavior that resulted in disciplinary action, and a copy of the correspondence sent to the parent(s) informing them of the student’s suspension or expulsion. (Note: “reportable offenses” are specifically excluded from being part of the student record.) Discipline information must include suspension and extended suspension and expulsion information.

Suspension Notices shall be maintained in the student’s cumulative folder.

Suspension Notices must be maintained until the student reaches 21 years of age.

Suspensions involving drug/alcohol violations and high risk threats, imminent threats, and violent acts are cumulative over a student’s school career beginning with the age of responsibility (seven [7] years of age).

**Other Disciplinary Information** – includes information regarding action other than suspension or expulsion taken to correct the student’s behavior, and information describing the student’s behavior that resulted in disciplinary action. This information may include: office referrals, detentions, etc.

Other disciplinary records, including electronic systems, will be maintained until the student reaches 21 years of age.

Suspension notices must be sent to other schools or other school systems when a student transfers. In addition, the student’s current discipline report in the electronic discipline system and the previous year’s report should be sent to the receiving school.

## DRUG AND ALCOHOL PROGRAMS, POLICIES AND PROCEDURES

The Board of Education of Carroll County strongly supports substance abuse education programs and endorses aggressive disciplinary action for the use, possession, manufacture, solicitation, or distribution of controlled dangerous substances, drug paraphernalia, controlled paraphernalia, look-alike drugs, over-the-counter and prescription drugs/medications/inhalants, and alcohol by students. Violations of drug/alcohol regulations will be handled as illegal actions, as well as disciplinary infractions. School officials will involve appropriate law enforcement agencies when violations occur. Disciplinary measures, in response to violations of drug/alcohol regulations by students, may include actions ranging up to suspension and expulsion. In all cases of suspension or expulsion, a mandatory referral to an alcohol/drug education or treatment program will be made by school officials in order to help the student. The use of drug detection dogs and undercover police officers is authorized as a possible resource to assist school officials in drug investigations.

Students may not use, be in actual or constructive possession of, manufacture, solicit, distribute, or attempt to distribute any controlled dangerous substance, drug paraphernalia, controlled paraphernalia, look-alike drug, inhalant, alcohol (the possession, use, transfer, or sale of which is prohibited by law), prescription and/or over-the-counter drugs/medications, at any time, on school property, at school-sponsored or related functions, and on school-sponsored travel. Constructive possession is failure to remove oneself as quickly and safely as

*continued*



# CCPS | Student/Parent Handbook

## *DRUGS AND ALCOHOL continued*

possible from a person or area where alcohol/drugs are known to be illegally present.

The Board of Education also believes that students need acceptable reasons to make the right decisions not to succumb to peer pressure to use drugs or alcohol. Students in violation of drug/alcohol policies, at any time, on school property, school buses, or at school-sponsored activities, will be subject to disciplinary action under Carroll County Public Schools' eligibility regulations.

### **Disciplinary Regulations**

In addition to the infractions listed below, the Chief of Security and Emergency Management and/or appropriate law enforcement agencies will be contacted. Students shall be required to complete a mandatory drug/alcohol assessment. In addition, students shall maintain participation and/or complete any education/treatment program recommended through the assessment process.

**Possession/Use (or demonstrating effects of use) of a Student's Own Prescription, Permissible Medical Cannabis, and/or Over-the-Counter Drugs/Medication (unless authorized to carry by a health care provider and school administrator) and Distribution of Over-the-Counter Drugs/Medication within Proper Dosage. Students May Not Self-Administer or Possess Medical Cannabis in Any Form.**

**First Offense** – The Principal will determine appropriate action depending upon the severity of the offense. Examples include parent conference, in school suspension, and out of school suspension with the potential of a cumulative offense coding.

**Second and Subsequent Offenses** – Disciplinary action taken for the first offense shall inform the action to be taken for second and subsequent offenses.

**Students Who Use (or demonstrate effects of use) Alcohol/Drugs or Inhalants and Students Who Manufacture or Possess Alcohol/Drugs, Inhalants, Drug Paraphernalia or Controlled Paraphernalia (including prescription drugs, permissible medical cannabis, or over-the-counter drugs/medication if not covered by previous section).**

**First Offense** – May result in suspension from school for five (5) days.

**Second Offense** – Discipline as appropriate up to out of school suspension from school for up to ten (10) days and recommendation to the Superintendent for an extended suspension from the assigned school.

**Third Offense** – Discipline as appropriate up to suspension from school for ten (10) days and recommendation to the Superintendent from expulsion from school.

**Students Who Attempt to Distribute or Distribute Alcohol/Drugs (including Over-the Counter Drugs/Medication in Excess of the Recommended Dosage and Any Amount of Prescription Drugs or Permissible Medical Cannabis and Students Who Attempt to Distribute or Distribute Drug Paraphernalia, Controlled Paraphernalia, or Inhalants.**

**First Offense** – Discipline as appropriate up to out of school suspension from school for up to ten (10) days and recommendation to the Superintendent for an extended suspension from the assigned school.

**Second Offense** – Discipline as appropriate up to suspension from school for ten (10) days and recommendation to the Superintendent for expulsion from school.

**Note:** Violations involving alcohol/drugs or inhalants may result in mandatory drug/alcohol education/treatment and are cumulative for a student's entire school career; e.g., one offense in the eighth grade

and a second offense in the eleventh grade equal two offenses, and the regulations for the second offense are applied in the eleventh grade.

**Students Who Solicit the Purchase or Transfer of Drugs, Alcohol, Inhalants, or Paraphernalia**

Contact Chief of Security and Emergency Management  
May result in non-cumulative suspension from school as appropriate up to three (3) days.

Refer to the Student Services Team or offer referral for optional alcohol/drug education/treatment program.

### **Students Seeking Help**

Students who want help to overcome a drug abuse problem are encouraged to talk to a teacher, counselor, school nurse, or administrator, or to contact the Carroll County Youth Service Bureau. No disciplinary action can result from what is said during such a conference and assistance will be given and/or arranged.



Artwork by A. Dufel, Manchester Elementary School



# CCPS | Student/Parent Handbook

## EXCLUSION, PHYSICAL RESTRAINT AND PROHIBITION OF SECLUSION

### Use of Exclusion:

- School personnel may use exclusion to address a student's behavior:
  - a) If the student's behavior unreasonably interferes with the student's learning or the learning of others;
  - b) If the student's behavior constitutes an emergency and exclusion is necessary to protect a student or other person from imminent, serious, physical harm after other less intrusive, nonphysical interventions have failed or been determined inappropriate;
  - c) If exclusion is requested by the student; or
  - d) If supported by the student's behavior intervention plan.
- School personnel shall consider the need to initiate a referral to a Student Services or IEP Team if a nondisabled student has experienced excessive exclusion, to determine if the student has a disability that may require the provision of special education and related services.

### Use of Seclusion:

- The use of seclusion is prohibited in CCPS.

### Use of Physical Restraint:

- Neither a public agency nor a nonpublic school may use physical restraint on a student as a behavioral health intervention unless:
  - Physical restraint is necessary to protect the student or another individual from imminent serious, physical harm; and
  - Other, less intrusive, nonphysical interventions have failed or demonstrated to be inappropriate for the student.
- Once physical restraint has been used or school personnel have made a student-specific

determination that it may need to be used, physical restraint may be included in a student's behavioral intervention plan or IEP to address the student's behavior in an emergency situation, provided that school personnel:

- a) Review available data to identify any contraindications to the use of physical restraint based on medical history or past trauma, including consultation with medical or mental health professionals as appropriate;
  - b) Identify the less intrusive, nonphysical interventions that will be used to respond to the student's behavior until physical restraint is used in an emergency situation; and
  - c) Obtain written consent from the parent.
- Physical restraint shall be applied only by school personnel who are trained in the appropriate use of physical restraint.
  - In applying physical restraint, school personnel shall only use reasonable force as is necessary to protect a student or other person from imminent, serious, physical harm.
  - Each time restraint is used, parents shall be provided oral or written notification within 24 hours.

