

**Early Learning Center,
La Plata
Parent Handbook
2025 - 2026**



WELCOME! We are the Early Learning Center, La Plata for Charles County Public Schools located at the College of Southern Maryland! The staff are all extremely excited to welcome you to the ELC on September 2nd – your child’s first day! We want your child’s first experience at school to be an amazing one, and want you to be involved, too!

General Information:

Office Phone: 240.776.5804

Fax Number: 301.944.1005

Instagram: elc_laplata1

Mailing Address: 5980 Radio Station Rd.
La Plata, MD 20646

Physical Address: 8730 Mitchell Rd.
CL Bldg
La Plata, MD 20646

Directions to ELC: From Southbound 301, turn right onto Mitchell Rd. Turn onto CSM campus via North Campus Dr. The ELC is on the right at the end of Parking Lot #2.

From Northbound 301, turn left onto Mitchell Rd. Follow the above directions.

Office Hours: 9:00am – 5:00pm

Instructional Hours: 9:45am – 4:15pm

Students will begin to enter the building starting @ 9:30am

Students will begin to be marked tardy starting @ 9:45am

* If students are tardy, they must be signed in by an adult

****On occasions when an adult needs to enter the building, they MUST have a picture ID. NO EXCEPTIONS! This is for the safety of all the students and staff at the ELC. Entry will NOT be permitted for any adult without a picture ID. No exceptions! Please always expect and hold us accountable for this!****

ELC Facts:

- ~ While located on the CSM La Plata Campus, we are a Charles County Public School.
- ~ Students will receive the same curriculum that is used in all of the other CCPS Pre-K3/4 classrooms.
- ~ There are 5 classrooms at the ELC and one Special Areas classroom.
- ~ The ELC has only Pre-K classrooms!

Staff (alphabetized by last name):

Adam, Candice – Coordinator

cvallandingham-adam@ccboe.com

Hello! I have been working for Charles County Public Schools since January 2009. I have taught in classrooms from 1st through 6th grade in CCPS. Before coming to CCPS, I also taught 6th grade Math and Science in the state of California. My husband, Nick, and I have 3 kiddos, 1 boy (Jamison) and 2 girls (Dawsynne & Ellyette). I enjoy reading, hiking, and love coffee and chocolate!

Biehl, Jacquelyn – Special Areas Teacher

jbiehl@ccboe.com

Hello! I am excited to be returning to the ELC for another school year, and I can't wait to meet our new cubs! This will be my 6th year teaching for Charles County Public Schools. I earned a bachelor's degree in early childhood education from Grand Canyon University, and I am currently pursuing a master's degree. I have 3 children and 2 rambunctious puppies. I love iced coffee, Taylor Swift, and all things Disney. I'm excited to get started and see where this year takes us - every group brings something new, and I can't wait to learn what makes this one special.

Boling, Chloe – Lion Cub Classroom Instructional Assistant

cboling@ccboe.com

Hi everyone! I'm so excited to be teaching in Charles County! I've been teaching kids ages 1-6 for many years but this is my first time at a big school just like you! I live on a farm with 4 chickens, some cats, and a dog (and I hope to get goats soon!). I love cooking, baking, spending time with family and friends, iced coffee, and the color green! I can't wait to learn all about you and have a wonderful year together!

Brindle, Natalie – Financial Secretary

nbrindle@ccboe.com

I have been working in Charles County Public Schools since 2016. Before coming to the ELC, I worked at Matthew Henson Middle School. I have a daughter and a beautiful granddaughter. In my spare time I like to do cross-stitch, gardening, and spending time with my grandbaby!

Burroughs, Nakira – Wolf Cub Classroom Instructional Assistant

nburroughs@ccboe.com

Hello, I've been working with Charles County Public Schools since September 2024, but I have been working with children since 2020 when I graduated from St. Charles High School. You grew up in Charles County. I am the second oldest of six. I am an auntie to 3. And I'm excited to be at the ELC!

Chang, Janie – Tiger Cub Classroom Special Education Teacher

jchang@ccboe.com

Hello! I went to elementary, middle, and high school in Charles County. I have been teaching for 22 years, most of those years have been for Charles County Public Schools. I have taught both special education and elementary education, from Infants and Toddlers through 3rd grade. Most of my experience has been working with children with special needs, ages 2-5. When I'm not teaching, I enjoy spending time with my 3 children and my family. I love shopping, organizing, and drinking coffee.

