



Charles County Public Schools

Working together to achieve excellence for every student.

2024 - 2025

Parent Handbook/Calendar

Charles County Public Schools

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The 2024-25 *Parent Handbook/Calendar* is produced by the Charles County Public Schools (CCPS) Office of Communications.

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

Pictured on the front cover clockwise from top are Mattawoman Middle School eighth graders Jamod Bolds, left, and Hassan Njic on the last day of school; William B. Wade Elementary School fifth-grade student Steve Chen works with teacher Melissa Carpenter; Theodore G. Davis Middle School students Haylee Sambells, left, Funmilola Fawehinmi, Kaylee Sambells and Hermioni Mendoza pause for a picture; La Plata High School senior Adeline Donnack is ready to graduate; Sai Cruz-Alegria, left, and Anderson Manzanares Osorio, freshmen at Thomas Stone High School, maneuver robots through a map for a class project; Mt. Hope/Nanjemoy Elementary School fifth graders and brothers Malachi, left, and Micheal-Angelo Daniels play the violin during a school event; and Vonda Hicks, math teacher at Maurice J. McDonough High School, reviews a lesson with students.

Pictured on the back cover clockwise from top are Superintendent Navarro congratulates 2024 CCPS Spelling Bee winner Aidan Cobos from Milton M. Somers Middle School; William A. Diggs Elementary School first graders Ava Pierre, left, and Laila Page smile for a picture; Maurice J. McDonough High School Building Service Assistant Manager Stephen Butler ensures the facility is ready for staff and students; Westlake juniors AJ Cruz, left, and Eric Ghrist compete at a CCPS chess tournament; and the Board of Education and Superintendent Navarro honor CCPS retiree Meighan Hungerford in June 2024.

*Hicks photo taken by Karena Bennett, McDonough science teacher.
Carpenter photo taken by Bonnie Thomas Stern, Wade reading interventionist/IA.*

Superintendent's Welcome



Maria V. Navarro, Ed.D.
Superintendent of Schools
On X — @NavarroSupt

Dear Parents and Guardians:

The beginning of a new school year is always a time of excitement — one filled with promise and opportunity. As the 2024-2025 school year dawns, the continuing mission of Charles County Public Schools (CCPS) is simple — to build character and equip students for leadership while preparing them for life, careers and higher education. Every day CCPS staff members see this in action as they work to develop the skills of our future leaders. They not only work on students' academic skills, but staff members also stress the importance of and expand on "soft" skills such as teamwork, communication and perseverance. Qualities that will benefit students long after graduation. This school year, CCPS staff and students will continue to use the CCPS Strategic Plan to guide the work of the school system and enhance the learning experience for all students. The three priorities of the plan include student learning and achievement, access and opportunities, and culture and climate.

CCPS students will receive a copy of the CCPS *Code of Student Conduct*. The *Code* addresses behavior that is expected of students throughout the school year and outlines the consequences a student will face if they violate the *Code of Student Conduct*. Some of the consequences for infractions have been updated this year. I ask that parents read through and discuss the *Code of Student Conduct* with their children.

There are a few things to keep in mind to prepare for the coming year. CCPS continues to use the Wheres-theBus app allowing users to track the exact location of their child's school bus and help families estimate arrival times of buses at stops. The free app is available in the Apple and Android stores. The payment method for school meals has changed this year. Parents/guardians will use MySchoolBucks instead of MyPaymentsPlus. Visit www.myschoolbucks.com to set up or access your child's account. Any funds in MyPaymentsPlus left over from last school year were moved to the new system.

Canvas, a learning management system, is launching this year. Students and staff will use the online platform as a central hub for digital learning including assignments, due dates and class materials. There will be a phased introduction into classrooms throughout the school year. Information, resources and training, specifically for parents and students, will be available later this year. Synergy will remain the official CCPS Student Information System with StudentVue and ParentVue continuing to be used for enrollment, course history, student schedules, attendance tracking, grade reporting and discipline information. Updates about our Canvas transition will be posted on our website at www.ccboe.com.

Please make sure your child's school has your most up-to-date contact information. CCPS uses the information to send phone call, email and text message notifications. Parents must sign up to receive texts. If you would like to receive text notifications about school system related information, text YES or Y to 67587. If you change your email or cell number, please remember to update your child's school.

As I visit CCPS staff and students I feel the spark and energy that can only be felt in a school filled with young minds at work. The excitement of a new year doesn't fade, it simply transforms into an eagerness and enthusiasm for learning. I welcome you to experience this firsthand by volunteering in our schools and as always, I thank you for your support so we can achieve excellence for every student.

Sincerely,

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

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

Staff honored for excellence



Erica Williams, third from left, former principal of Benjamin Stoddert Middle School, is the 2024 Charles County Public Schools Principal of the Year. She now serves CCPS as executive director of schools.



Wendie Newcamp, second from left, language arts teacher at Theodore G. Davis Middle School, is Charles County's finalist in *The Washington Post* 2024 Teacher of the Year awards program.



Joshua Clark, left, Spanish teacher at Henry E. Lackey High School, is the 2024 Maryland Teacher of the Year for Charles County.

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Admissions and immunizations

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

State law requires children to attend kindergarten before they enter first grade. Children who are 5 years old on or before Sept. 1, 2024, must be registered for kindergarten or receive an exemption from the school system. Parents of children who are 4 years old by Sept. 1, 2024, can apply for prekindergarten. Prekindergarten admission is set by Maryland State Department of Education guidelines.

At registration, a birth certificate (or other acceptable proof of a child's birth date), two proofs of domicile (*see Page 31 for a complete list*) and a record of the child's immunizations must be submitted to the school. CCPS requires from the registering parent/legal guardian two acceptable proofs of the domicile address when students enroll in school, and for transitioning students entering Grades 6 and 9. Students are not officially registered for the next year's sixth- or ninth-grade classes until the proofs are received. Families who are domiciled with another family and have no proofs of domicile in their name may complete an Application of Domicile Request Form accompanied by two acceptable proofs of domicile for the owner/lessee of the property. Requests must also include the student's birth certificate, owner/lessee photo identification showing current address, and a state-issued parent/guardian photo identification showing current address. These items must be provided within 15 days of the request.

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

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



Arin King, a fifth-grade student at C. Paul Barnhart Elementary School, arrives for the first day of school.

Emergency card

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

Photographs/videos

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

Parent visitation/observation

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

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

September 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labor Day Schools/offices closed	3 • First day of school for prekindergarten students • Fall i-Ready assessments begin, (Sept. 3-Oct. 4)	4	5	6	7
8 National Grandparents Day	9	10 • Board meeting, 1 p.m. Public forum, 6 p.m. • National Suicide Prevention Day	11 Patriot Day	12	13 Teacher in-service day Schools closed for students only	14
15	16	17 • National IT Professionals Day • Constitution Day	18 Special Education Citizens Advisory Committee (SECAC) meeting, 6-7:30 p.m., Gwynn Center	19 Title I DADvisory Council meeting, 6-8 p.m., Starkey Building	20	21
22 First day of autumn	23 Board work session, 4:30 p.m.	24	25 Two-hour early dismissal for students	26 • Hispanic Parent Advocacy Night (in Spanish) • Human Resources Professionals Day	27 Lackey and Westlake homecoming games, 7 p.m.	28 Lackey and Westlake homecoming dances
29	30 • Interims posted • CTE in-school student information sessions begin, Grades 8 and 10 (Sept. 30-Oct. 9) • CCR parent information sessions begin (hosted at middle/high schools) (Sept. 30-Oct. 18)	August 2024 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	October 2024 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Calendar Notes for August and September • Fall sports season begins Aug. 14. • First day of school for teachers is Aug. 19. • First day of school for students is Aug. 26. • National Arts in Education Week, Sept. 8-14. • Hispanic Heritage Month, Sept. 15-Oct. 15. • International Literacy Day, Sept. 8. • National Community School Coordinator Appreciation Week, Sept. 23-27.		• Suicide Prevention Month. • Attendance Awareness Month. • National Sickle Cell Awareness Month. • Maryland Homegrown School Lunch Week, Sept. 30-Oct. 4. • Most Jewish & Muslim religious observance dates begin at sundown on the evening prior to the dates noted and conclude at sundown the next evening.

* Dates and times listed in this calendar are subject to change. Visit www.cboe.com About, Calendar for the most up-to-date version of the 2024-25 Parent Handbook/Calendar.



Yonelle Moore Lee, Esq.
Chairperson



Nicole M. Kreamer
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Member



David Hancock
Member



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Member



Jamila Smith
Member



Brenda Thomas
Member



Samichie K. Thomas
Member



Linda Warren
Member



Samarjeet "Sam" Virk
Student Board Member

Board functions

The Board of Education of Charles County establishes educational and fiscal policy, provides overall direction and governs Charles County Public Schools (CCPS). Board members are elected by registered voters. The next general election will be held in November 2026.

Two Board members are elected from each of the four Charles County Commissioner districts for a total of eight Board members to serve a four-year term. Additionally in the 2022 election, one at-large member was elected to serve an initial two-year term, and will then be eligible to run for a four-year term in 2024. The at-large election is set for November 2024. Elected Board members are limited to two terms.

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

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

Public forum

Community members are invited to participate in Board meetings by speaking at public forum, either in person or virtually. Virtual public forum registration closes at 4 p.m. on the business day preceding a Board meeting. In-person speakers must sign up before 6 p.m. the day of the meeting. All speakers have three minutes to address the Board about educational issues and must adhere to the rules of public forum. Public forum is generally held at 6 p.m. at both the monthly meetings and work sessions. The purpose of public forum is for the Board to receive information for review and consideration. Speakers should not expect an immediate response or verbal exchange with Board members. Speakers can provide copies of written information for the Board to review.

Board meetings

Tuesday meeting dates are as follows: Sept. 10, 2024; Oct. 15, 2024; Nov. 12, 2024; Dec. 10, 2024; Jan. 14, 2025; Feb. 11, 2025; March 11, 2025; April 8, 2025; May 13, 2025; June 10, 2025; Aug. 12, 2025; and Sept. 9, 2025. The Board of Education does not meet in July.