**NOTE:** Physical restraint does not include:

- a) Briefly holding a student in order to calm or comfort the student
- b) Holding a student's hand or arm to escort the student safely from one area to another
- c) Moving a disruptive student who is unwilling to leave the area when other methods such as counseling have been unsuccessful, or
- d) Breaking up a fight in the school building or on school grounds.

### Referral to a Student Services or IEP Team

If restraint is used for a student who has not been identified as a student with a disability, the student

shall immediately be referred to the school's student services team or IEP team.

If restraint is used for a student with a disability, and the student's IEP or behavior intervention plan does not include the use of restraint, the IEP team shall meet within 10 business days of the incident to consider:

- a) The need for a functional behavioral assessment;
- b) Developing appropriate behavioral interventions; and
- c) Implementing a behavioral intervention plan.

If restraint is used for a student with a disability, and the IEP or behavior intervention plan includes the use of restraint, the student's IEP or behavior intervention plan shall specify how often the IEP team shall meet to review or revise, as appropriate, the student's IEP or behavior intervention plan.

### Parental Consent

- The IEP team shall obtain the written consent of the parent if the team proposes to include restraint in the behavior intervention plan or IEP to address the student's behavior.
- If the parent does not provide written consent, the IEP team shall send the parent written notice within 5 business days of the IEP team meeting that states:
  - The parent has the right to either consent or refuse to consent to the use of restraint; and
  - If the parent does not provide written consent or a written refusal within 15 business days of the IEP team meeting, the IEP team may implement the proposed use of restraint.
- If the parent provides written refusal, the IEP team may use the dispute resolution options listed in Education Article, §8-413, Annotated Code of Maryland, to resolve the matter.

**NOTE:** CCPS Board Policy and Administrative Regulations can be found on the CCPS website.

COMAR 13A.08.04.04 and 13A.08.04.05

# CCPS | Student/Parent Handbook

## GRIEVANCE AND APPEAL PROCEDURES

Grievance and appeal procedures exist to give students the opportunity to resolve a complaint regarding an alleged violation, misinterpretation, or inequitable application of an established school rule, regulation, policy, or administrative regulation. At any level of the grievance or appeal procedure, the student has the right to involve a representative (parent, guardian, etc.) on his/her behalf.

Students have the right to frankly discuss their problems and concerns with staff members without fear of retribution.

### Grievance Procedure

The grievance procedure serves to resolve complaints regarding **decisions made by school staff** (e.g., classroom rules, team membership, grades). The student is encouraged to discuss the issue in question with the professional person (teacher, administrator, etc.) who originally made the decision in an effort to resolve the issue at the lowest level. If the issue has not been resolved at this level, it may then be grieved, in writing, to the principal within three (3) school days. The written grievance shall include the basis of



Artwork by E. Lee, Mt. Airy Elementary School

grievance. The principal shall render a decision, in writing, to all parties involved within five (5) school days of the receipt of the written grievance.

If the student is not satisfied by the principal's decision, he or she may then file an appeal, in writing, to the Superintendent of Schools within five (5) school days of the principal's decision. The appeal will be processed according to the provisions of Section 4-205(c) of the Education Article. A decision shall be rendered by the Superintendent, or designee, within fifteen (15) school days of the receipt of the written grievance.

### Grievance Procedure Steps

Student grieves to



Professional Person Who Originally Made the Decision



Principal



Appeal to Superintendent of Schools

**Note: In each high school, a trained peer facilitator will be available to assist a student in understanding and implementing the grievance procedure.**

### Appeal Procedure

The appeal procedure serves to resolve complaints regarding **discipline of students enforced by administrators relating to established policy or administrative regulation** (suspension, extended suspension, expulsion, etc.). An appeal does not stay the principal's decision on a suspension or other matter.

When a student is disciplined, the student will be given notice of the charge against him/her and the opportunity to explain the alleged incident. If the issue is not resolved at this level, it may then be appealed, in writing, to the principal within three (3) school days. The written appeal shall include the basis of the appeal.

The principal shall render a decision in writing to all parties involved within five (5) school days of such an appeal. If the student is not satisfied by the principal's decision, he or she may then appeal the decision, in writing, to the Superintendent of Schools within five (5) school days of the principal's decision. The appeal will be processed according to the provisions of Section 4-205(c) of the Education Article. A decision shall be rendered by the Superintendent, or designee, within fifteen (15) school days of such an appeal.

The decision of the Superintendent may be appealed to the Board of Education, if taken in writing within thirty (30) days after the decision of the Superintendent. The decision may be further appealed to the State Board if taken in writing within thirty (30) days after the decision of the County Board of Education.

### Appeal Procedure Steps

Student appeals to



Principal



Superintendent of Schools



Board of Education of Carroll County



Maryland State Board of Education

**Note: In the case of discipline situations which result in the principal recommending a suspension beyond 10 school days or an expulsion, the Superintendent, or designee, will schedule a conference with the student and parent(s)/guardian(s) within 10 school days of the date of the suspension notice. The student will be given notice of the charges against him/her and the opportunity to explain the alleged incident. The first appeal of a suspension for more than 10 days or an expulsion is to the county Board of Education under Section 7-305 of the Education Article.**

# CCPS | Student/Parent Handbook

## GRADUATION REQUIREMENTS FOR CLASS OF 2025 AND BEYOND

Credit Requirements: A minimum of 25 credits must be earned to meet graduation requirements. Many of these credits are required in specific areas as outlined in the chart below.

*NOTE: This chart may be subject to change pending any State (MSDE) revisions to graduation requirements.*

Subject	Required Credits	Required Courses
<b>English</b>	4	English 9, English 10 <b>or</b> AP Seminar, English 11 <b>or</b> AP Language and Composition <b>and/or</b> AP Seminar, English 12 <b>or</b> AP Literature and Composition <b>and/or</b> AP Research* (AP Seminar <b>or</b> AP Language and Composition may be taken as well)
<b>Social Studies</b>	3	Government <b>or</b> AP United States Government and Politics, United States History <b>or</b> AP United States History, World History <b>or</b> AP World History
<b>Science</b>	3	Conceptual Physics, Chemistry of Earth and Space Science (formerly Chemistry I), Biology
<b>Mathematics</b>	4 <i>All students must enroll in a mathematics course each year of high school.</i>	Algebra I, Geometry, Other credits must be 1 credit in duration and may be selected from the Program of Studies Mathematics course offerings.
<b>Physical Education</b>	1	Physical Education I (½ credit), ½ credit of any other Physical Education course to fulfill 1 credit graduation requirement.
<b>Health</b>	1	Health I, Health II
<b>Visual and Performing Arts</b>	1	Completed credit in any Visual and Performing Arts course may be applied to the state Fine Arts graduation requirements unless otherwise indicated.
<b>Technology Education</b>	1	Foundations of Technology <b>or</b> Exploring Computer Science <b>or</b> Principles of Engineering (part of Project Lead the Way completer program) <b>or</b> AP Computer Science Principles
<b>Graduation Pathway:</b>		
• <b>World Language</b>	2	2 credits of the same World Language
• <b>Or American Sign Language</b>	2	American Sign Language I, II, and III (for 2 credits total)
• <b>Or State Approved Career and Technical Education Completer Program</b>	3 - 9	See Completer Programs in the Program of Studies
<b>Financial Literacy</b>	½	Financial Literacy <b>or</b> Managing Personal Finances Using Excel (1 credit)
<b>Electives</b>	4 ½ - 12	
<b>Total Credits Required</b>	25	

\*Students who earn scores of 3 or higher in AP Seminar and AP Research receive the AP Seminar and Research Certificate™. Students who also earn scores of 3 or higher on four additional AP exams at any time in high school receive the AP Capstone Diploma™.