Cooper, Lisa – Panda Cub Classroom Instructional Assistant

lcooper@ccboe.com

Hi! I have been working for Charles County Public Schools since February 2000. I started out in Middle School and several years later transferred to Elementary School. I am the mother of two children and six grandchildren, two boys and four girls. My most enjoyable time was spent in the Library and introducing children to different Genres.

DiPietro, Angela – Lion Cub Classroom Teacher

adipietro@ccboe.com

Hi there! While this is my first year with CCPS, I spent the last two years working at a preschool in Waldorf. Growing up, my family bounced back and forth between Texas, Hawaii, and Maryland where we finally settled down. My husband and I have lived in Charles County for 12 years and have three children - Nick (20), Isla (8), and Campbell (5). I have been coaching youth soccer (ages 3-5) and volleyball (ages 12-17) for over three years now. I enjoy photography, the beach, and spending time with my family and our two wild pups. I am very excited to be a part of the ELC team and look forward to supporting our students' growth.

Dorsey, Melvin – Building Service Manager

mdorsey@ccboe.com

Hello! I have been working for Charles County Public Schools since September 2013. I have worked for A-1 Insulation for 22 years and I was a manager for Shoppers Foods for 10 years. I enjoy movies and R/C Racing.

Dowtin, Donna – Wolf Cub Classroom Instructional Assistant

ddowtin@ccboe.com

Hello! I was born and raised in the DMV area. I've been married for 26 years. I have two daughters and one son. Along with three grandsons' age's 11yrs, 3yrs and 3 months. My favorite color is green. I enjoy watching movies and spending time with my family. I've had the pleasure of working with preschoolers for 39 years. I have a Child Development Associates (CDA) in Preschool. I am entering my 3rd year working for Charles County Public Schools. I am excited and looking forward to another year at the Early Learning Center, LaPlata working with the Wolf Cubs. 😊

Dozier, Ameerah – Tiger Cub Classroom Instructional Assistant

adozier@ccboe.com

Hi! From my Sophomore year to senior year in high school, I was in the Child Growth and Development Program. After transferring to Charles County in the middle of my senior year, I became an intern at the ELC and received my Child Development Associate (CDA) credential! During my internship, I found my passion for teaching. I'm so excited to be back at the ELC and I'm looking forward to an amazing school year with the Tiger cubs!

El Brahmi, Lamaie – Dedicated Substitute

lelbrahmi@ccboe.com

Hi! I am originally from Morocco (in North Africa). I am a mother to two teenagers (16 and 14). I have a master's degree in MIS. I have been subbing for 8 years. I love working with little ones and watching them grow and learn new things. I enjoy watching movies, going to the beach and spending time with my family.

Fields, Deandre – Building Service Worker

dfields@ccboe.com

Hello! My name is DeAndre, but I preferred to be called Dre. I have been working for Charles County Public Schools since July 2021. I'm really chill and laid back. I enjoyed working at the ELC last year, and look forward to this year! I like listening to music, collecting shoes, and just having fun!

Ford, Andre – Computer Analyst

ancford@ccboe.com

Greetings! I am new to Charles County Public Schools, coming on board in March 2025, as a Computer Analyst. I have been in the IT field in various capacities for over 30 years, working with the Department of Defense, Department of Treasury and commercial banking industries. I am a retired veteran having served in the U.S. Air Force in many worldwide locations. My wife, April, and I have two children, Andre (son) and Adrienne (daughter) and one granddaughter, Maridienne (age 4). I enjoy history, reading, relaxing travel and an interest in boardgaming (an old interest being renewed!).

Fowler, Shanel – Tiger Cub Classroom Instructional Assistant

sfowler@ccboe.com

Hello, my name is Ms. Fowler I have a 5-year-old nephew (Delante Jr) and 9-month-old god daughter (Shymirrah). Outside of working with ELC in La Plata, I work at Charles Regional Medical Center as a (PCT), Recovery Center as a (CMT), and I work with ABA (Applied Behavior Analyst) supporting the children that are diagnosed with autism. During my free time, I love to travel, spend time with my friends/ family, and try out new restaurants, local or away.

Garner, Nichole – Bear Cub Classroom Teacher

ngarner@ccboe.com

Hi! A product of Charles County Public Schools myself, I am entering my 29th school year teaching with CCPS. I have spent most of those years teaching early childhood. I live on our family's farm with my husband. Our two children, Jacob (27) and Sydney (23), recently flew the nest. I have two dogs, a horse, and chickens! I enjoy reading, gardening, skiing, and boating. I am so excited to welcome your little ones into our class family!