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

Board of Education Core Values

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

Board agenda/meeting reports

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

October 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September 2024 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	November 2024 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1	2	3	4	5
	7					
6	Child Health Day	8	9	10	11	12
13	14	15	16	17	18	19
	<ul style="list-style-type: none"> • Columbus Day/ Indigenous Peoples Day Schools closed for students only • Parent/teacher conferences 	<ul style="list-style-type: none"> • Board meeting, 1 p.m. Public forum, 6 p.m. • All County Orchestra rehearsal, 9 a.m.-1 p.m. 	<ul style="list-style-type: none"> • All County Chorus rehearsal, 1-5 p.m. • Unity Day (wear orange) • SECAC meeting, Gwynn Center, 6-7:30 p.m. • Student Page interviews, Starkey, 8 a.m.-3 p.m. • ESOL/ELD Community Night • Spotlight on CTE, McDonough HS 	<ul style="list-style-type: none"> • All County Chorus rehearsal, 9 a.m.-1 p.m., Westlake HS • All County Chorus concert, 6:30 p.m., Westlake HS • College Fair, North Point HS, daytime for students only, evening hours for families. • Spotlight on CTE, Stethem 	<ul style="list-style-type: none"> • North Point and Thomas Stone homecoming games, 7 p.m. • St. Charles homecoming game, 6 p.m. 	North Point, St. Charles and Thomas Stone homecoming dances
20	21	22	23	24	25	26
	<ul style="list-style-type: none"> • All County Orchestra rehearsal, 1-5 p.m. • HS math team meet, 3 p.m. • CTE online application opens (Oct. 21-Nov. 8) 	<ul style="list-style-type: none"> • Middle school golf tournament, White Plains Golf Course, 9 a.m. • All County Orchestra rehearsal, 9 a.m.-1 p.m. • All County Orchestra concert, St. Charles HS, 6:30 p.m. 			La Plata homecoming game, 7 p.m.	<ul style="list-style-type: none"> • La Plata homecoming dance • Make a Difference Day
27	28	29	30	31	Calendar Notes <ul style="list-style-type: none"> • National Bullying Prevention Month. • National Principals Month (NAESP/AFSA/NASSP). • Learning Disabilities Awareness Month. • Fire Prevention Week, Oct. 6-12. • National School Lunch Week, Oct. 14-18. • National School Bus Safety Week, Oct. 21-25. • Red Ribbon Week, Oct. 23-31. • Safe Schools Week, Oct. 20-26. • SECAC = Special Education Citizens Advisory Committee 	
	Board work session, 4:30 p.m.		First marking period ends	<ul style="list-style-type: none"> • Two-hour early dismissal for students • Second marking period begins • Halloween • Diwali/Deepavali 		

* Dates and times listed in this calendar are subject to change. Visit www.cboe.com About, Calendar for the most up-to-date version of the 2024-2025 Parent Handbook/Calendar.

Attendance

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

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

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

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

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

School Locator

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



Berry Elementary School students wave to their teachers and friends on the last day of school as school bus drivers honk their horns as they leave the parking lot.

Contact your child’s school or the transportation department at 301-934-7262 or ccpstransportation@ccboe.com with questions.

ParentVue/StudentVue

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

There are free apps in both the Apple and Android stores. The system can be accessed from the CCPS website at www.ccboe.com. Look for the menu items at the top of the website homepage. ParentVue and StudentVue are connected to the CCPS Student Information System, Synergy, and are accessible 24 hours a day, seven days a week. Some features are not included in the mobile app. CCPS teachers use Synergy Mail to communicate with students and parents.

Transportation

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

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

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

November 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Calendar Notes <ul style="list-style-type: none"> • Winter sports begin Nov. 15. • College Application Month. • Native American Alaska Native Heritage Month. • National Homeless Youth Awareness Month. • American Freedom Week, Nov. 11-15. • National School Psychology Week, Nov. 11-15. • American Education Week, Nov. 18-22. • National Family Week, Nov. 24-30. • Benefits open enrollment window opens for CCPS staff. 			October 2024 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	December 2024 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 McDonough homecoming game, 7 p.m.	2 <ul style="list-style-type: none"> • SAT • McDonough homecoming dance
3 Standard Time begins (turn clocks back one hour)	4 CogAT Screener (Nov. 4-26)	5 <ul style="list-style-type: none"> • Election Day Schools closed for students only • Teacher in-service 	6	7 Youth Apprenticeship Summit, CSM La Plata	8 <ul style="list-style-type: none"> • National Science, Technology, Engineering and Mathematics (STEM) Day • CTE online application window closes 	9
10	11 Veterans Day Schools/offices closed	12 <ul style="list-style-type: none"> • Board meeting, 1 p.m. Public forum, 6 p.m. • Report cards posted 	13	14 Middle school archery tournament, Somers MS, 9 a.m.	15	16
17	18 HS math team meet, 3 p.m.	19	20 <ul style="list-style-type: none"> • Two-hour early dismissal for students • National Education Support Professionals Day • SECAC meeting, 6-7:30 p.m., Gwynn Center 	21 <ul style="list-style-type: none"> • National Parental Involvement Day • Title I DADvisory Council meeting, 6-8 p.m., Starkey Building • Hispanic Parent Advocacy Night (In Spanish) 	22 Substitute Educators Day	23 Maryland Association of Student Councils (MASC) Fall Leadership Conference
24	25 Board work session, 4:30 p.m.	26	27 Thanksgiving holiday Schools/offices closed	28 Thanksgiving Schools/offices closed	29 Thanksgiving holiday Schools/offices closed	30

* Dates and times listed in this calendar are subject to change. Visit www.cboe.com About, Calendar for the most up-to-date version of the 2024-2025 Parent Handbook/Calendar.

Where's the Bus?

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

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

Blueprint for Maryland's Future

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

Phoenix International School of the Arts (PISOTA)

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

Extracurricular activities

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

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



Middle school students participate in extracurricular sports events throughout the school year including a volleyball competition. John Hanson Middle School eighth graders Lawren Todd, left, Payton Jones and Karaganne Burroughs prepare for a game hosted at Lackey.

quarter GPA, report card grades (no F's) and attendance. If a student receives an F in any quarter, they are ineligible for the remainder of the season, for post-season participation and the following quarter. Students cannot regain eligibility at interim report time or during the quarter, season or activity time frame. Students absent the entire day or during afternoon classes may not practice, compete or perform. Note: Students academically ineligible at the end of the school year due to a failing grade may regain eligibility by attending and passing any/all summer school class(es) offered that caused the student's ineligibility. Students may regain eligibility only by taking the same summer school class to improve a failing grade or the corresponding equivalent that meets graduation requirements. GPA requirements will be recalculated after the completion of summer school.

Students suspended from school are not eligible until they are reinstated by the principal and have attended more than one-half of their class periods for one day. Suspension days count against eligibility. Students absent for excused reasons other than illness have no restriction in that day's practice or contest. The school must approve the absence before participation. Visit www.ccboe.com for more information.

Prekindergarten, kindergarten & Grades 1-2

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

Student performance in prekindergarten is reported to parents using the following:

- **Consistently Demonstrating** – indicates that the student is making appropriate progress toward mastery of the skill.
- **Developing** – indicates that the student is making progress toward mastery of the skill, but at this time has partial understanding or inconsistent performance.
- **Not Yet Demonstrating the Skill** – the student is not yet demonstrating the skill.

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

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

Grades 3-5

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

December 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 <ul style="list-style-type: none"> • CogAT Post Screener (Dec. 2-13) • National Special Education Day 	3	4 <ul style="list-style-type: none"> • Two-hour early dismissal for students • Fall Block MCAPELA & Math assessments, (Dec. 4-Jan. 22) • Winter EOC government & LS MISA assessments, (Dec. 4-Jan. 22) 	5	6	7 <ul style="list-style-type: none"> • SAT • Tri-County Chorus auditions, Stone HS • Pearl Harbor Day
8	9 Interims posted	10 Board meeting, 1 p.m. Public forum, 6 p.m.	11	12	13 <ul style="list-style-type: none"> • CCASC meeting, Stone HS, 10 a.m. • JROTC Military Ball, North Point HS 	14 ACT
15	16 <ul style="list-style-type: none"> • Tri-County Chorus rehearsal, 9 a.m.-1 p.m. • HS math team meet, 3 p.m. 	17	18	19	20	21 First day of winter
22	23 Winter break Schools/offices closed	24 <ul style="list-style-type: none"> • Christmas Eve • Winter break Schools/offices closed 	25 <ul style="list-style-type: none"> • Christmas • Winter break Schools/offices closed • Hanukkah begins 	26 <ul style="list-style-type: none"> • Winter break Schools closed • Kwanzaa begins 	27 Winter break Schools closed	28
29	30 Winter break Schools closed	31 New Year's Eve Schools closed	November 2024 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	January 2025 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Calendar Notes <ul style="list-style-type: none"> • International Day of Persons with Disabilities, Dec. 3. • Inclusive Schools Week, Dec. 5-9. • Computer Science Education Week, Dec. 6-12. • The <i>CCPS Parent Handbook/Calendar</i> is distributed to all students and staff during the first week of school. An electronic version is posted at www.ccboe.com in August. Visit www.ccboe.com for the most up-to-date information about the school system. 	

* Dates and times listed in this calendar are subject to change. Visit www.ccboe.com About, Calendar for the most up-to-date version of the 2024-2025 Parent Handbook/Calendar.

Middle & high school

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

Teachers have some discretion and latitude within parameters in devising a grading system and assigning students' grades; however, such a system should be consistent. Teachers give students a course description that includes information on how grades are calculated. CCPS uses a weighted grading system, giving students the opportunity to earn additional quality points for specified honors and Advanced Placement (AP) courses. The weighted GPA is calculated and used to determine class rank and academic honors. See the *2024-25 High School Program of Studies* posted at www.ccboe.com for details.

Interims & report cards

Interim reports will be posted to ParentVue/StudentVue on the following days: Sept. 30, 2024; Dec. 9, 2024; Feb. 24, 2025; and May 12, 2025. Report cards will be posted on the following days: Nov. 12, 2024; Feb. 3, 2025; April 7, 2025; and June 16, 2025 (*subject to change based on the last day of school*). Seniors will receive their last interims and report cards earlier as their last day of school is in May in preparation for graduation ceremonies.

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

Emergency/inclement weather closings

If weather conditions pose a potential hazard to students, CCPS officials may dismiss students early, delay the opening of schools or close schools for the day. If conditions require the closing or delayed opening of schools, decisions are usually made by 5 a.m. The most reliable sources of school closing information are the school system's 24-hour information line and website, www.ccboe.com.



Career and Technical Education (CTE) students at the Robert D. Stetchem Educational Center plant trees as part of the CCPS project to establish native tree canopies on school campuses. From left are juniors Unity Bridges, Kayla Taylor, Makaila Lowe and Charles Gaskins.

www.ccboe.com. The 24-hour information line is 301-934-7410/301-932-6656. When possible, decisions are made the preceding evening. CCPS uses its mass notification system, School Messenger, to send email notification to parents with valid email addresses on file with their child's school.

A delayed opening permits buses to operate in safer conditions after traffic has diminished and roads are salted and/or cleared. Buses run routes one or two hours later than scheduled. If it is necessary to close schools during the day, the school system will make an announcement, usually by 10:30 a.m., including email notification to parents of schedule changes. Afternoon and evening meetings and activities are canceled if schools close early or are closed for the day. If hazardous weather is predicted for later in the evening, afternoon activities may be allowed and evening activities may be canceled. Afternoon activities are those that end by 6 p.m. Evening activities begin at 6 p.m. or later.

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

When the forecast calls for inclement weather, the school system's transportation department monitors road conditions and weather reports. School system staff work with the Charles County Sheriff's Office, Maryland State Police, the county and state roads departments and the National Weather Service to monitor inclement weather threats and road conditions. Parents, staff and community members should monitor the CCPS website, social media accounts and the 24-hour information line for any schedule change announcement. While staff contacts local television stations with weather-related schedule changes, accurate content is not always reported.