# CCPS | Student/Parent Handbook

## GRADUATION REQUIREMENTS FOR CLASS OF 2025 AND BEYOND CONTINUED

### Notes

- Credit will be awarded for high school courses completed successfully in middle school.
- Students who successfully complete high school level mathematics courses prior to high school can count the earned credits toward their requirement but still need to be enrolled in a mathematics course in each year of high school.



Artwork by K. Bissett, North Carroll Middle School

### Student Service-Learning Requirement

The state mandated 75 hours of service-learning requirement may be met by completing the course-related option and/or the exemplary service option. Students must earn 55 service hours to earn senior status. Additional information can be found on the CCPS Service-Learning page.

### Additional Requirements

- Four years of approved study beyond grade 8.
- Four credits must be earned after the completion of grade 11.
- Students must meet the High School Assessment requirements for Algebra I, English 10, Biology, and Government. Testing requirements and passing scores vary based on the year of course completion. Details related to each content area are provided below.
- All students shall be assessed no later than grade 10 to determine if the student meets the Maryland State Department of Education criteria for College and Career Readiness in English Language Arts and Mathematics.
- Transition courses or other instructional opportunities will be provided to students who have not achieved College and Career Readiness by the end of grade 10. Additional information about College Career Readiness can be found at College + Career Readiness - Blueprint ([marylandpublicschools.org](http://marylandpublicschools.org)).

### High School Assessment Requirements

*NOTE: These assessment requirements may be subject to change pending any State (MSDE) revisions or requirements.*

### Algebra I

- Students taking Algebra I will be required to participate in the Maryland Comprehensive Assessment (MCAP) for Algebra I and pass the Algebra I course to meet the graduation requirement.

### English 10

- Students taking English 10 or AP Seminar (grade 10) will be required to participate in the Maryland Comprehensive Assessment (MCAP) for English and pass the English 10 or AP Seminar course to meet the graduation requirement.

### Biology

- Students in the 2025 and 2026 graduating classes taking Biology will be required to participate in the Life Science Maryland Integrated Science Assessment (LS MISA) to meet the graduation requirement.
- Students in the class of 2027 and beyond will be required to take the Life Science Maryland Integrated Science Assessment (LS MISA) for science as an end-of-course exam in Biology. The score will count for twenty percent of their final grade.

### Government

- Students in the 2025 and 2026 graduating classes taking Government or AP US Government and Politics will be required to participate in the Maryland Comprehensive Assessment (MCAP) for Government to meet the graduation requirement.
- Students in the class of 2027 and beyond will be required to take the Maryland Comprehensive Assessment (MCAP) for Government as an end-of-year course exam in Government. The score will count for twenty percent of their final grade.



# CCPS | Student/Parent Handbook

## PLACEMENT, PROMOTION, INTERVENTION, RETENTION, AND ACCELERATION OF STUDENTS

Administrative procedures have been established to guide the implementation of Board Policy IKE – Placement, Promotion, Intervention, Retention, and Acceleration of Students. The procedures dealing specifically with the promotion and retention of students are as follows:

The principal shall consider a student for retention when a student fails to meet grade-level standards. The principal may also consider for retention a student who is recommended by school staff or parents/guardians for other reasons. The principal must consider whether the needs of the student can be best met through retention and offer the parent/guardian an opportunity to be included in the process. The principal shall make the decision based on a number of factors including, but not limited to:

- Academic achievement data
- Response to academic interventions
- Age of the student
- Previous retention(s)
- Attendance record
- Parental concerns
- Developmental factors
- Health factors
- Emotional factors
- Report card
- IEP
- 504 Plan.

### Kindergarten, Grades One and Two

Students at these grade levels exhibit a wide range of cognitive, physical, social, and emotional developmental levels; therefore, promotion is expected.

Students who are not performing according to expectations shall be provided additional intervention prior to consideration for retention.

### Grades Three, Four and Five

To be promoted to the next grade, students must pass English Language Arts (ELA) and mathematics.

- A student who fails ELA and/or mathematics for the year (as determined by the average of the grades over the four [4] marking periods) shall be considered for retention.
- A student who successfully participates in appropriate interventions, such as extra assistance, a pull-out program, extended day programs, extended year programs, etc., to address the ELA and/or mathematics deficiencies shall be promoted.

### Grades Six, Seven and Eight

To be promoted to the next grade, students must pass all core academic subjects (mathematics, ELA, science, and social studies).

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

### Grades Nine through Twelve

To be promoted, a student in grades nine through twelve should meet the following requirements:

- **9th to 10th grade** – Completion of a minimum of 6 credits
- **10th to 11th grade** – Completion of a minimum of 12 credits
- **11th to 12th grade** – Completion of a minimum of 18 credits and a minimum of 55 service learning hours
- **For graduation** – See Graduation Requirements.

The final responsibility for decisions on promotion of a student rests with the principal, except when decisions are made through the IEP process for students with documented special education needs. The principal is

responsible for monitoring the decision. If the parent/guardian disagrees with the IEP Team decision, he or she has the right to appeal the decision according to legally mandated mediation/due process procedures.

## PORTABLE ELECTRONIC DEVICES AND CELL PHONES

To help keep the focus on academics and to reduce unnecessary distractions, the following regulations govern the possession and use of portable electronic devices, including cell phones, in Carroll County Public Schools.

### A. Families

1. Whether or not a student has a personally owned portable electronic device is a family decision. Students are not required or expected to bring their own device to school.
2. Students may bring their personally owned devices to schools, as long as they abide by these regulations. Student misuse of his or her device shall result in disciplinary action.
3. Families are expected to work collaboratively with school staff to support the implementation of these regulations.
4. Parents who need to make emergency contact with their child during the school day shall contact the school's main office.

### B. Students in Elementary Schools

1. It is highly recommended that elementary students do not bring personally owned portable electronic devices to school or on the school bus.
2. Devices must be silenced and stored (out of sight) upon entry to the school until exit from the school. It is highly recommended that elementary students do not bring personally owned portable electronic devices to school or on the school bus.
3. No portable electronic device shall be used to record, store, or transmit any type of image, sound, or video

*continued*

# CCPS | Student/Parent Handbook

## *PORTABLE ELECTRONIC DEVICES AND CELL PHONES continued*

except for approved instructional activities utilizing CCPS-provided devices with the express permission of school staff.

4. The audible notification sounds and volume of personally owned portable electronic devices shall be silenced or directed through headphones on school buses.
5. Disciplinary action, as outlined in the Carroll County Public Schools student services manual, shall be taken when a student fails to follow the directions of a staff member regarding portable electronic devices or if a preponderance of evidence exists that the student has violated the terms of the acceptable use procedures and guidelines or other school policy.
6. Additional personal portable electronic devices, including smart watches, are considered portable electronic devices and must be silenced and stored (out of sight) upon entry to the school until exit from the school at the elementary level. It is highly recommended that elementary students do not bring smart watches to school or on the school bus.

### **C. Students in Middle Schools**

1. Personally owned portable electronic devices must be silenced and stored (out of sight) while in classrooms, the library media center, the gymnasium, restrooms, and locker rooms for the entire school day.
2. Students may use their personally owned portable electronic devices before school, and after school, in a non-disruptive manner unless otherwise directed by a school administrator. Students may not use their personally owned portable electronic devices during lunch unless approved by a school administrator.
3. The audible notification sounds and volume of personally owned portable electronic devices shall be silenced or directed through headphones within the restricted settings outlined previously at school and on school buses.

4. No portable electronic device shall be used to record, store, or transmit any type of image, sound, or video except for approved instructional activities utilizing CCPS-provided devices with the express permission of school staff.
5. Disciplinary action, as outlined in the Carroll County Public Schools student services manual, shall be taken when a student fails to follow the directions of a staff member regarding portable electronic devices or if a preponderance of evidence exists that the student has violated the terms of the acceptable use procedures and guidelines or other school policy.