Imes, Jin Young – Lion Cub Classroom Special Education Teacher

jimes@ccboe.com

Hello everyone! My name is Jinyoung Imes. I was born and raised in South Korea. I have worked for Charles County Public Schools for about 15 years, specializing in the Pre-K special education field. I love working with younger kids and meeting diverse families. In my family, I have a husband, two daughters, and a long-haired weenie dog. I can't wait to meet everyone!

Krupa, Becky – Instructional Specialist

rkrupa@ccboe.com

Hello! I am an Early Childhood Instructional Specialist and Coach for Accreditation. I will be supporting the staff and students at both Early Learning Centers. I have been with Charles County Public Schools since August 2006. I am excited to watch your children grow and learn this year! I have a loving husband, two amazing daughters, and a rambunctious puppy. I love the beach, reading, and chocolate.

Manriquez, Kahla – CSM Work Study

I'm a Federal Work Study student at the College of Southern Maryland, pursuing a degree in Early Childhood Development. Before this, I earned a bachelor's degree in Criminal Justice and worked as a 911 Dispatcher, but I eventually discovered that my true passion is working with young children. I'm excited to continue growing in this new career! This is my second year at the Early Learning Center in the specials room learning, playing, and creating alongside the children every day.

Maynard, Joy – Nurse

jmaynard@ccboe.com

Hi! I am so excited to be returning to ELC LaPlata for my 3rd Year!!! This is most definitely The Best School with The Best Professional Staff in All of CCPS. I am honored to have the pleasure of being your child's School Nurse! I have been a Nurse for 18 years. I have one son in elementary school at CCPS, who is my absolute joy. I enjoy nature, traveling, relaxing on the porch, spending quality time with my amazing family, and I run on coffee!

McGuire, Jean – Bear Cub Classroom Instructional Assistant

jmcguire@ccboe.com

Hello! I am originally from Roanoke, Virginia and moved to Maryland after graduating from Virginia Tech and getting married. After college, I had the opportunity to teach 1st grade and kindergarten. I decided to be a "stay at home" mom for my three wonderful kids then went back to work in the Infant and Toddler program, where I stayed for 10 years. Additionally, I worked at Walter J. Mitchell as a kindergarten Instructional Assistant for two years. I love going to the beach, listening to all types of music and reading. I am excited for this school year and having the opportunity to watch your little ones grow and learn so many new things.

McKenney, Heidi – IEP Facilitator

hmckenney@ccboe.com

Hello, I am excited to be the IEP Facilitator at the ELC again this year! I look forward to helping families navigate the early intervention process with this amazing staff. I live in Colonial Beach, VA with my husband and our three wonderful daughters (ages 20, 15, and almost 10). This is my 23rd year working in Charles County, but I have been involved with helping children with special needs since the age of ten. Supporting children with special needs is my life-long passion. I have experience in many of our county's regionalized programs from Infants and Toddlers to Pre-K to ACHIEVE and SOAR, to EA. I am happy to help answer any questions you may have about the

supports available in the county and beyond. I am excited to partner with parents and staff to celebrate all the growth our youngest scholars will experience this year!

Morales, Ivette – CSM Work Study

I was born and raised in the Maryland. I have always had an interest in teaching and education. While in high school I participated in the early childhood development program. I am currently enrolled in the College of Southern Maryland's early childhood education program and am excited to see what the future holds!

Oliver, Stacey – Wolf Cub Classroom Teacher

soliver@ccboe.com

Welcome! I have been working for Charles County Public Schools since August of 2007. I have taught students from prekindergarten up through third grade. I am a mom to a very active boy. I enjoy spending time with my family, watching my son play hockey, and sitting on the beach with a good book!

Payton, Dianica – Wolf Cub Classroom Special Education Teacher

dpayton@ccboe.com

Hello! My name is Dianica Payton. I have been working for Charles County Public Schools since January 2017. Before coming to CCPS, I worked as a teacher for Head Start for ten years. I am a boy mom x3, a lover of all things chocolate and enjoy paper crafts.