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

Parents and CCPS staff can opt-in to receive text message notifications from the school system. Parents and staff can text Y or YES to 67587 to sign up for CCPS text messages from School Messenger. School Messenger uses cell phone data from the CCPS student and staff information systems. Parents who have a cell phone number on file with their child's school should update the school with any changes in order to avoid notification issues. CCPS also uses the Citizen Notification Service (CNS), available through a partnership with the Charles County Government. Community members can register for free text message notifications through CNS. To register, visit www.charlescountymd.gov/.

Emergency closings affect the school calendar

Four emergency make-up days have been identified in June 2025 if schools must close during the school year for inclement weather or any other emergency. The days will be added to the end of the school year, if needed, as follows: June 11, 12, 13 and 16. If additional make-up days are needed, the Board of Education can add additional instructional days to the end of the school year.

If schools remain open, no announcements are made. The CCPS Office of Communications coordinates school closure notifications for the school system. Visit the school system website at www.ccboe.com for additional information.

January 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Calendar Notes <ul style="list-style-type: none"> • Maryland School Board Appreciation Month. • Like us on Facebook at Charles County Public Schools. • Sign up for CCPS text alerts. Text Y or YES to 67587. • Calendar changes are posted to the school system website at www.ccboe.com. • CCPS-TV broadcasts school-based features, NewsBreak and other educational content. Visit www.ccboe.com or Comcast 96 and Verizon FiOS 12 in Charles County. 		December 2024 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 New Year's Day Schools/offices closed	2 <ul style="list-style-type: none"> • Winter i-Ready assessments begin (Jan. 2-Feb. 7) • HS Mock Trial season begins (Jan. 2-Feb. 2) 	3	4
5	6	7	8 English Language Proficiency Assessment begins (Jan. 8-Feb. 18)	9 All County Band rehearsal, 1-5 p.m.	10 Tri-County Chorus rehearsal, Northern HS, 9 a.m.-3:30 p.m.	11 <ul style="list-style-type: none"> • Tri-County Chorus rehearsal, Northern HS, 9 a.m.- 4 p.m. • Destination Imagination Instant Challenge Day, North Point HS
12 Tri-County Chorus concert, Northern HS, 2 p.m.	13 HS math team meet, 3 p.m.	14 Board meeting, 1 p.m. Public forum, 6 p.m.	15 <ul style="list-style-type: none"> • Two-hour early dismissal for students • SECAC meeting, Gwynn Center, 6-7:30 p.m. 	16	17	18 Elementary Choir Instant Concert Westlake HS, 8 a.m.-4 p.m.
19	20 Dr. Martin Luther King Jr. Birthday observed Schools/offices closed	21 <ul style="list-style-type: none"> • Second marking period/ first semester ends • Middle school volleyball tournaments, 9 a.m. 7th-grade girls @ Lackey HS 7th-grade boys @ La Plata HS 	22 Third marking period/ second semester begins	23 Middle school volleyball tournaments, 9 a.m. 8th-grade girls @ Lackey HS 8th-grade boys @ La Plata HS	24 All County Band rehearsal, 9 a.m.-4 p.m.	25 <ul style="list-style-type: none"> • All County Band rehearsal, Stone HS, 9 a.m.-2 p.m. • All County Band concert, Stone HS, 7 p.m. • MASC Winter Conference
26	27 <ul style="list-style-type: none"> • Semester break Schools closed for students only • Board work session, 4 p.m., St. Charles HS 	28 Elementary All County Chorus rehearsal, Part 1 at Diggs ES, Part 2 at Matula ES, 6-7:30 p.m.	29 <ul style="list-style-type: none"> • Hispanic Parent Advocacy Night (in Spanish) • Cool Schools Polar Plunge, Sandy Point State Park 	30	31 National Student Councils LEAD Conference (Jan. 31-Feb. 2)	February 2025 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28

* Dates and times listed in this calendar are subject to change. Visit www.ccboe.com About, Calendar for the most up-to-date version of the 2024-2025 Parent Handbook/Calendar.

Title I Early Childhood Program

Title I, Part A is the largest federally funded education program that provides financial assistance to school systems based on free and reduced-price meal (FARMS) and Community Eligibility Provision (CEP) data. The Title I program provides additional academic support and learning opportunities so students receive a high-quality education and reach proficiency on challenging state academic standards and assessments.

Title I provides services to C. Paul Barnhart, Dr. Gustavus Brown, Indian Head, Daniel of St. Thomas Jenifer, Arthur Middleton, Mt. Hope/Nanjemoy, Dr. Samuel A. Mudd, J.C. Parks, J.P. Ryon and Eva Turner elementary schools, General Smallwood Middle School, participating nonpublic schools and qualifying childcare providers. The Title I Early Childhood Program encompasses three components to support families of 3-and 4-year-old students.

The Thriving Threes & Me learning groups promote school readiness by providing weekly learning groups and materials to families living in Title I school zones. Registration opens in October 2024 and the program will begin in November 2024. Children must be 3 years old by Sept. 1 to participate. Proof of age and residency are required.

Early childhood training for parents, families and childcare providers is available to support families and daycare programs in developing children's early learning skills. Training is offered to families attending the Thriving Threes & Me learning groups, cooperating childcare providers and their families, and families of Prek and kindergarten students enrolled in Title I schools. Eligible childcare providers interested in accreditation can receive Core of Knowledge training needed to progress through the Maryland EXCELS program. To be eligible, childcare providers must serve children living in Title I school zones.

Prekindergarten

The prekindergarten program develops language and literacy skills, mathematical thinking, scientific thinking, and the social emotional skills of prekindergarten students. It also helps children develop and sustain the skills necessary for school readiness. CCPS operates full day Pre-K4 (4-year-old) programs in all 22 elementary schools as well as the Early Learning Center, La Plata and Early Learning Center, Waldorf. CCPS also operates full day Pre-K3 (3-year-old) programs at four locations: Early Learning Center, La Plata, Early Learning Center, Waldorf, and Mary H. Matula and Mt. Hope/Nanjemoy elementary schools. Selection criteria are based on state guidelines and application tiers. Students who have verified income eligibility, a current Individualized Education Program (IEP), or are experiencing homelessness are first priority.

Reading program

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



Prekindergarten student Jordyn Mooney, left, and Donna Downtin, a CCPS instructional assistant, practice counting through a fun shape activity.

Elementary mathematics program

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

Food and Nutrition Services

Through the food and nutrition services program at schools/centers, students can select from several breakfast and lunch menu items. Menus are available on the CCPS website at www.ccboe.com. Students may be eligible for free or reduced-price meals. Eligibility is determined by guidelines developed by the USDA. The applica-

tion is available at www.ccboe.com and provided to students the first week of school. All families should complete the application, as other benefits are available such as reduced testing fees for student exams and discounts on internet service. Meal prices for the 2024-2025 school year are: elementary breakfast is \$1.35 and lunch is \$2.80. Breakfast for secondary level students is \$1.50 and lunch is \$3.05.

The school system uses a cafeteria prepayment system through MySchoolBucks, a secure, online system that allows parents to deposit money electronically on their child's cafeteria account. Use of the system is optional and parents can sign up at www.myschoolbucks.com. Federal regulations for the National School Lunch Program (Regulation 210.20 (g)) require documentation from a medical authority for students requiring a substitution or elimination of a food in the school meal program. A doctor's note or order is required at the beginning of each school year. Once a doctor's note has been registered on the student account, it will remain on the account until the child is no longer enrolled in CCPS, or a note directing removal of the restriction is received from a medical authority. To better focus on children with medically necessary dietary needs, only those students with a doctor's order and severe medical needs will be listed on the food service point of sales terminal in the cafeteria serving line.

Parents are expected to keep their child's meal account funded throughout the school year to support the purchase of a complete meal and/or a la carte items. CCPS can extend minimal meal credits (not for optional items) to accounts with a negative balance. Parents of students with negative meal account balances will receive phone notifications from CCPS.

Gifted education

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

February 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 2025 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	March 2025 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Calendar Notes <ul style="list-style-type: none"> • National Black History Month. • National Children’s Dental Health Month. • Career and Technical Education (CTE) Month. • National School Counseling Week, Feb. 3-7. • Public Schools Week, Feb. 24-28. • International Day of Women and Girls in Science, Feb. 11. • Sign up for CCPS text alerts. Text Y or YES to 67587. • Find CCPS celebrations at www.ccboe.com. 				<ul style="list-style-type: none"> • Tri-County MATHCOUNTS Competition, Calvert HS, 8 a.m.-2 p.m. • CCPS winter chess tournament, Lackey HS, 8 a.m.-noon • National Freedom Day observed
2 Groundhog Day	3 Report cards posted	4 Elementary All County Chorus rehearsal, Part 1 at Diggs ES, Part 2 at Matula ES, 6-7:30 p.m.	5 100th day of school**	6 CTE Employer Recognition and Training event	7 CCASC meeting, Stone HS, 10 a.m.	8 VEX IQ Robotics, Great Mills HS
9	10	11 <ul style="list-style-type: none"> • Board meeting, 1 p.m. Public forum, 6 p.m. • Elementary All County Chorus rehearsal, North Point HS, 6-7:30 p.m. 	12	13	14 Valentine’s Day	15 <ul style="list-style-type: none"> • National School Resource Officer Day • CCPS Blue Crab DI Region competition, North Point HS, 8 a.m.-5 p.m. • VEX Robotics, CSM
16	17 <ul style="list-style-type: none"> • Presidents Day Schools/offices closed • PTA Founders Day • Random Acts of Kindness Day 	18 <ul style="list-style-type: none"> • Maryland School Survey opens (Feb. 18-April 18) • Elementary All County Chorus rehearsal, North Point HS, 6-7:30 p.m. 	19 <ul style="list-style-type: none"> • Two-hour early dismissal for students (no Pre-K3 or Pre-K4 program held) • English Language Proficiency Assessment make-ups (Feb. 19-March 4) • SECAC meeting, 6-7:30 p.m., Gwynn Center 	20 Title I DADvisory Council meeting, 6-8 p.m., Starkey Building	21	22 Scholarship workshop (location TBD)
23	24 <ul style="list-style-type: none"> • Interims posted • Board work session, 4:30 p.m. • HS math team meet, 3 p.m. 	25	26 All County Jazz Band rehearsal, La Plata HS, 1-5 p.m.	27 <ul style="list-style-type: none"> • Elementary All County Chorus rehearsal, North Point HS • Elementary All County Chorus concert, North Point HS, 6:30 p.m. • Career Fair (Grades 11-12), North Point HS 	28	

* Dates and times listed in this calendar are subject to change. Visit www.ccboe.com About, Calendar for the most up-to-date version of the 2024-2025 Parent Handbook/Calendar.

** Dependent on the weather. If schools are closed due to inclement weather prior to Feb. 5, the 100th day of school will shift. Contact your child’s school to confirm the date if necessary.