### **D. Students in High Schools**

1. Personally owned portable electronic devices must be silenced and stored (out of sight) while in classrooms, the library media center, the gymnasium, restrooms, and locker rooms for the entire school day.
2. Students may use their personally owned portable electronic devices before school, after school, in the hallways during class changes, and during lunch in a non-disruptive manner, unless otherwise directed by a school administrator.
3. The audible notification sounds and volume of personally owned portable electronic devices shall be silenced or directed through headphones within the restricted settings outlined previously at school and on school buses.
4. No portable electronic device shall be used to record, store, or transmit any type of image, sound, or video except for approved instructional activities utilizing CCPS-provided devices with the express permission of school staff.
5. Disciplinary action, as outlined in the Carroll County Public Schools student services manual, shall be taken when a student fails to follow the directions of a staff member regarding portable electronic devices or if a preponderance of evidence exists that the student has violated the terms of the acceptable use procedures and guidelines or other school policy.

### **E. STUDENTS WITH DOCUMENTED MEDICAL NEEDS**

Students with documented medical needs as established in an individualized education program (IEP), 504 plan, or health care plan may require access to a personally owned portable electronic device during the school day. The student's access to their device will align with the plan in place permitting such access.

Carroll County Public Schools assumes no responsibility for the loss, damage, theft, or charging of personally owned portable electronic devices and/or related accessories brought to school or on the school buses. Students bring these devices to school at their own risk.

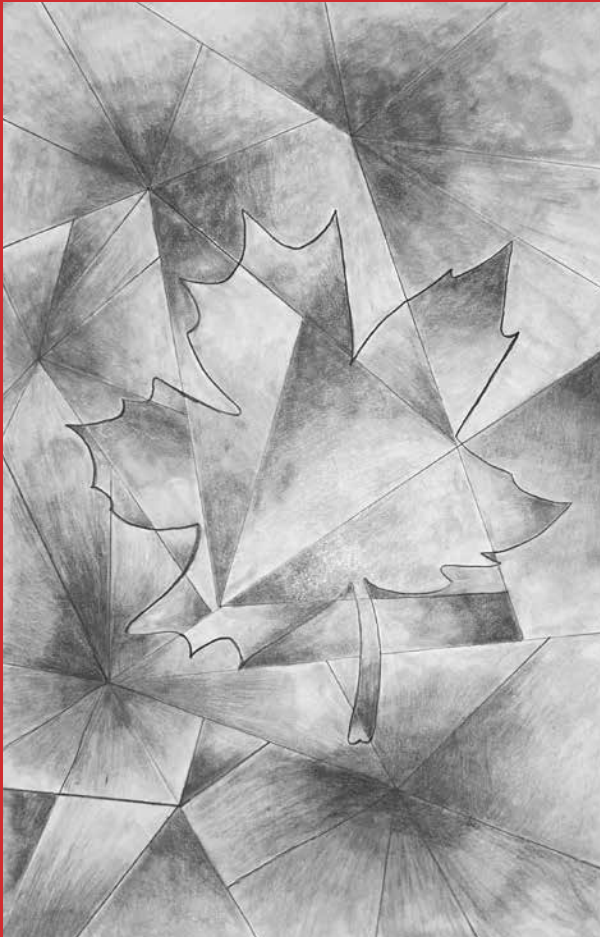
### **RELEASE OF STUDENT INFORMATION TO AN INSTITUTION OF HIGHER LEARNING**

The Federal No Child Left Behind Act requires that schools shall provide access to student names, addresses, and telephone numbers upon request by an institution of higher education or for recruiting purposes. However, an eligible student or the student's parent/legal guardian may request that the school not release the student's information by opting out of the disclosure of directory information. A form for this purpose is sent electronically prior to the beginning of the school year. Paper forms are available at each school.

### **RELEASE OF STUDENT INFORMATION TO MILITARY PERSONNEL**

The Federal No Child Left Behind Act requires that schools shall provide access to student names, addresses, and telephone numbers upon request by military recruiters for recruiting purposes. However, an eligible student or the student's parent/guardian may request that the school not release the student's information. An opportunity to opt out of the release of information to the military will be sent electronically prior to the beginning of the school year. Paper forms are available at each school.





Artwork by D. Wagner, Francis Scott Key High School



Artwork by M. DeMay, South Carroll High School



Artwork by O. Schreier, Cranberry Station Elementary School



Artwork by K. Patel, Winters Mill High School



Artwork by E. Martin, Liberty High School

# CCPS | Student/Parent Handbook

## SEARCH AND SEIZURE

### A. Search

- 1. Searches of students at school:** A principal, assistant principal, or the Chief or Coordinator of Security and Emergency Management may conduct a search of a student and/or personal property on school premises or at school functions off school grounds if he/she has reasonable belief that the student has in his/her possession an item, the possession of which is illegal under the laws of Maryland or a violation of a policy or regulation of the Board of Education of Carroll County. Such a search must be justified at its inception by a reasonable suspicion and the scope of the search must be reasonably related to the circumstances which gave rise to it. Personal searches must be made in the presence of a third party. When possible, the search will be made in the presence of an adult third party of the same gender as the student being searched. When possible, the searcher shall be the same gender as the student being searched. The search must avoid pat downs of intimate body parts.
- 2. Searches of personal electronic devices:** A student's personal electronic device(s) may be searched if a school official has a reasonable belief that the student has an item on the device which violates the law or a policy or regulation of the Board of Education of Carroll County.
- 3. Searches of the school and school property:** Every principal, assistant principal, or the Chief or Coordinator of Security and Emergency Management may conduct a search of the physical plant of the school and every appurtenance thereof, including students' lockers and school computers, with or without reasonable suspicion.
- 4. Searches on school-sponsored trips:** On school-sponsored trips, a principal, assistant principal, the Chief or Coordinator of Security and Emergency Management or trained, designated teacher may conduct a reasonable search under the conditions listed above.
- 5. Refusal of students to allow search:** Any student who willfully refuses to cooperate with an authorized

searcher is subject to disciplinary action and notification of parent(s)/legal guardian(s) and/or police if the student has been advised of such consequences.

- 6. Searches by police:** Police officers shall conduct searches of students and the school premises in accordance with their established policies and procedures consistent with COMAR 13A.08.01.14D. School officials may not conduct a personal search of a student at the direction of a police officer. The cooperation of school officials with police searches may include locating a student while maintaining the safety of the school and dignity of the student as well as assisting with accessing the school facility and property during a search of the premises. If an authorized searcher has a reasonable belief that a student has concealed an unlawful item in the student's automobile, the police will be contacted. If police are unavailable or the situation does not allow for police presence, an authorized searcher may search the student's automobile only when the student or owner consents.
- 7. Parent notification:** A reasonable attempt shall be made to contact a parent(s)/legal guardian(s) of the student searched to provide information related to the reason for the search and the outcome of the search as soon as possible.

### B. Seizure

All items that are the object of a search and unlawful items found during the search will be seized by the authorized searcher. As required by law or regulation of the Board of Education of Carroll County, all items will be turned over to the police.

## STATE SUPERVISED CARE

As required by law, Carroll County Public Schools will forward the records of students in State Supervised Care within three days of an official request to do so.

## STUDENT DRESS CODE

Students of Carroll County Public Schools are required to groom themselves in a manner that is not disruptive

to the educational process and is reflective of a learning environment. Students are expected to abide by this dress code from their arrival to the school building to the defined ending of the school day as well as at any school-sponsored or school-sanctioned event. The requirements include, but are not limited to:

### Head Coverings:

- Be removed upon entering the school building, unless approved for religious or medical reasons.
- Certain headbands, scrunchies, and folded bandannas, which are used to hold hair in place and do not cover the entire head, are permitted.
- One's face must be visible at all times.

### Shirts:

- Shall reasonably cover the back, the cleavage area, and the entire midriff area.
- See-through or mesh shirts are not permitted, unless worn in conjunction with an appropriate top.

### Dresses/Shorts/Skirts/Skorts/Pants:

- Shall cover the entire buttocks and private areas while the student is sitting, standing, and bending over.
- Pants shall cover undergarments at all times; that is, the waistline of the pants shall be on the upper hips.