Poblano-Morales, Maria – Food Service Worker

mpoblanomorales@ccboe.com

Hello, my name is Maria Isabel, but I prefer to be called Isa. I live with my husband, my two daughters and our little dog. I've been a baker for many years and in March of this year, I started working as a food service worker at the ELC, and I really enjoy working here. 😊

Rose, Sarah – Food Service Manager

scrose@ccboe.com

I started as a volunteer for CCPS around 2004 when my three children were in the school system. Since January 2006, I have worked in the Food Services Department in various capacities to include a Food Service Worker, Assistant Food & Nutrition Manager, and more recently, served as the Food & Nutrition Manager. I look forward to serving as the Food & Nutrition Manager at the Early Learning Center. I have three adult children and three grandchildren.

Rybarczyk, Tiffany – Tiger Cub Classroom Teacher

trybarczyk@ccboe.com

I have been working in the education field for 21 years and with Charles County Public Schools since 2019. I am originally from New Mexico and have taught grades Pre-K through 4th grade. I have two kids (a boy and a girl). I enjoy spending time with my family and love coffee! I love being a part of the ELC family and look forward to another great school year!

Sanders-Moore, Cindy - Counselor

csanders-moore@ccboe.com

Happy New School Year!! I have been working in Charles County Public Schools since August 2019 as a professional school counselor. I have served as an educator for numerous years in Maryland

and Illinois. I am originally from Chicago and started my career as a Kindergarten teacher. I am a Fitness and Travel enthusiast. I am also fascinated with the French Culture and Language. I am married and a proud mom of three.

Warner, Leanne – Speech Language Pathologist

lewarner@ccboe.com

Hello! My name is Leanne Warner. I am one of the Speech Language Pathologists for the Early Learning Centers. This will be my ninth year as a school-based Speech Language Pathologist. I worked with students ages 3-5 years old in Calvert County Public School for 6 years; and for the past 2 years I have been working with Pre-K to 5th grade students at Billingsley Elementary in Charles County. I am a proud Alumnus of both University of Maryland, College Park and James Madison University. I am so excited to be serving the students of the Early Learning Centers!

Willis, Lisa – Lion Cub Classroom Instructional Assistant

lwillis@ccboe.com

I have been working for Charles County Public Schools since August 2008. I started out as a guest teacher for Walter J Mitchell Elementary. I transferred to Mary B. Neal, did one year in first grade and then transferred to kindergarten. I have been married to my husband Scott, a retired CCSO police officer, for 34 years. I have 2 amazing children, 1 son and 1 daughter. My son, Tyler, is a CCSO K-9 handler and my daughter, Hunter, is a RN for cardiac pediatrics for Innova Fairfax Hospital. In my spare time I like to bake, quilt, relax on the beach and be with family.

Wedding, Emily – Panda Cub Classroom Teacher

ewedding@ccboe.com

Hello! My name is Emily Wedding, this is my sixth-year teaching. I have taught Pre-K, Kindergarten, and 1st Grade. There is no doubt that Pre-K has been my favorite! My husband and I have two pet rabbits which we adore. In my spare time thrift shopping and reading!

IMPORTANT: First Days of School:

Transitioning to school can be scary and stressful for a child, especially if they have never experienced an atmosphere/situation similar to school. Below are recommendations to help make the adjustment easier on your child:

~ Start from Day 1 with their daily transportation method. If they will be a bus rider, let them ride the bus from the first day. First day memory pictures can be taken at the bus stop, too! Please take advantage of attending Meet & Greet, and/or Orientation to take pictures at the school building.

~ Talk with your child about what they can expect on the first day. Some topics to talk about: what it will be like to ride the bus, what they can expect from you while you are at school, remind them that they will have a picture of their family in case they are feeling sad, they will have lunch at school, they will have recess and get to play at school, they will get to be around other kids, etc.

CCPS Attendance Policies (page 6 in School Calendar):

Regular attendance at school is important for each child in order for he/she to receive the maximum benefit from the school program. Please ensure that your child's attendance at school is a priority. When your child misses school, he/she must bring a note written by a parent/guardian or doctor's office, stating the date(s) and reason for the absence within five days. Please note: this documents the absence, but does not "excuse" the absence.

When not to send your child to school:

- ~ fever of 100.4 or higher (symptom free for 24hrs. to return)
- ~ vomiting / diarrhea (symptom free for 24hrs. to return)
- ~ observance of religious holidays
- ~ family emergencies
- ~ medical / dental appointments

~ Tardies

Doors open for students to enter at 9:30am. Students are marked tardy starting at 9:45am. When arriving after 9:45am, parents will need to sign their student in at the front office. **Remember, you must have your picture ID to enter the building – even to sign-in your student!**

~ Early Dismissals

If you need to pick up your child early from school, you must arrive by 3:45pm. Dismissals cannot occur after 3:45pm due to the impact on dismissal for the rest of the school.