Technology

The Office of Technology empowers CCPS by providing a secure, reliable technology infrastructure, resources, training, and support to ensure the school system is prepared to meet and exceed our instructional, administrative, and business goals. The Office of Technology manages and supports core enterprise, administrative and instructional technology systems, and over 72,000 pieces of IT equipment.

To enhance teaching and learning, students are provided digital learning devices, and classrooms are equipped with innovative instructional technologies such as interactive digital displays. Professional development is offered to staff, and instructional technology webinars and learning resources are provided to students and parents ensuring they are proficient in utilizing digital tools effectively.

CCPS technology staff is dedicated to resolving technical issues promptly, providing support to staff and students, and maintaining the overall health of our technology environment. For more information about the department, school-issued devices and resources for students, parents, and teachers, visit the Office of Technology website at www.ccboe.com/departments/office-of-technology. For student device concerns, open a new ticket on AskCCPS at <https://askccps.ccboe.com>.

AskCCPS

Parents, students, staff and community members in need of assistance can log on to the CCPS website at www.ccboe.com and look for the AskCCPS menu located under the photo slideshow. AskCCPS is a help desk for students, staff, parents and the community. The system features different menu options, such as general questions and technology requests. CCPS staff monitor the system and respond within 24 hours to inquiries as they are received, Monday through Friday.

New learning management system: Canvas

CCPS is launching a new powerful Learning Management System (LMS) this school year called Canvas. The platform is a central location for everything related to classes – course materials, assignments, collaboration tools, a course calendar and more. Canvas enhances the learning experience for both students and teachers and is intended to complement, not replace, face-to-face or live teaching. Synergy will remain the official CCPS Student Information System (SIS), which means StudentVue and ParentVue will continue to be used for enrollment, course history, student schedules, attendance tracking and grade reporting. CCPS discontinued its use of Synergy LessonVue, also referred to as teacher webpages, in August. CCPS has Canvas training resources for parents and students. Visit the CCPS website at www.ccboe.com to learn more about Canvas.

Special education

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

ACHIEVE (Academics, Communication, and Heightened Independence for Education, Vocation and Engagement) is a regionalized program designed to meet the needs of students in kindergarten through age 21, with significant cognitive disabilities. The Emotional Adjustment (EA)



Grace Niranoluwa, a Benjamin Stoddert Middle School sixth-grade student, reviews her team's MESA project during the regional showcase event.

program provides therapeutic behavioral supports. Communications classes are provided for deaf and hard-of-hearing students. The Adult Independence Program (AIP) offers job training and placement assistance for students who complete the program. The Early Intervention Program provides special education services for children ages 3-5 through Child Find and provides direct services for preschool children with identified needs. Any child suspected of developmental delays may be referred to the program by parents, teachers, physicians or county agencies.

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

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

Section 504

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

Title VI: Indian Education

Title VI: Indian Education is designed for Native American students in prekindergarten through Grade 12. Federal law requires Native American students to have a 506 Form on record at the Board of Education. In compliance with the Title VI guidelines, the annual grant project addresses a range of questions on the history, traditions, customs, religion and family life of Native Americans, as well as promoting academic success. Call 301-932-6610 for more information.

Environmental Education Center

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

March 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Calendar Notes <ul style="list-style-type: none"> • Spring sports begin March 1. • Women’s History Month. • National Nutrition Month. • National Youth Art Month. • National Middle School Education Month. • National Music in Our Schools Month. • National School Breakfast Week, March 3-7. • National School Social Work Week, March 3-9. • National Music in Our Schools Month. • Visit the CCPS website at www.ccboe.com for updates. 						
		February 2025 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	April 2025 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30			1 <ul style="list-style-type: none"> • District XI Solo & Ensemble, Stone HS • First day of Ramadan
2	3 Maryland Integrated Science Assessment (MISA), Grades 5 & 8 (March 3-21)	4 District XI Orchestra Festival, St. Charles HS	5 • Two-hour early dismissal for students • Charles County Spelling Bee, Stoddert MS, 6-8 p.m.	6	7 Read Across Charles County	8 • SAT • International Women’s Day
9 Daylight Saving Time (Turn clocks forward an hour)	10 • AP English Literature & Language mock exams (March 10-21) • Spring alternate MCAP assessment window opens (March 10-May 16)	11 • Board meeting, 1 p.m. Public forum, 6 p.m. • District XI Band Festival, North Point HS • MASC Convention (March 11-13)	12 District XI Choir Festival Day 1, North Point HS	13 District XI Choir Festival Day 2, North Point HS	14 • Pi Day π • Schools closed for students and teachers	15
16	17 St. Patrick’s Day	18 ES All County Band Sectionals, Mary B. Neal ES, 6-7:30 p.m.	19 • Middle school basketball tournaments, 9 a.m. Potomac teams @ Davis MS Chesapeake teams @ Somers MS • All County Jazz Band rehearsal, La Plata HS, 1-5 p.m. • SECAC meeting, 6-7:30 p.m., Gwynn Center • ESOL/ELD Community Night • Youth Art Month Reception	20 • First day of spring • Middle school basketball tournaments Boys teams @ Somers MS, 9 a.m. Girls teams @ Davis MS, 9 a.m. • All County Orchestra Sectionals, Neal ES, 6-7:30 p.m.	21 • Stone prom • World Down Syndrome Day • Middle school basketball tournaments Girls game 5 p.m. @ TBD Boys game 6:30 p.m. @ TBD	22 • HITS Expo, St. Charles HS • SeaPerch Robotics Competition, St. Charles HS • Elementary Math Challenge
23 30	24 Board work session, 4:30 p.m. 31 • Eid-al-Fitr • Fourth marking period begins	25 • ES All County Band and Orchestra West rehearsal, Neal ES, 6-7:30 p.m. • Maryland Day	26 All County Jazz Band rehearsal, La Plata HS, 1-5 p.m.	27 ES All County Band and Orchestra East rehearsal, Neal ES, 6-7:30 p.m.	28 Third marking period ends	29

* Dates and times listed in this calendar are subject to change. Visit www.ccboe.com About, Calendar for the most up-to-date version of the 2024-2025 Parent Handbook/Calendar.

Testing

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

Students in certain grade levels will also take state assessments in science and social studies. Students in Grades 5 and 8 will take the Maryland Integrated Science Assessment (MISA) in March, and students enrolled in high school biology courses will take the Life Science MISA in May. Students in Grade 8 will also take a social studies assessment in May, while students enrolled in high school Local, State and National Government courses will take the Government High School Assessment in May. For students in Grade 9 and 10, the score from the Government High School Assessment and the Life Science MISA will count as 20% of a student's final grade.

CCPS administers other assessments in reading and mathematics for students in kindergarten through Grade 12. The information from these tests is used to monitor student progress in mastering content and is also used by instructional staff to design programs that better prepare students for accountability testing. Testing windows are outlined throughout the Parent Handbook/Calendar. Testing schedules are subject to change. Information about exams administered to CCPS students is posted on the school system website at www.ccboe.com. Information about graduation requirements is included in the *2024-25 High School Program of Studies* posted on the school system website at www.ccboe.com. Student test results can be viewed on ParentVue and StudentVue, under the Testing tab located on the left-hand side after you log in to the account. Questions can be directed to the school test coordinator/learning resource teacher at individual schools.

SAIL Program

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

James E. Richmond Science Center

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



The Poets of North Point High School visit the National Gallery of Art in Washington, D.C., to get inspiration for their writing. The club's collection, *Colorful Language*, was published during the 2023-2024 school year.

Field trips/school activities

Field trips and school activities are subject to last-minute cancellation by CCPS for student safety, local/national circumstances or other concerns. Charles County Public Schools, its agents and employees, are not responsible for any non-refundable monies paid by students, parents or guardians in the event a field trip is canceled or students are unable to attend (due to personal or disciplinary reasons).

While individual schools work with staff and students on the logistics of field trips or school-related activities, individual schools assume no financial responsibility in the event the trip must be canceled or individual students are not able to attend. All applicable school rules are in effect for students during field trips and school-related activities, including policies about the possession or use of tobacco, alcohol and controlled dangerous substances. During these types of activities, all students are expected to follow the directions of school system employees and chaperones. Consequences for violating school rules, policies or directions could result in appropriate discipline as outlined in the CCPS *Code of Student Conduct*, as well as appropriate discipline during the trip, up to and including the removal of students from the trip at the expense of the parent or guardian.

Volunteer registration

CCPS believes volunteer service to schools is essential to student success. The support of parents, grandparents, other significant relatives, business partners and community members creates an environment filled with opportunities for students. Volunteers include, but are not limited to, people who serve as mentors, tutors, non-paid coaches or club sponsors, overnight and day trip chaperones, reading and math partners, and parent group organization officers like the PTO, boosters or team parents.

Anyone interested in volunteering with CCPS must undergo a background check and training, which are good for one year. There is no cost to volunteers for a background check. Parents interested in volunteering at their child's school should contact the school directly to express their interest. A registration link will be emailed from the school's volunteer coordinator when volunteers are needed. Parents with children at multiple schools have the option of selecting three schools during the registration process. The link includes the required training materials, the prescreening questionnaire, a handbook that outlines guidelines, expectations and regulations for volunteers, and a link to submit information required for a background check.

If a parent/guardian wants to volunteer at a school their child does not attend they should complete the Community Member Volunteer Interest Form found on the CCPS website at www.ccboe.com/parents/volunteer-information. Volunteers who need assistance in completing the registration process or may be missing information required for the background check should contact the school in which they would like to volunteer for assistance. All volunteers will receive email confirmation when the background check is complete. The majority of volunteer registration submissions are processed within 48 hours. Volunteers who are cleared through the process are placed on a school or center list, but are not guaranteed to be called upon during the school year.