### Other:

- Appropriate shoes shall be worn.
- No bedroom slippers or pajamas shall be worn.
- Clothing that may endanger health or safety, that may be used as a weapon, or that may cause damage to property shall not be worn.
- Undergarments shall not be worn as outerwear or be visible through outer-garments.
- Clothing shall not be worn that would lead school officials to reasonably believe that such attire will materially disrupt, interfere with, disturb, or distract from school activities, the safe operation of the school, or the rights of other students to access and participate in a safe and welcoming educational environment.

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# CCPS | Student/Parent Handbook

## *STUDENT DRESS CODE continued*

- Clothing shall not convey advertisements for or promote the use of condoms or other birth control devices, tobacco, alcohol, drugs, or the unlawful use of weapons, stated or implied.
- Clothing shall not convey profanity or symbols/messages depicting, implying, or which are reasonably perceived as promoting intolerance, hatred, and/or a hostile educational environment or harassment/bullying on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, sexual orientation, gender identity or gender expression. This prohibition includes, but is not limited to, Confederate Battle Flags and swastikas.
- Clothing and accessories shall not depict symbols/messages of groups which are generally recognized as promoting intolerance, hatred, and harassment/bullying, such as the Ku Klux Klan or Aryan nation.
- Clothing shall not convey establishments or products whose names can be directly interpreted or construed as carrying a “double meaning” involving sexual innuendo, gang symbols, or sexual activity.
- Body art, whether permanent or temporary, which would otherwise violate this policy if depicted on attire, must be completely covered during the school day or at any school-sponsored or school-sanctioned event.

**Violations:** All student dress code violations shall be addressed in a respectful manner. When possible, a student’s dress code concerns shall be addressed by a staff member of the student’s gender identity.

A student found wearing inappropriate clothing will be asked to change or remove the item, and will be given an opportunity to do so. Should the student not be able to change or remove the item, clothing may be provided by the individual school. Student failure to cooperate will be referred to an administrator. Any student not

complying with the direction of the administrator may be considered insubordinate and subject to appropriate disciplinary action. The Superintendent/designee may enforce additional restrictions in order to maintain a safe and orderly environment.

**Request for Exceptions:** Exceptions to the dress code for the purpose of school spirit activities by clubs or organizations will occur at the discretion of the school administration.

## **STUDENT RECORDS**

Student records are made and maintained by teachers, counselors, administrators, and other school personnel in accordance with the Public School Laws of Maryland, the Rules and Regulations of the Maryland State Board of Education, the policies of the Board of Education of Carroll County, and the administrative regulations of Carroll County Public Schools.

Student records are confidential in nature with access to them granted only for legitimate and recognized educational ends. Individual student records, except those records that are designated as permanent, or otherwise excepted by law, are destroyed when they no longer serve a purpose.

**There are three categories of student records:**

**Directory Information:** The student’s name, photograph, grade placement, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and honors received, and the most previous educational agency or institution attended. Directory Information is disclosed upon request. However, any parent, guardian or eligible student (18 years of age or older) who does not want the school to release those items listed as Directory Information must notify the school principal in writing of this request no later than September 30 of the current school year. This notification must be submitted each

year. In addition, those students/parents who opt out of having directory information shared in their final year of attendance shall have that request honored from that year forward.

**Limited Directory Information:** The addresses, email addresses, phone numbers, and student identification numbers. Limited Directory Information may be provided to school parent organizations (such as the PTA and Booster groups) and organizations providing a service to students such as senior portraits, yearbooks, class rings, etc. when that group has a legitimate need for the information as determined by the principal in consultation with the Director of Student Services.

**Personally Identifiable Information:** Data or information, excluding directory information as listed above, including the name of a student, the name of the student’s parent, guardian or other family member, the address of the student, the phone number of the student, a personal identifier such as the student’s social security number or student number, a list of personal characteristics which would make it possible to identify the student with reasonable certainty, or other information which would make it possible to identify the student with reasonable certainty; or other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

Requests for the disclosure of Personally Identifiable Information are granted when authorized by the student’s parent, legal guardian or the eligible student. However, Personally Identifiable Information may be released without the written consent of the parent when the information is requested by school officials within Carroll County who have legitimate educational interests, to school officials of another school, or another

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# CCPS | Student/Parent Handbook

## STUDENT RECORDS *continued*

school system in which the student seeks or intends to enroll, or as identified by FERPA.

A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A school official is a person employed by Carroll County Public Schools as an administrator, supervisor, coordinator, instructor, or support staff (such as counselor, health or medical staff, pupil personnel worker, school psychologist, and security or law enforcement personnel), and a person or organization with whom the school system has contracted to perform a special

task (such as an attorney, auditor, medical consultant, therapist, or educational service provider).

Official school records for a specific student are available for review and inspection by the parent, legal guardian, and/or the eligible student. Such requests shall be made to the school principal, in writing.

Requests for access to records will be granted within 45 days of the day the principal receives a written request. Parents, legal guardians and eligible students also have the right to request an amendment of the student's education records if the parent or student believes information in the record is inaccurate. If the request to amend the student record is denied, the parent, guardian

or eligible student shall be given an opportunity to follow the outlined grievance and appeal process.

In the case of separated or divorced parents, either parent, regardless of custodial status, has the authority to inspect and review their child's records unless there is a court order or other legal document which specifically denies access to records by one of the parents/guardians.

Parents and students who feel their rights have been violated may file a complaint with the Director of Student Services.

For further information regarding school records, contact your principal or the Student Services Department.

## STUDENTS' RIGHTS AND RESPONSIBILITIES

Student rights and responsibilities are listed below. For more information on student responsibilities, please see the Student Handbook for your specific school. Students are responsible to be familiar with the school regulations.

Student Rights	Student Responsibilities
To a free public education in Carroll County Public Schools.	To follow state and local attendance and residency requirements.
To be treated with respect by all and to access and participate in a safe and welcoming educational environment free from drugs, weapons, violence, bullying/harassment, discrimination, disrespectful behavior, and symbols that are reasonably perceived as promoting intolerance, hatred or a hostile educational environment including, but not limited to, Confederate Battle Flags and swastikas.	To follow CCPS policies, regulations and procedures. To honor the rights of others and act with respect, integrity and academic honesty.
To express oneself, including the expression of one's religious and personal beliefs, free from intimidation and hostility.	To be respectful of the rights of others to hold various beliefs and differing viewpoints and ideas. To express oneself in a manner that is appropriate for a school setting and avoid expression and conduct that can be reasonably forecasted to either materially disrupt the educational environment or infringe upon the rights of other students to access and participate in a safe and welcoming educational environment. This responsibility includes refraining from the display of symbols that are reasonably perceived as promoting intolerance, hatred or a hostile educational environment including, but not limited to, Confederate Battle Flags and swastikas on school property or at school-sponsored events.
To expect confidentiality and protection of personal information.	To respect the privacy and confidentiality rights of others.
To have the opportunity to participate in student groups, organizations, and extra-curricular activities.	To conduct oneself according to established CCPS administrative regulations and to secure the principal's permission to form a student group.
To due process (telling the "student side of the story").	To be familiar with CCPS administrative regulations, including the process for grievance and appeal.
To keep personal items and school property assigned to the student on one's person or in one's locker.	To possess only personal items (at school, on school property, or at school-sponsored events) that do not violate state/school regulations. To understand the CCPS search/seizure policy.

# CCPS | Student/Parent Handbook

## STUDENTS WHO COMMIT REPORTABLE OFFENSES

The Safe Schools Act of 2010 and defined in Section 7-303 of The Education Article of the Annotated Code of Maryland requires the reporting of certain crimes committed in the community to the local Superintendent of Schools. Some of these crimes include but are not limited to abduction; arson; kidnapping; manslaughter; murder; mayhem; maiming; rape; robbery; carjacking; sexual offenses in the first, second and third degrees; use of a handgun in the commission of a felony or other violent crimes; and offenses involving gang affiliation. A complete list of charges can be found in the Student Services Manual.

Upon notification from the police, school staff may convene a formal assessment team to develop an educational placement or program and related services for the student to maintain a safe and secure school environment for all students and school personnel. The student's parent/legal guardian will be invited to attend a portion of the assessment meeting to share pertinent information. They shall be excused from the meeting prior to a discussion and decision by the assessment team. If the plan results in a change to the student's educational placement or program, the Chief of Security and Emergency Management will promptly notify the parent/legal guardian of the plan.

The school principal or designee and appropriate staff shall periodically hold meetings to review the plan and the student's status and make adjustments as appropriate.

While a student is incarcerated, Carroll County Public Schools will not provide an educational program.

## SUSPENSION, EXTENDED SUSPENSION AND EXPULSION

### Suspension:

The principal of each school, in accordance with the rules of the county Board of Education, has the right to suspend temporarily, for cause, any pupil in the school for a period of not more than ten (10) school days, provided, however, that the pupil, parent or guardian shall be given a conference promptly with the principal and appropriate personnel during the suspension period. (Section 7-305 Public School Laws of Maryland) Students with qualified disabilities will be accorded all due process rights.

### Due Process:

The following information regarding due process and suspension procedures in the Carroll County Public School System is presented for parents and students:

- The student must be given an oral or written notice of the charges and reasons for the suspension.
- If the student denies the charges, the student is entitled to an explanation of the evidence the authorities have and must be given an opportunity to explain his/her reason for denial.
- The student can be removed from the school prior to the notice and explanation of suspension if, in the opinion of the principal, the student's presence endangers persons or property or threatens disruption of the normal school process. The necessary notice and explanation must follow as soon as possible.
- School officials must promptly inform the parent or guardian of the suspension and its cause.
- The parent or guardian must be provided a prompt conference with the principal and appropriate personnel within ten (10) school days after the suspension is initiated in an effort to resolve the suspension.
- Upon suspension, the student/parent will be provided with a list of community agencies.

### Extended Suspension and Expulsion:

At the request of a school principal, the Superintendent of Schools or designee may suspend a student for more than ten school days or expel that student. If a principal finds that a suspension of more than ten (10) days or expulsion is warranted, he or she shall report the matter in writing to the Superintendent.

The Superintendent or designee shall make a prompt, thorough investigation of the matter. If, after the investigation, the Superintendent finds that a longer suspension or expulsion is warranted, the Superintendent or designee shall arrange a conference with the student and the parent or guardian. If, after the conference, the Superintendent or designee finds that a suspension of more than ten (10) school days or expulsion is warranted, the suspension will be upheld. Alternatives for the student's education will be explored with the parent and conditions for the student's return to school will be determined.

The student or parent may:

- Appeal to the Board of Education of Carroll County within ten (10) days after the determination
- Be heard before the Board of Education of Carroll County or its designated committee or hearing officer
- Bring counsel and witness to the hearing.

The appeal to the Board of Education of Carroll County does not stay the decision of the Superintendent. The decision of the Board of Education of Carroll County is final for appeals of extended suspension and expulsion. (Section 7-305 Public School Laws of Maryland)

While under suspension or expulsion, a student is not allowed to participate in any school sponsored activity. Unless approval is granted by the school principal, while a student is under suspension or expulsion they are not allowed to be in any school building, on the school grounds of any school or ride a school bus. Any violation of these provisions will be considered trespassing and will be treated accordingly.

# CCPS | Student/Parent Handbook

## TELECOMMUNICATIONS/INTERNET SAFETY

Carroll County Public Schools strives to communicate regularly with parent(s)/legal guardian(s) in a variety of ways. When communicating personally identifiable information regarding an individual student, Carroll County Public Schools shall communicate with parent(s)/legal guardian(s) via secure electronic mail (e-mail) if the parent(s)/legal guardian(s) provides an e-mail address. Permission to communicate via unsecure e-mail may be authorized by the parent(s)/legal guardian(s).

Unauthorized access to e-mail is always a possibility, regardless of the level of security of the e-mail system. Although Carroll County Public Schools endeavors to ensure the confidentiality of its e-mail system, Carroll County Public Schools cannot guarantee confidentiality or security of information communicated via e-mail.

The Internet and other instructional technologies are valuable tools for learning. The Carroll County Public School System recognizes the positive impact technology can have on education, while recognizing the challenges it also presents. Students have no expectation of privacy for material stored or sent on school computers.

Carroll County Public Schools (CCPS) is required to provide content filtering on all CCPS networks and equipment. The primary guideline for this filtering is the Children's Internet Protection Act (CIPA). When a device is connected to the CCPS network, a combination of on-site and web-based filtering is in place. When off-network and connected to a home network/ISP, devices will still receive CIPA-compliant filtering via the web-based solution.

The use of technology is a privilege, not a right, and is to be used for educational purposes only.

### Students are expected to:

- ✓ Use network and technology-related services for curriculum-related purposes.

- ✓ Monitor time online in consideration of others and in a courteous manner.
- ✓ Use appropriate language/behavior.
- ✓ Observe copyright laws/property rights.
- ✓ Practice responsible, ethical, and legal behavior.
- ✓ Use a CCPS laptop during the instructional day while in school.
- ✓ Connect devices ONLY to the CCPS network while in school.

### Students may not:

- ✗ Use technology for financial gain or any illegal purpose.
- ✗ Degrade or disrupt the technology system performance.
- ✗ Reveal home telephone numbers, home addresses, or other personal information.
- ✗ Attempt to access network and technology resources inconsistent with curriculum-related purposes.
- ✗ Make any attempt to bypass security devices or CIPA (Children's Internet Protection Act) required content filtering on the CCPS network or computers. This includes the use of personal hotspots and MiFi's during the instructional day.
- ✗ Install non-CCPS equipment or software on CCPS computers, networks, and/or other CCPS assets.
- ✗ Apply stickers to or deface a CCPS laptop or equipment.
- ✗ Violate the privacy of others, share passwords or computer accounts, or attempt to access others' accounts.
- ✗ Cyberbullying is strictly prohibited, as are other forms of computer misuse.

### Failure to Follow Procedures

The consequences of unacceptable use are decided by the principal or designee and could result in cancellation of this privilege or other disciplinary action, up to and including suspension and/or expulsion. The consequences

can be the result of actions taken by students at school or at home.

## THREATS, VIOLENT ACTS, FIREARMS AND WEAPONS PROHIBITED

The Board of Education strives to ensure the safety of all students, employees, and visitors to Carroll County Public Schools. Therefore, threats, violent acts, and the possession of weapons (including look-alike weapons) are prohibited on school property, on school buses, and at school sponsored events. Also prohibited are threats, violent acts, or the use of a weapon against a Carroll County School employee by a student at any time and/or place. Threats of violence, violent acts, and use of a weapon directed against a student away from school are also prohibited when it is determined to impact the safety or the orderly operation of the school.

When an individual intentionally or unintentionally reveals clues to feelings, thoughts, fantasies, attitudes, or intentions that may signal an impending violent act, that is called "leakage". Sharing this "leakage" information is critical as it can prevent violence and save lives. It is the responsibility of all of us to report "leakage" information to the school administrator.

The definition of a threat is an expression of an intent to cause physical harm to someone. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means; and is considered a threat regardless of whether it is observed by or communicated to a third party; and regardless of whether the target of the threat is aware of the threat. Threats may be direct or indirect and fall into four risk levels: low risk threat, moderate risk threat, high risk threat, and imminent risk threat. Violent acts include, but are not limited to, the use or attempted use of physical force against a person with the intent to cause significant injury. CCPS administrative regulations ADD: Threats,

*continued*



# CCPS | Student/Parent Handbook

## *THREATS, VIOLENT ACTS, AND WEAPONS PROHIBITED continued*

Violent Acts, Firearms, and Weapons Prohibited address the specifics on how these matters are addressed.