April 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
March 2025 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	May 2025 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 ES All County Band and Orchestra West rehearsal, Neal ES, 6-7:30 p.m.	2 <ul style="list-style-type: none"> Two-hour early dismissal for students All County Jazz Band rehearsal, CSM La Plata, noon-5 p.m. World Autism Awareness Day International Children's Book Day 	3 <ul style="list-style-type: none"> ES All County Band and Orchestra East rehearsal, Neal ES, 6-7:30 p.m. All County Jazz Band rehearsal, CSM La Plata, 9 a.m.-1 p.m. 	4 <ul style="list-style-type: none"> Westlake prom School Librarian Appreciation Day 	5 All County Jazz Band concert, CSM La Plata, 7 p.m.
6	7 <ul style="list-style-type: none"> MCAP ELA & math assessments begin (April 7-May 30) Report cards posted 	8 Board meeting, 1 p.m. Public forum, 6 p.m.	9 <ul style="list-style-type: none"> ES All County Band and Orchestra East rehearsal, Stone HS, 10:30 a.m.-1:30 p.m. ES All County Band and Orchestra East concert, Stone HS, 6:30 p.m. Envirothon competition, Gilbert Run Park 	10 <ul style="list-style-type: none"> ES All County Band and Orchestra West rehearsal, 10:30 a.m.-1:30 p.m. ES All County Band and Orchestra West concert, 6:30 p.m. Hispanic Parent Advocacy Night (in Spanish) 	11 MESA Showcase, North Point HS	12 Passover (begins at sunset-April 20)
13	14 Spring break Schools closed	15 Spring break Schools closed	16 Spring break Schools closed	17 Spring break Schools closed	18 Good Friday Schools/offices closed	19
20 Easter	21 Easter Monday Schools/offices closed	22 <ul style="list-style-type: none"> Earth Day Parapro, ASK Business & ProStart exams, (April 22-May 16) Pre-K4 application & kindergarten registration opens 	23 <ul style="list-style-type: none"> Administrative Professionals Day SECAC meeting, 6-7:30 p.m., Gwynn Center CCPS Bus Driver and Attendant Appreciation Day 	24 Title I DADvisory Council meeting, 6-8 p.m., Starkey Building	25 <ul style="list-style-type: none"> La Plata prom Arbor Day 	26 CCPS Early Learning Launch, 10 a.m.-noon
27	28 <ul style="list-style-type: none"> Board work session, 4:30 p.m. Spring EOC Government & LS MISA, (April 28-May 30) Spring i-Ready assessments begin, (April 28-June 4) 	29	30 <ul style="list-style-type: none"> Two-hour early dismissal for students Student Member of the Board (SMOB) general election begins Middle school boys & girls track & field meet, Westlake HS, 1:30 p.m. 	Calendar Notes <ul style="list-style-type: none"> World Autism Month. National School Library Month. National Occupational Therapy and Poetry Month. Month of the Military Child. Arab American Heritage Month. Volunteer Awareness Month. National Assistant Principals Week, April 7-11. Week of the Young Child is celebrated in April. 	<ul style="list-style-type: none"> National Student Leadership Week, April 24-30. Public School Volunteer Week, April 21-25. Administrative Professionals Week, April 20-26. CCPS Child Nutrition Employee Appreciation Week, April 28-May 2. National Library Week, April 6-12. 	

* Dates and times listed in this calendar are subject to change. Visit www.cboe.com About, Calendar for the most up-to-date version of the 2024-2025 Parent Handbook/Calendar.

System Programs, continued from Page 16

School administrators will contact volunteers when there is a school/student need that matches a volunteer's interest or skills.

Volunteers should notify school administrators if they no longer wish to be on the volunteer list. CCPS reserves the right to discontinue a volunteer relationship with any individual at any time. Visit the volunteer page of the CCPS website at www.ccboe.com to learn more.

Student leaders

Samarjeet "Sam" Virk, a North Point High School senior, is the Student Member of the Board of Education for the 2024-2025 school year. The Student Member has voting rights on most Board matters and works with a student liaison committee. Student liaisons this year are: Kharylle Deramos, Henry E. Lackey High School; Elizabeth Tober, La Plata High School; Makala Dames, Maurice J. McDonough High School; Christian Jenkins-DePeiza, North Point High School; Zyra Wallace, St. Charles High School; Christian Kotvis, Thomas Stone; and Nadiya Bennett, Westlake High School.

CCASC

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

CCASC officers for the 2024-2025 school year are: Brenden Wrenn, St. Charles, president; Chania Hicks, McDonough, first vice president; Ariyana Perry, John Hanson Middle School, second vice president; Riley Mullikin, McDonough, secretary; and Lauren Grace Compton, La Plata, charity coordinator.

Student exchange visitor program

CCPS has procedures for accepting student exchange visitors. The procedures comply with the requirements of the U.S. Department of State Bureau of Educational and Cultural Affairs. The CCPS director of student services serves as the CCPS liaison for sponsoring organizations.

Student Member of the Board and Board liaisons



**Samarjeet
"Sam" Virk**



**Kharylle
Deramos**



**Elizabeth
Tober**



**Makala
Dames**



**Christian
Jenkins-DePeiza**



**Zyra
Wallace**



**Christian
Kotvis**



**Nadiya
Bennett**

CCASC Leadership



**Brenden
Wrenn**



**Chania
Hicks**



**Ariyana
Perry**



**Riley
Mullikin**



**Lauren Grace
Compton**

Col. Wade Joint Services Military Ball

The Col. Donald M. Wade Joint Services Military Ball honors the commitment of graduating seniors enrolled in Junior Reserve Officers Training Corps (JROTC) programs. JROTC students have chosen an education steeped in traditions of honor, courage, patriotism and citizenship. The ball is held annually in December and is a traditional military celebration. The event is named in honor of the late Col. Donald M. Wade, a former Board of Education Chairperson and member. Wade was a retired U.S. Air Force colonel who was instrumental in bringing the JROTC program to CCPS students.

Student publications

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

Maryland MESA

Maryland Mathematics, Engineering and Science Achievement (MESA) is a structured pre-college program offered to Charles County Public Schools students in affiliation with the Maryland MESA central office at Johns Hopkins University Applied Physics Laboratory. MESA is designed to build student interest in pursuing careers in the fields of mathematics, engineering, science and technology. Students participate in regional MESA Day competitions. Overall winners continue on to participate in the Maryland MESA state competition held annually in May. Call 301-934-7253 or visit <https://secwww.jhuapl.edu/stem/mesa> for more information about MESA.

Educators Rising

Educators Rising, formerly known as Future Educators Association (FEA), is a subsidiary of Phi Delta Kappa, the international professional educators' fraternity. Advisors for middle and high school chapters provide opportunities for students to explore careers in education. Each middle and high school has a chapter for students in Grades 6 through 12 who are interested in becoming educators.

May 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Calendar Notes <ul style="list-style-type: none"> • Asian Pacific American Heritage Month. • Mental Health Awareness Month. • Jewish American Heritage Month. • Better Hearing and Speech Month. • National Physical Fitness and Sports Month. • National Music Week, May 4-11. • Children’s Mental Health Awareness Week, 5-10. • National Teacher Appreciation Week, May 5-9. • Pupil Personnel Worker (PPW) Week, May 5-9. 		April 2025 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	June 2025 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1	2	3	
4	• Advanced Placement (AP) testing window opens (May 5-16) • High school CSM finals (select courses, May 5-23) • MCAP Grade 8 social studies assessment begins (May 5-30)	5	6	7	8	9	10
		National Teacher Appreciation Day	• Two-hour early dismissal for students • National School Nurse Appreciation Day		National School Communicators Day	• McDonough prom • Elementary Solo & Ensemble, Somers MS	
11	12	13	14	15	16	17	
Mother’s Day	Interims posted	Board meeting, 1 p.m. Public forum, 6 p.m.		• Two-hour early dismissal for students • CCPS PPW Community Resource Day, noon, North Point HS	Last day for seniors	Lackey prom	
18	19	20	21	22	23	24	
Speech Pathologist Day	• Board work session, 4:30 p.m. • High school PLTW end-of-course exams (May 19-30)		SECAC meeting, 6-7:30 p.m., Gwynn Center	Application for CCPS Pre-K3 program opens			
25	26	27	28	29	30	31	
	Memorial Day Schools/offices closed	High school graduations Regency Furniture Stadium • St. Charles HS, 9 a.m. • Lackey HS, 1 p.m.	High school graduations Regency Furniture Stadium • La Plata HS, 9 a.m. • McDonough HS, 1 p.m. • North Point HS, 5 p.m.	High school graduations Regency Furniture Stadium • Westlake HS, 9 a.m. • Thomas Stone HS, 1 p.m.			

* Dates and times listed in this calendar are subject to change. Visit www.ccboe.com About, Calendar for the most up-to-date version of the 2024-2025 Parent Handbook/Calendar.



Pictured are the Class of 2024 valedictorians and salutatorians. Read more about these class leaders on Page 36.

* Students must enroll in and pass a math course every year in high school (COMAR 13A.04.12.01). Electives for students must be completed through one of the following two pathways: two credits of the same world language and three electives; or completion of a state-approved career and technical education (CTE) program and elective credits. The number of elective credits required may differ, depending on the CTE program. Current CCPS seniors have different graduation requirements. See Page 1 of the 2024-2025 *High School Program of Studies* or visit the school system website at www.ccboe.com.

Additional requirements

The graduating Class of 2025 must participate in the MCAP Grade 10 English/Language Arts assessment, MCAP Algebra I assessment, High School Assessment in Government, and the Life Science Maryland Integrated Science Assessment (MISA). Students must also pass the courses associated with each assessment. Students may participate in the winter or spring administration of an assessment to meet graduation requirements.

College and Career Centers

Through a partnership with the Tri-County Council of Southern Maryland, the College of Southern Maryland (CSM), and CCPS, a robust career exploration program is used in CCPS high schools. Students will learn to utilize the RIASEC taxonomy and framework to identify their interest and strengths in the world of work. Students start to explore their interests and strengths in elementary school.

Each middle school has a full-time Career Coach who supports classroom teachers as students develop their personal career pathway portfolio using the Xello online resource. The personal career pathway portfolio follows students throughout their time in CCPS and is used to influence course selection, and decisions students make concerning their future goals. Students can access Xello through their Clever account by using their CCPS Office 365 user name and password.

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

Dual Enrollment program

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

Early College program

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

Robert D. Stethem Educational Center

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

Virtual Academy

The Virtual Academy at the Robert D. Stethem Educational Center offers online high school courses and accepts students who are in Grades 9-12. Students must apply to attend the program. Virtual Academy students receive instruction through Synergy, Zoom and also complete online course work. For additional information, contact your child's school counselor or call 301-932-6612 or 301-934-7391.

Graduation requirements

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

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

Scholarship totals for Class of 2024

Members of the CCPS Class of 2024 earned more than \$183 million in scholarship offers.

June 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7 • SAT • Eid al-Adha
8	9	10 Board meeting, 1 p.m. Public forum, 6 p.m.	11 Two-hour early dismissal for students	12 Two-hour early dismissal for students	13 • Two-hour early dismissal for students • Last day of school for students**	14 • ACT • Flag Day
15 Father's Day	16	17 Last day of school for teachers**	18 • Report cards posted (subject to change)	19 Juneteenth Schools/offices closed	20 First day of summer	21
22	23 Board work session, 4:30 p.m.	24	25	26	27	28
29	30		May 2025 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	July 2025 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Calendar Notes • June is Diversity and Inclusion Month. • Caribbean American Heritage Month. • National History Week, June 9-13. • ** In the event of additional inclement weather, the Board can add additional make-up dates in June if CCPS uses the last identified inclement weather make-up date. As of February 2025, CCPS used its four identified make-up dates.	

* Dates and times listed in this calendar are subject to change. Visit www.ccboe.com About, Calendar for the most up-to-date version of the 2024-2025 Parent Handbook/Calendar.

School psychological services

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

Guidance and counseling services

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

Pupil personnel workers

Pupil personnel workers (PPW) provide a variety of services to schools and students. The PPW serves as a resource and consultant to school personnel in matters of child safety, laws, local policies and procedures, and alternative programming. PPWs help with communication between home and school in matters of attendance, crisis situations or other issues that may concern students. The PPW also acts as the school system liaison in coordinating services to students and families provided by county agencies or community organizations. To contact a PPW, call your child's school or the department of student services at 301-934-7287.