If a student is indicating a threat to harm themselves in addition to a threat to harm others, the CCPS protocol for suicide and self-injury intervention is also required.

A behavioral threat assessment may be employed to determine threat classification and next steps. A behavioral threat assessment is a structured group process used to identify, assess, and manage the risk of threats of targeted violence posed by an individual or group. For high and imminent threats, the CCPS Threat Management Team (TMT) is involved. The TMT is a multi-disciplinary team charged with oversight of the threat management process, conducting behavioral threat assessments, supporting school staff in mitigating threat risks, ensuring safety plans are followed, and connecting individuals with the appropriate mental and behavioral health supports they need in order to keep CCPS a safe place for students, employees, and visitors.

Student discipline records for high-risk threats, imminent threats, and violent acts shall be cumulative over a student's school career. For example, a student who commits a high-risk threat and subsequently commits a violent act will be disciplined for a second offense. Records of such offenses shall be forwarded to any school in which a student enrolls upon transfer of the student.

Criminal Law Article 4-102 prohibits persons from carrying or possessing a firearm, knife or deadly weapon of any kind on public school property. Weapons are defined as any device defined in The Criminal Law Article § 4-101, § 4-501 and Public Safety Article § 10-110, including any look-alike weapon or any other object used to inflict serious bodily harm. Firearms, for the purpose of CCPS regulations, are defined as any device which is designed to or may readily be converted to expel a projectile by the action of an explosive or any other destructive device.

For all instances of threats, violent acts, and weapon (or look-alike weapon) possession, the school-based administrator/supervisor shall take steps to contain the threat and minimize risk to students, employees, and visitors. This process may include contacting the Chief or Coordinator of Security and Emergency Management and when appropriate the involvement of local law enforcement. In all cases of a high or imminent threat or violent act, Carroll County Public Schools' Chief or Coordinator of Security and Emergency Management and/or the police will be contacted.

Student disciplinary measures in response to threats, acts of violence, and weapons possession may include suspension/expulsion from school. The penalties shall be progressive in severity if threats and/or violent acts continue; however, school officials shall have the latitude to impose severe discipline, up to and including expulsion, for first-time offenses if such discipline is deemed appropriate for the particular offense. The principal shall recommend to the Superintendent an expulsion for any student who uses, possesses or transports firearms onto school property, a school bus, or at a school-sponsored activity. The Federal Gun Free Schools Act and the Annotated Code of Maryland mandate that each local education agency remove from school for a period of not less than one year any student who is determined to have brought a firearm to school.

## **TOBACCO, PRODUCTS CONTAINING NICOTINE, AND NICOTINE REPLACEMENT PRODUCTS**

The possession and/or use of tobacco, products containing nicotine, and nicotine replacement products by students on school premises, buses, or at school functions is prohibited.

Any violations involving tobacco or products containing nicotine, and nicotine replacement products by students will be handled as school disciplinary infractions as well as student health concerns. The

following disciplinary guidelines are recommended for secondary school administrators:

### **1st Offense**

- Discipline as appropriate including an assignment to the first Tobacco Education Group (TEG) program (TEG 1).
- Failure to complete the TEG program assignment may result in a 3 day suspension.

### **2nd Offense**

- Discipline as appropriate including an assignment to the TEG 1 program (if not completed on the first offense) or the TEG 2 program.
- Failure to complete the TEG program assignment may result in a 3 day suspension.
- File a letter of complaint with the Department of Juvenile Services.

### **3rd Offense**

- Assign up to a 5 day suspension for tobacco violation.
- Assignment to the TEG 1 or TEG 2 program (if not completed on previous offenses).
- Notify the Pupil Personnel Worker.
- Contact the police to request a citation be issued (should the police elect not to issue the citation, the school administrator may file a complaint regarding the student with the Department of Juvenile Services).

### **4th Offense**

- Assign up to a 10 day suspension with a recommendation to the Superintendent of Schools for an extended suspension.
- Contact the police to request a citation be issued (should the police elect not to issue the citation, the school administrator may file a complaint regarding the student with the Department of Juvenile Services).

# CCPS | Student/Parent Handbook

## SCHOOL START, DISMISSAL AND EARLY DISMISSAL TIMES 2024-2025 SCHOOL YEAR

School	Grade	Reg. Time a.m./p.m.	1 Hr	2 Hrs	2 ¾ Hrs	3 Hrs
Carrolltowne Elementary	K - 5	9:15 - 3:45	2:45	1:45	1:00	12:45
Cranberry Station Elementary	K - 5	9:15 - 3:45	2:45	1:45	1:00	12:45
Ebb Valley Elementary	K - 5	9:15 - 3:45	2:45	1:45	1:00	12:45
Eldersburg Elementary	K - 5	7:45 - 2:15	1:15	12:15	11:30	11:15
Elmer Wolfe Elementary	K - 5	9:15 - 3:45	2:45	1:45	1:00	12:45
Freedom District Elementary	K - 5	9:00 - 3:30	2:30	1:30	12:45	12:30
Friendship Valley Elementary	K - 5	7:45 - 2:15	1:15	12:15	11:30	11:15
Hampstead Elementary	K - 5	9:15 - 3:45	2:45	1:45	1:00	12:45
Linton Springs Elementary	K - 5	8:35 - 3:05	2:05	1:05	12:20	12:05
Manchester Elementary	K - 5	9:15 - 3:45	2:45	1:45	1:00	12:45
Mechanicsville Elementary	K - 5	9:30 - 4:00	3:00	2:00	1:15	1:00
Mt. Airy Elementary	3 - 5	9:15 - 3:45	2:45	1:45	1:00	12:45
Piney Ridge Elementary	K - 5	9:15 - 3:45	2:45	1:45	1:00	12:45
Parr's Ridge Elementary	K - 2	9:15 - 3:45	2:45	1:45	1:00	12:45
Robert Moton Elementary	K - 5	8:30 - 3:00	2:00	1:00	12:15	12:00
Runnymede Elementary	K - 5	9:15 - 3:45	2:45	1:45	1:00	12:45
Sandymount Elementary	K - 5	9:30 - 4:00	3:00	2:00	1:15	1:00
Spring Garden Elementary	K - 5	7:45 - 2:15	1:15	12:15	11:30	11:15
Taneytown Elementary	K - 5	8:30 - 3:00	2:00	1:00	12:15	12:00
Westminster Elementary	K - 5	9:30 - 4:00	3:00	2:00	1:15	1:00
William Winchester Elementary	K - 5	9:15 - 3:45	2:45	1:45	1:00	12:45
Winfield Elementary	K - 5	9:30 - 4:00	3:00	2:00	1:15	1:00
East Middle	6 - 8	8:35 - 3:10	2:10	1:10	12:25	12:10
Mt. Airy Middle	6 - 8	8:25 - 3:00	2:00	1:00	12:15	12:00
North Carroll Middle	6 - 8	8:30 - 3:05	2:05	1:05	12:20	12:05
Northwest Middle	6 - 8	8:25 - 3:00	2:00	1:00	12:15	12:00