School health program

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

Assistive Medical Devices

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

Illness and medication

If a student becomes ill during the school day, the nurse or other school staff will notify a parent/legal guardian. If staff cannot reach parents, the individual(s) listed on the student's emergency card is called. Students are taken to the nearest medical treatment facility in emergency cases, when further medical care is required, and parent/guardian/emergency contact cannot be reached or is unable to pick up the child from school. The emergency card with a parent/guardian's

signature permits the principal to arrange emergency care for the student. School nurses follow the Charles County Health Department's guidelines for communicable diseases and illness. The school nurse will send a student home from school if they meet criteria provided by the local Health Department or if the student's illness or injury does not allow the student to safely remain at school. Prior to returning to school from illness, students:

- Need to be fever-free for 24 hours without the use of fever reducing medications.
- Need to have no occurrences of vomiting or diarrhea within 24 hours.
- Have completed 24 hours on antibiotics for infections such as conjunctivitis or strep throat.



Chelsey Guntow, a sixth-grade student at John Hanson Middle School, left, demonstrates a visit to a school nurse with Shelley Rutkai, RN. Rutkai retired in 2024 after 28 years with CCPS.

Efforts should be made to minimize the administration of medicine in schools. If possible, parents are urged to administer medication before or after school. Medication refers to all drugs prescribed by a physician, as well as over-the-counter, nonprescription drugs. Students on long-term medication must have a new Medication Administration Authorization Form completed by the physician and submitted at the beginning of each school year. Parents must pick up all medications at the end of the school year by the date and time specified by the school nurse or they will be discarded per state law.

To ensure the safe and efficient administration of medications to students, the following procedure is followed. If the physician deems it necessary for a child to receive medication during the school day, parents must provide the following:

- A completed Medication Administration Authorization Form containing complete written instructions from the prescribing physician, including the date of the order, identification of the drug by name, dose, time and circumstances of administration, length of time medication is to be continued, reason for prescription and possible side effects;
- A signature from parent/legal guardian on the Medication Administration Authorization Form in the designated area stating the desire to have medication administered and relieving the school, its agents, employees or representatives of any responsibility for ill effects resulting from proper administration of the prescribed drug. An adult must deliver the medication to the school in the original pharmacy container with all labeling information intact. By law, school nurses cannot administer unlabeled medications. The first dose of any medication cannot be given at school. Medications carried by students on school property without proper documentation will be confiscated and parents will be contacted; and
- Medical documentation is needed for students with food allergies. A physician must complete a Physician Order and Authorization for Food Allergy form in order for the child to have a flag in the cafeteria computer system. If the child's allergy changes, the school system will need an updated doctor's note to change or remove the restriction from the system. *(Due to allergies, students and their parents/guardians are not allowed to bring to school and distribute any outside food products unless the products are commercially manufactured, individually wrapped in single serving sizes and marked with the ingredients and the nutritional facts label.)*

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

July 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 2025 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	August 2025 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 Application for CCPS Pre-K3 program closes	2	3	4 Independence Day Schools/offices closed	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	Calendar Notes <ul style="list-style-type: none"> • National Minority Mental Health Awareness Month (FDA). • Charles County Public Schools televises Board of Education meetings live on Comcast Channel 96 and Verizon Fios Channel 12. Meetings are also streamed live at ccboe.com. • CCPS <i>Parent Handbook/Calendar</i> is distributed to all students and staff during the first week of school. An electronic version is posted on the CCPS website in August. 	

* Dates and times listed in this calendar are subject to change. Visit www.ccboe.com About, Calendar for the most up-to-date version of the 2024-2025 Parent Handbook/Calendar.

Job Shadow Day

Job Shadow Day, held annually in February, is a national initiative that gives students a firsthand look at the world of work. Job shadowing can take many forms, but typically it encompasses a half-day visit by a student to a place of work. The student should have an opportunity to tour the site, “shadow” an employee for at least two hours and participate in workplace activities. For more information, call 301-932-6610. CCPS also participates in the national Take Our Daughters and Sons to Work Day, highlighted this school year on April 24, 2025.

CPAC, PTOs, PTSOs

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

Parent representatives meet school system administrators to learn more about the instructional program, budget process and other issues pertinent to the daily operation of the school system. Topics for meetings are established by school system officials or garnered from the suggestions of parents, per the most relevant matters of the school district. CPAC representatives are charged with sharing the information with their school’s parent group(s).

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

Learning partners

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

Rules about gifts for school system employees

All CCPS employees, including teachers, are required to follow the Board of Education policy related to the acceptance of gifts. Board Policy 8160 outlines rules about gifts for CCPS employees. The policy prohibits employees from soliciting or accepting gifts from parent(s) of students or students where a conflict of interest may exist. Teachers may accept unsolicited nominal gifts for holidays, birthdays and teacher appreciation occasions according to the following guidelines: single gifts with a value of up to \$20 may be accepted; and a series of gifts may be accepted up to \$100 per year. Call your child’s principal for more information. The full policy is posted on Board Docs, which is connected to the CCPS website under the Quick Links menu.



Jaxon Riggs, right, a seventh-grade student at General Smallwood Middle School, checks out a book from Heather Beaton, the school’s library media specialist.

Communications

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

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

ance notification phone calls. Communications staff manages www.ccboe.com, school websites, CCPS districtwide social media accounts, media relations, the livestreaming of events such as high school graduations and Board of Education meetings, Freedom of Information Act (FOIA) and Maryland Public Information Act (MPIA) requests, internal and external communications, and Comcast Channel 96 and Verizon Fios Channel 12.

Comcast Channel 96 and Verizon Fios Channel 12 are public television stations that provide news and information about CCPS, student and staff accomplishments. The stations feature CCPS original programming and educational content provided by non-profit educational organizations. The Office of Communications also supports a school public relations liaison program in which staff work with a liaison in each school and center to highlight school programs, staff, events and more. Liaisons help to manage social media accounts for schools and centers and provide website content. Call 301-934-7220 for additional information. Communications staff oversees the CCPS social media accounts at Charles County Public Schools on Facebook, @ccps on X and @focusonccps on Instagram. The school system monitors its social media platforms but is not responsible for content generated by users on these platforms. To learn more about CCPS social media rules, visit <https://www.ccboe.com/about/public-info-media/social-media-rules>.

Library media program

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

August 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July 2025 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	September 2025 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Calendar Notes <ul style="list-style-type: none"> • For more information about Charles County Public Schools, visit the school system website at www.ccboe.com; follow us on X @ccps; like us on Facebook at Charles County Public Schools; or call the 24-hour information line at 301-934-7410/301-932-6656. • An electronic copy of the <i>Parent Handbook/Calendar</i> is posted on the CCPS website at www.ccboe.com. 			1	2
3	4	5	6	7	8	9
10	11 New educator orientation week begins	12 Board meeting, 1 p.m. Public forum, 6 p.m.	13	14	15	16
17	18 First day for returning teachers	19	20	21	22	23
24 31	25 • First day of school for students, K-12 • Board work session, 4:30 p.m.	26	27	28	29	30

* Dates and times listed in this calendar are subject to change. Visit www.ccboe.com About, Calendar for the most up-to-date version of the 2024-2025 Parent Handbook/Calendar.

Community Engagement and Equity

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

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

Partners in Education

Building relationships and strengthening the ties between schools and the communities are beneficial and in the best interests of children. A foundation of cooperation and accountability can support a child's future and strengthen the relationships between educators and community members. The CCPS Department of Community Engagement and Equity (DCEE) has established an application process for organizations interested in becoming a CCPS Partner in Education including in-kind donations, education/tutoring programs, training/professional development programs, mentoring programs.

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

Be the Difference volunteer recognition

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

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

School websites

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

Elementary Schools

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

Middle Schools

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

High Schools

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

Centers

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

Glossary of often-used acronyms

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

Ways to get school closure information

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

September 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 2025 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 Labor Day Schools/offices closed	2	3	4	5	6
7	8	9 Board meeting, 1 p.m. Public forum, 6 p.m.	10	11	12 Teacher in-service day Schools closed for students only	13
14	15	16	17	18	19	20
21	22 • Board work session, 4:30 p.m. • Rosh Hashanah	23	24	25	26	27
28	29	30	October 2025 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Calendar Notes • For more information about Charles County Public Schools, visit the school system website at www.ccboe.com ; follow us on X @ccps; like us on Facebook at Charles County Public Schools; or call the 24-hour information line at 301-934-7410/301-932-6656. • An electronic copy of the <i>Parent Handbook/Calendar</i> is posted on the CCPS website at www.ccboe.com . • Most Jewish and Muslim religious observance dates begin at sundown on the evening prior to the dates noted and conclude at sundown the next evening.		

* Dates and times listed in this calendar are subject to change. Visit www.ccboe.com About, Calendar for the most up-to-date version of the 2024-2025 Parent Handbook/Calendar.

See Something, Say Something

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

CCPS employs a Director of School Safety and Security, who provides safety training and works with the SROs and school administrators to plan for crisis response. CCPS manages an anonymous online reporting system on the school system website where anyone can report a safety threat at any time. The reporting page is available at <https://www.cbcoe.com/community/see-something-say-something>. See Something, Say Something reports can be shared anonymously, and are investigated by designated CCPS staff and administrators. The school system also has an anonymous reporting hotline, 301-302-8305.

Staff/student training

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

Under CCPS standard response protocols, schools may implement emergency status procedures at any time, such as a Hold, Secure, Lockdown, Evacuate or Shelter. A visual breakdown of the protocols is located on Page 35 and also posted on the CCPS safety and security website at <https://www.cbcoe.com/quick-links/safety-and-security>. CCPS updates, reviews and revises school plans and response protocols annually.

CCPS hiring practices

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

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



Child abuse reporting

All CCPS employees and volunteers are required by state law and the Board of Education to report suspected child abuse or neglect cases to the Department of Social Services or appropriate law enforcement agency. CCPS staff participate in training to better recognize the symptoms of child abuse or the behaviors of someone who is possibly abusing a child. For students, CCPS has implemented age-appropriate lessons in the health and counseling curriculum to help children recognize and report inappropriate contact and/or conduct.

The school system also has a partnership with the Center for Children to offer mental health assistance. Any parent or student who would like to report child abuse or neglect is encouraged to call the Charles County Department of Social Services at 301-392-6400, the Charles County Sheriff's Office at 301-932-2222 or the National Child Abuse Hotline at 800-422-4453.

School resource officers (SROs)

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

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

Conduct

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

Youth Engagement Advocates

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

Standard safety protocols

To learn how CCPS schools and offices handle emergency situations, including inclement weather, police activity in a surrounding neighborhood or medical situations, turn to Page 35. Students and staff practice drills associated with standard safety protocols regularly.

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

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

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

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

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

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

Budget: The 2024-25 operating budget totals \$506.2 million. It is a budget that enables the system to move forward with maintaining existing programs and funding mandatory costs. County revenues fund 45.8% of the Board's budget. This year county contributions total \$231 million. The remaining money comes from state, federal and other sources. During scheduled public work sessions, Board members review the Superintendent's budget request. The Board then receives comments on the budget during a public hearing. All hearing dates are posted in advance on the CCPS website at www.cboe.com. Board members submit their budget requests to the Charles County Commissioners, who have funding authority over the total budget and categories as defined by state law. Once set by the Commissioners, the Board must manage its approved budget according to state law. For budget information, call the chief financial officer at 301-934-7350.

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

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

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

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

Elementary school students

- Students may only bring their phone or device with written approval from the principal.
- Once approved, student must keep their phone or device powered completely off (not on vibrate or silent mode) and inside their book bag, locker or cubby throughout the entirety of each school day, unless other storage arrangements are made with the teacher.
- Once approved for school, students may use their phone or device on the bus or school-chartered vehicle, but use must not be disruptive or cause a distraction to the driver at any time. Sound must only be audible through headphones. Phone conversations are prohibited.

Middle school students

- Students may bring their phone or device but once school begins must keep them powered completely off (not on vibrate or silent mode) and remain in a non-visible, secure location throughout the entirety of each school day.
- Students may use their phone or device on the bus or school-charted vehicle, but it must not be disruptive or cause a distraction to the driver at any time. Sound must only be audible through headphones. Phone conversations are prohibited.
- Students may use their phone or device at the end of the school day for the purpose of making transportation arrangements as it relates to after-school activities or events.

High school students

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

Cell phone rule, continued on Page 30

Cell phone rule, continued from Page 29

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

- At the end of the lunch or activity period, all phones and devices must be immediately powered back off and returned to a non-visible, secure location, until the end of the school day.
- Students may use their phone or device at the end of the school day for the purpose of making transportation arrangements as it relates to after-school activities or events.
- Students may use their phone or device on the bus or school-chartered vehicle, but it must not be disruptive or cause a distraction to the driver at any time. Sound must only be audible through headphones. Phone conversations are prohibited.

Please note the following additional guidelines governing all school levels:

- Cell phones or personal electronic devices with camera and/or video functions must not be used to take or transmit any image or video at any time, even if the use of the phone or device is otherwise permitted.
- Violations of these expectations will result in consequences as specified in the Levels of Response section of the *Charles County Public Schools (CCPS) Code of Student Conduct* document.
- The use of a cell phone or personal electronic device to secretly record or intercept a private conversation is a violation of state law. Violations may be reported to the authorities.
- All cell phone rules (and discipline consequences) apply even if communicating with parents. Parents are highly discouraged from initiating or participating in any electronic communication with their children during the school day.

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

Community centers: Community centers are located at Billingsley and William B. Wade elementary schools, and most county middle schools. They are operated by the Charles County Department of Community Services in partnership with Charles County Public Schools. Throughout the year, community centers offer leisure programs and activities for Charles County residents of all ages. Operating schedules may vary based on school system events and programs, and operating hours change by season. Community members interested in visiting a community center should call ahead to confirm the operating schedule or visit <https://www.charlescountyparks.com/recreation/recreation-facilities>

Community Schools Program: Community schools promote positive, equitable outcomes by providing students and families with the physical and mental health, academic, and extracurricular supports needed to thrive. While all schools provide support to students, community schools work in collaboration with community partners, local governments, and other stakeholders to provide wrap-around services that address barriers to learning and success. In Maryland, a community school is any school found eligible by MSDE to receive Concentration of Poverty Grant funds. These funds are used to hire a Community School Coordinator and a professional healthcare practitioner at each identified Community School. After those positions are filled, the community school may use remaining funds to provide wrap-around services. CCPS has 10 Community Schools this year. For more information, contact the CCPS community school liaison at 301-934-7326 or visit www.ccboc.com.

Dress code: Suggestive, provocative or excessively tight clothing is not allowed to be worn to school or to school-sponsored activities. CCPS does not allow clothing to be worn on school property or to school-sponsored activities which displays messages or images that are offensive, vulgar, harassing, or otherwise inappropriate for the school setting. Clothing that is judged by the

school administration to be disruptive to the orderly school process either by virtue of the design or in the manner in which it is worn is also forbidden. Members of the CCPS *Code of Student Conduct* Committee, in collaboration with parents, staff, and community members, developed the following system-wide dress code, as amended and approved by the Board of Education. ***The responsibility for the dress and grooming of a student rests primarily with the student and their parent/guardian.***

Allowable Dress & Grooming

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

Non-Allowable Dress & Grooming

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

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

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

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

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

CCPS Homeless Education/Foster Care: Youth in Transition programs: CCPS provides educational services to children and youth experiencing homelessness and living in foster care. The Federal McKinney-Vento Homeless Assistance Act defines homeless children and youth to be those who lack a fixed, regular and adequate night-time residence. A child or youth in the supervised care and custody of State agency is considered a student living in foster care. The agency must contact and submit a completed foster care enrollment form with required documents to the CCPS Youth in Transition/Foster Care Coordinator (YITFC) when a child or youth enters foster care. Contact the YITFC in the department of student services at 301-934-7326 for assistance with these programs.

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

The following are pesticides and bait stations, by common name, which may be used in schools: Brodifacoum, Beta-cyfluthrin, Imidacloprid, Indoxacarb, Chlormequat chloride, Bacillus subtilis GB03, Potassium bicarbonate, Azadirachtin A, Potassium oleate, Hydramethylnon, D-trans allerthrin, Fipronil, Phenothrin, Glysophosate, Siduron, Benefin, Trifluralin, DiThiopyr, Triclopyr, Clopyralid, Dicamba, 2-4-D, Prometon, Lambda-Cyhalothrin, Bromadiolone, Chlorfenapyr, Dinotefuran, S Hydroprene, Bifenthrin, Deltamethrin, Thiamethoxam, Pyrethrin, Prallethrin, Boron sodium oxide, Tetrahydrate, Pyriproxyfen, Abamectin B1 and Mecoprop-P.

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

Pregnant and parenting students: Pregnant and parenting students may contact their school principal: (1) to obtain resources to find safe, affordable and reliable child care, and early childhood education services and transportation to and from school; (2) to arrange for excused absences from school or from individual classes due to circumstances related to their pregnancy or parenting; (3) to obtain information concerning appropriate, private lactation spaces in their schools; and (4) provide for reasonable accommodations.

Proof of domicile: As part of the CCPS student registration process, the registering parent/legal guardian must provide two acceptable proofs of the domicile address when students enroll in school, and for transitioning students entering Grades 6 and 9. Acceptable proofs of domicile requires one each from categories one and two.

Category one proofs include: deed, current verifiable lease/rental agreement, current mortgage statement/bill, settlement papers (within 45 days, with signatures), foster care placement letter/McKinney-Vento documentation, assignment of ownership agreement, most recent property tax bill for domicile or Maryland Dept. of Assessment and Taxation form. Category two proofs include: recent utility bill (within 45 days) with name and service address, current verification of service statement for same utilities, current wage statement (within 45 days) with name and address of employee and employer, most recent W-2, 1098, 1099, government issued statement of benefits with name and address (within 45 days) from Social Security Administration/Department of Social Services or correspondence on letterhead from local, state or federal court.

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

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

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

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

Searches of students: A principal, assistant principal or school youth engagement advocate may make a reasonable search of a student on the school premises or on a school-sponsored trip if the searcher has reasonable belief the individual student has at the time of the search possession of an item that is a criminal offense under Maryland law, a violation of any other state law or a rule or regulation of CCPS. The reasonable belief may be based on observations, reliable tips, suspicious actions, and the prevalence and seriousness of the concern. The reasonable belief may allow a search of an area where the student may otherwise have a reasonable expectation of privacy. The search shall be made in the presence of a third party and must be reasonable in its scope considering what is being searched for and who is being searched. If designated in writing by the principal, a teacher may make a reasonable search of a student on a school-sponsored trip if the same reasonable belief exists.

Following the search, the principal or principal's designee will attempt to contact the parent/guardian to explain the reason for the search and any items found and inform the parent/guardian of any subsequent administrative actions. The purpose of the contact is to inform the parent of the administrative search, however prior parental consent to search is not required under the law. School lockers are considered school property and may be searched by school administrators at any time for any reason. A principal, assistant principal or school youth engagement advocate may also make a search of the physical school building at any time for any reason. Dogs trained to detect the presence of drugs, weapons or other contraband may be used on school property when deemed necessary or appropriate by school officials or law enforcement.

Special Education Citizens Advisory Committee (SECAC): The mission of the Special Education Citizens Advisory Committee (SECAC) is to develop partnerships and facilitate discussions between parents, educators and school administrators to advocate for enhanced services and opportunities for students with disabilities in Charles County. The committee meets during the school year at the F.B. Gwynn Educational Center and is open to anyone. For additional information, call the department of special education at 301-392-7587.

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

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

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

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

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

Eleventh- and 12th-grade high school students' names, addresses and telephone numbers will be available to the U.S. armed forces upon the request by military recruiters as required by law. The student, parent or guardian who wishes to have this information withheld may do so by checking the appropriate box on the student emergency card indicating they are "opting out" of this release of information. Contact the department of student services at 301-392-7510 for additional information.

Unless otherwise ordered by a court, CCPS grants a non-custodial parent the same rights as the custodial parent to review the student's record and to receive copies of all student-related information. Questions concerning these rights should be directed to the department of student services. If parents/guardians or an eligible student believe the student record contains inaccurate or misleading information or is otherwise in violation of the student's privacy rights, they may seek to add or amend the record. Contact the department of student services at 301-392-7510 with questions.

CCPS may agree to show parents/guardians videos of their child used by the school system but retains the authority not to provide a copy of the video to the parents. Disabled parents or guardians, or eligible students may contact the department of student services to receive assistance with student records and system procedures. Parents, guardians and eligible students who are identified as having a primary or home language other than English may receive assistance through the department of student services. The department of student services may be contacted at Department of Student Services, Charles County Public Schools, P.O. Box 2770, La Plata, MD 20646 or 301-392-7510.

Summer school: Middle and high school students may enroll in make-up course work through the summer school program. The 2025 summer school program begins in July. Students who complete their high school graduation requirements during summer school may receive their diplomas at a graduation ceremony. Call your child's school counselor for more information.

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

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

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

Title IX: Charles County Public Schools does not discriminate on the basis of sex and prohibits sex discrimination and sex-based harassment in any education program or activity that it operates, as required by Title IX and its regulations. Inquiries about Title IX may be referred to Dr. Mike Blanchard, CCPS Title IX Coordinator, 301-932-6610 or mblanchard@ccboe.com.

The CCPS Title IX grievance rule can be located at https://resources.finalsite.net/images/v1636649508/ccboecom/jmqu45hnyejh9gg5jzn/Superintendents-Rule-Title-IX-Procedure_1.pdf. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination or sex-based harassment under Title IX, contact Dr. Mike Blanchard or the school principal.