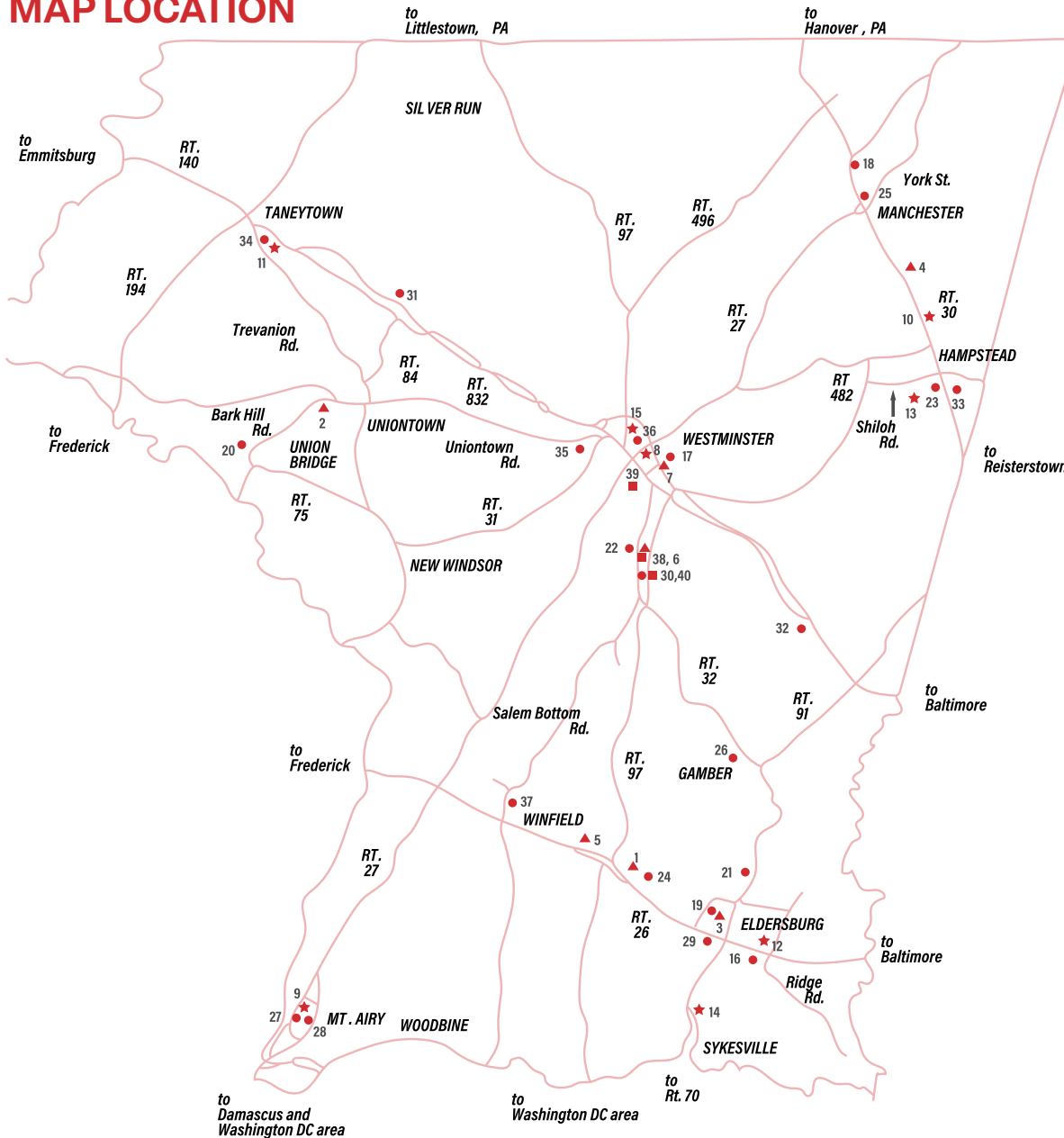
School	Grade	Reg. Time a.m./p.m.	1 Hr	2 Hrs	2 ¾ Hrs	3 Hrs
Oklahoma Road Middle	6 - 8	8:25 - 3:00	2:00	1:00	12:15	12:00
Shiloh Middle	6 - 8	8:25 - 3:00	2:00	1:00	12:15	12:00
Sykesville Middle	6 - 8	8:25 - 3:00	2:00	1:00	12:15	12:00
West Middle	6 - 8	8:35 - 3:10	2:10	1:10	12:25	12:10
Century High	9 - 12	7:30 - 2:20	1:20	12:20	11:35	11:20
Francis Scott Key High	9 - 12	7:30 - 2:20	1:20	12:20	11:35	11:20
Liberty High	9 - 12	7:30 - 2:20	1:20	12:20	11:35	11:20
Manchester Valley High	9 - 12	7:30 - 2:20	1:20	12:20	11:35	11:20
South Carroll High	9 - 12	7:30 - 2:20	1:20	12:20	11:35	11:20
Westminster High	9 - 12	7:30 - 2:20	1:20	12:20	11:35	11:20
Winters Mill High	9 - 12	7:30 - 2:20	1:20	12:20	11:35	11:20
Carroll Springs School	K - 12	8:35 - 3:05	2:05	1:05	12:20	12:05
Gateway School	6 - 12	7:35 - 1:52	12:52	11:52	11:07	10:52
CCC & T Center	9 - 12	7:30 - 3:40				



Artwork by S. Thomas, Mt. Airy Elementary School

# CCPS | Student/Parent Handbook

## MAP LOCATION



### ▲ KEY

- 1. Century High School
- 2. Francis Scott Key High School
- 3. Liberty High School
- 4. Manchester Valley High School
- 5. South Carroll High School
- 6. Westminster High School
- 7. Winters Mill High School

### ★ KEY

- 8. East Middle School
- 9. Mt. Airy Middle School
- 10. North Carroll Middle School
- 11. Northwest Middle School
- 12. Oklahoma Road Middle School
- 13. Shiloh Middle School
- 14. Sykesville Middle School
- 15. West Middle School

### ● KEY

- 16. Carrolltowne Elementary School
- 17. Cranberry Station Elementary School
- 18. Ebb Valley Elementary School
- 19. Eldersburg Elementary School
- 20. Elmer Wolfe Elementary School
- 21. Freedom Elementary School
- 22. Friendship Valley Elementary School
- 23. Hampstead Elementary School
- 24. Linton Springs Elementary School
- 25. Manchester Elementary School
- 26. Mechanicsville Elementary School
- 27. Mt. Airy Elementary School
- 28. Parr's Ridge Elementary School
- 29. Piney Ridge Elementary School
- 30. Robert Moton Elementary School
- 31. Runnymede Elementary School
- 32. Sandymount Elementary School
- 33. Spring Garden Elementary School
- 34. Taneytown Elementary School
- 35. Westminster Elementary School
- 36. William Winchester Elementary School
- 37. Winfield Elementary School

### ■ KEY

- 38. Carroll County Career and Technology Center
- 39. Carroll Springs School
- 40. Gateway School/Crossroads Middle School

# CCPS | Student/Parent Handbook

## STANDARD RESPONSE PROTOCOL

# IN AN EMERGENCY TAKE ACTION



### **HOLD! In your room or area. Clear the halls.**

#### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

#### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



### **SECURE!**

#### **Get inside. Lock outside doors.**

#### **STUDENTS**

Return to inside of building  
Do business as usual

#### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



### **LOCKDOWN! Locks, lights, out of sight.**

#### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

#### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



### **EVACUATE! (A location may be specified)**

#### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

#### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



### **SHELTER! Hazard and safety strategy.**

#### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

#### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults





### Notice of Non-Discrimination

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

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

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

### ADA Accessibility Statement

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

Information concerning the Americans with Disabilities Act is available from the Director of Facilities Management, (410) 751-3177, or the Communications Officer, (410) 751-3020, 125 North Court Street, Westminster, Maryland 21157.



### Published by the Communications Office

Carroll County Public Schools  
125 North Court Street, Westminster, Maryland 21157

410.751.3000  
410.552.0098 (Mt. Airy Line)  
TTY users call via MD Relay 7-1-1

Web: [www.carrollk12.org](http://www.carrollk12.org)  
Email: [publicinfo@carrollk12.org](mailto:publicinfo@carrollk12.org)



CETV-Channel 21



The 988 Suicide & Crisis Lifeline offers 24/7 access to trained crisis counselors who can help people in emotional distress (e.g., suicidal, substance use, mental health crisis, or any other kind of emotional distress).

**If you or someone you know is struggling or is in crisis, help is available.**

**Call 988 • Text 988 • Chat online at [www.988lifeline.org](http://www.988lifeline.org)**

Carroll County Public Schools Crisis & Suicide Support: [www.carrollk12.org/student-services/student-parent-resources/crisis-suicide-support](http://www.carrollk12.org/student-services/student-parent-resources/crisis-suicide-support)