Use of school facilities: Charles County community groups and nonprofit organizations may be permitted to use school facilities for worthwhile purposes when they do not interfere with the regular school program. Every effort is made to assure that facilities are available for use by Charles County nonprofit, non-school organizations as much as is practical on a priority basis, in the following order: CCPS gives preference to all school or extracurricular programs for students, as well as to programs and activities for employees of CCPS. Priority is next given to PTOs and PTSOs, and any parent or community group established by the school administration to support the instructional program, followed by Department of Recreation, Parks and Tourism-sponsored activities (except those that conflict with local, state or federal law and Board of Education policy), and then other nonprofit programs. Applications and handbooks outlining rules and procedures are posted on the CCPS website at www.ccboc.com. For more information, contact the principal of the school in which you have an interest, or the chief of operations and supporting services at 301-934-7270.

Collage of student/staff pictures from the 2023-2024 school year





Charles County Public Schools

2024-2025 Quick View Calendar

Charles County Public Schools

July 2024

S	M	T	W	Th	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024

S	M	T	W	Th	F	S
	1	2	3			
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024

S	M	T	W	Th	F	S
1	2	3	4	5		
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025

S	M	T	W	Th	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025

S	M	T	W	Th	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2025

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Schools closed, students and teachers

- Marking period ends

- First/last day of school for teachers

- Marking period begins

- First/last day of school for students

Schools closed, students only

- Two-hour early dismissal

- Schools/offices closed

July

4: Independence Day

November

5: Election Day, schools closed for students only

11: Veterans Day, schools/offices closed

20: 2-hour early dismissal

27-29: Thanksgiving holiday

March

5: 2-hour early dismissal

14: Schools closed

28: 3rd marking period ends

31: 4th marking period begins

August

19: 1st day of school for teachers

26: 1st day of school for students

December

4: 2-hour early dismissal

23-31: Winter break, schools closed

24-25: Winter break, offices closed

April

2: 2-hour early dismissal

14-21: Spring break, schools closed

18: Good Friday, offices closed

21: Easter Monday, offices closed

30: 2-hour early dismissal

September

2: Labor Day

3: 1st day of school for PreK students

13: Schools closed for students only

25: 2-hour early dismissal

January

1: New Year's Day

15: 2-hour early dismissal

20: MLK Day, schools/offices closed

21: 2nd marking period ends

22: 3rd marking period begins

27: Schools closed for students only

May

7: 2-hour early dismissal

15: 2-hour early dismissal

26: Memorial Day, schools/offices closed

October

14: Schools closed for students only

30: 1st marking period ends

31: 2nd marking period begins, 2-hour early dismissal

February

17: Presidents Day

19: 2-hour early dismissal

June

11, 12, 13: 2-hour early dismissal days

13: Last day of school for students

17: Last day for teachers

19: Juneteenth, schools/offices closed

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

Safety Strategy

ADULTS

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



High Schools

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

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

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

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

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

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

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

Educational Centers

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

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

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

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

Middle Schools

Theodore G. Davis
2495 Davis Road
Waldorf, MD 20603
Hours: 8:55 a.m. - 3:30 p.m.
Phone: 301-753-2082
Fax: 301-638-3562
Robert Griffiths, Principal

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

Matthew Henson
3535 Livingston Road
Indian Head, MD 20640
Hours: 8:30 a.m. - 3 p.m.
Phone: 301-753-1784
Fax: 301-944-0793
Christina Caballero, Principal

Mattawoman
10145 Berry Road
Waldorf, MD 20603
Hours: 8:25 a.m. - 2:55 p.m.
Phone: 301-753-1789
Fax: 301-638-0043
Anthony Carroll, Principal

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

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

General Smallwood
4990 Indian Head Highway
Indian Head, MD 20640
Hours: 8:40 a.m. - 3:10 p.m.
Phone: 301-753-1786
Fax: 301-743-3044
Orlena Whatley, Principal

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

Administrative Offices

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

Anonymous reporting hotline, 301-302-8305
Athletics, 301-934-7323
Board of Education, 301-934-7224
Communications, 301-934-7221
Instruction, 301-934-7377
Human Resources, 301-934-7255
Fiscal Services, 301-934-7350
Food Nutrition Services, 301-392-5575
School Administration, 301-934-7365
Special Education, 301-392-7587
Student Services, 301-934-7326
Superintendent, 301-934-7223
Supporting Services, 301-934-7270
Technology, 301-934-7250
Testing, 301-934-7312
Transcripts, 301-392-7514
Transportation, 301-934-7262
988 Suicide and Crisis Lifeline, 988

Class of 2024 — Page 20

The Class of 2024 included 2,021 graduates and earned more than \$183 million in scholarship offers. Class leaders pictured on Page 20 include, top row from left, Isabel Raleigh, valedictorian, Henry E. Lackey High School; Anna Martin, salutatorian, Lackey; William Alcorn, valedictorian, La Plata High School; Alan Sebastian, salutatorian, La Plata; Noah Cusack, valedictorian, Maurice J. McDonough High School; Aiden Gibney, salutatorian, McDonough; Samuel Stine, valedictorian, North Point High School; Shreeya Chada, salutatorian, North Point; Miracle Washington, valedictorian, St. Charles High School; Chloe Del Rosario, salutatorian, St. Charles; Charlie Bowie, valedictorian, Thomas Stone High School; Noah Prado, salutatorian, Thomas Stone; Margareth Dagamac, valedictorian, Westlake High School; and Mason Wheeler, salutatorian, Westlake.

Benjamin Stoddert
2040 St. Thomas Drive
Waldorf, MD 20602
Hours: 8:30 a.m. - 3 p.m.
Phone: 301-753-1788
Fax: 301-870-1183
Marquelle Peavy,
Principal

Elementary Schools

C. Paul Barnhart
 4800 Lancaster Circle
 Waldorf, MD 20603
 Hours: 9 a.m. - 3:30 p.m.
 Phone: 301-753-1781
 Fax: 301-645-8970
 Caroline Burke, Principal

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

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

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

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

William A. Diggs
 2615 Davis Road
 Waldorf, MD 20603
 Hours: 9:30 a.m. - 4 p.m.
 Phone: 301-753-2081
 Fax: 301-944-0797
 Benjamin Harrington, Principal

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

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

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

Daniel of St. Thomas Jenifer
 2820 Jenifer School Lane
 Waldorf, MD 20603
 Hours: 9:30 a.m. - 4 p.m.
 Phone: 301-753-1768
 Fax: 301-374-9496
 Kevin Jackson, Principal

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

T.C. Martin
 6315 Oliver Shop Road
 Bryantown, MD 20617
 Hours: 9:15 a.m. - 3:45 p.m.
 Phone: 301-753-1748
 Fax: 301-274-3765
 Ethel Hosendorf, Principal

Mary H. Matula
 6025 Radio Station Road
 La Plata, MD 20646
 Hours: 9:20 a.m. - 3:50 p.m.
 Phone: 301-753-1780
 Fax: 301-934-5414
 Sandra Taylor, Interim Principal

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

Walter J. Mitchell
 400 Willow Lane
 La Plata, MD 20646
 Hours: 9 a.m. - 3:30 p.m.
 Phone: 301-753-1760
 Fax: 301-944-0880
 Diedra Barnett, Principal

Mt. Hope/Nanjemoy
 9275 Ironsides Road
 Nanjemoy, MD 20662
 Hours: 9:20 a.m. - 3:50 p.m.
 Phone: 301-753-1761
 Fax: 301-246-9453
 Louis D'Ambrosio, Principal

Dr. Samuel A. Mudd
 820 Stone Avenue
 Waldorf, MD 20602
 Hours: 8:45 a.m. - 3:15 p.m.
 Phone: 301-753-1762
 Fax: 301-374-9581
 Portia Parker, Principal

Mary B. Neal
 12105 St. Georges Drive
 Waldorf, MD 20602
 Hours: 8:15 a.m. - 2:45 p.m.
 Phone: 301-753-2086
 Fax: 301-944-0796
 Michael Hoffman, Principal

J.C. Parks
 3505 Livingston Road
 Indian Head, MD 20640
 Hours: 9:15 a.m. - 3:45 p.m.
 Phone: 301-753-1763
 Fax: 301-944-0877
 Hughes Valmond, Principal

J.P. Ryon
 12140 Vivian Adams Drive
 Waldorf, MD 20601
 Hours: 9:20 a.m. - 3:50 p.m.
 Phone: 301-753-1764
 Fax: 301-374-9583
 Nicholas Adam, Principal

Eva Turner
 1000 Bannister Circle
 Waldorf, MD 20602
 Hours: 8:45 a.m. - 3:15 p.m.
 Phone: 301-753-1765
 Fax: 301-944-0804
 Courtney Hrobak, Principal

William B. Wade
 2300 Smallwood Drive West
 Waldorf, MD 20603
 Hours: 8:30 a.m. - 3 p.m.
 Phone: 301-753-1769
 Fax: 301-645-8793
 Sonia Blue, Interim Principal

Early Learning Centers

Early Learning Center, La Plata
 8730 Mitchell Road
 La Plata, MD 20646
 Hours: 9:30 a.m. - 4 p.m.
 Phone: 240-776-5804
 Fax: 301-944-1005
 Candice Vallandingham-Adam, Coordinator

Early Learning Center, Waldorf
 3155 John Hanson Drive
 Waldorf, MD 20601
 Hours: 9:45 a.m. - 4:15 p.m.
 Phone: 240-776-5803
 Fax: 301-885-0057
 Ashley Valenzuela-Carrington, Coordinator

Opening August 2025: Margaret J. Thornton Elementary School
 5860 St. David Drive, White Plains, MD 20695
 Brian King, Ed.D., Principal

Charles County Public Schools Calendar 2024-2025 at a glance



Visit our website at www.ccboe.com
 Contact us at 301-932-6610 or 301-870-3814
 Watch Comcast Channel 96/Verizon Fios 12
 Follow us on X @ccps/Like us on Facebook at
 Charles County Public Schools

Mission

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

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

August 2024	19: First day of school for returning teachers 26: First day of school for students, K-12
September 2024	2: Labor Day, schools/offices closed 13: Teacher in-service day, schools closed for students only
October 2024	14: Teacher in-service day, schools closed for students only
November 2024	5: Teacher in-service day, schools closed for students only 11: Veterans Day, schools/offices closed 27-29: Thanksgiving holiday, schools/offices closed
December 2024	23-31: Winter break, schools closed for students and teachers
January 2025	1: New Year's Day observed, schools/offices closed 20: Dr. Martin Luther King Jr.'s Birthday observed, schools/offices closed
February 2025	17: Presidents Day, schools/offices closed
March 2025	14: Schools closed for students and teachers
April 2025	14: Spring break starts, schools closed 18: Good Friday, schools/offices closed 21: Easter Monday, schools/offices closed
May 2025	26: Memorial Day, schools/offices closed
June 2025	13: Last day of school for students** 17: Last day of school for teachers** (* ** four inclement weather days are identified in the calendar) 19: Juneteenth, schools/offices closed
July 2025	4: Independence Day, schools/offices closed
August 2025	11: New educator orientation begins 18: First day of school for returning teachers 25: First day of school for students, K-12
September 2025	1: Labor Day, schools/offices closed 12: Teacher in-service day, schools closed for students only