If you are sending someone to pick up your child, the school must receive the information in writing. Please send an email to Natalie Brindle (nbrindle@ccboe.com) and your child's teacher to notify the school of who is picking up your child.

Ways to Get Involved:

~ Help In the Classroom – we would LOVE for you to help in our classrooms! Come in and pull a small group, read to the class, and other options! To help in a classroom the following would be mandatory:

- ~ background check (Quick Links tab on CCBOE website)
- ~ training on how to conduct the activity (arranged & conducted by Mrs. Adam)
- ~ ID to sign in on the computer on the day(s) you are coming

~ Help From Home – teachers can send home materials that need to be prepped for classroom activities (i.e. cutting, gluing, counting, sorting, etc.)

~ Field Trips – depending on the field trip the above mentioned background check may need to be completed. The number of chaperones is dictated by the

site of the field trip. Information will be communicated when a field trip is organized.

Breakfast / Lunch Information (page 12 in School Calendar):

Students will have a designated time for lunch every single day, regardless of whether there is an early dismissal or a late arrival. Students can choose to bring a lunch from home or receive a lunch from the school kitchen.

Cost of Breakfast: \$1.45

Cost of Lunch: \$2.90

Cost of Milk: \$0.75

Reduced Price Breakfast / Lunch: \$0

- To see if your child qualifies for Reduced Price Breakfast / Lunch, a parent/guardian must fill out and submit the application. Visit www.ccboe.com website, click on the Quick Links Tab at the top of the page, then click on Free/Reduced Meals Application.

Lunch From Home:

Staff will help students with opening packages and encourage your child to eat what is packed. We cannot heat up lunches for students, even by the use of a microwave. Please do not send food that needs to be heated up.

Lunch From School:

The lunch menu will be shared in the Parent Newsletter. Students will be given a choice every morning from two items. The food service staff will prepare the food and it will be delivered to your child's classroom. The preferred, and easiest, way to manage your child's lunch account is by accessing My Payments Plus. You can place money on your child's account in any increment and receive notifications when your child's account is low/negative. You can access My Payments Plus by visiting www.ccboe.com, clicking on the Quick Links tab, and then clicking My Payments Plus.

Food Allergies:

If your child has food allergies, whether medical or religious, the school must have documentation on file. We cannot stress enough how important it is to have the proper paperwork on file for your child's allergies. We are not permitted to deny students food without documentation from your child's doctor. For more information, please see the documents in your Parent Folder.

Arrival:

Bus Riders: Take priority. Students will be escorted off of the bus and into the building by staff as soon as they arrive at the ELC. Students will receive a

backpack tag with their bus information – please do not remove the tag! If the bus number on the tag does not match with the information that you have received, please contact the school ASAP.

Car Riders: Will be inter-mingled in between bus arrivals. Car riders will form a line. Once your car has pulled up to the sidewalk, a staff member will get your child out of the vehicle. Please remain in your vehicle and allow staff to take your child out. This will help to expedite the arrival of car riders.

Dismissal:

Starts at 4:00pm. On the occasion that your child's dismissal needs to be different, please notify the staff in writing by sending an email with the change. Send the email to Natalie Brindle (nbrindle@ccboe.com) and your child's classroom teacher by 3:30pm. Written notification must be sent by 3:30pm to ensure that time is provided to communicate the change.

Bus Riders: Dismissed FIRST. Students will be escorted to the bus by staff.

PLEASE NOTE: Your child will not be permitted off of the bus at the bus stop unless there is a responsible person at the bus stop to receive them. If there is not someone at the stop to receive them, your child will be brought back to the ELC and would need to be picked up.

Car Riders: You will receive a car tag to show when picking up your child. Please make sure the tag is visible to staff. Car riders will be released after buses are dismissed. Car riders will form a line. Once your car has pulled up to the sidewalk, a staff member will help your child into the vehicle. Please remain in your vehicle and allow staff to help your child. This will help to expedite the dismissal of car riders. Please do not park your car and walk up to the building. This causes a safety concern and will cause the process to take longer for everyone. Staff addressing an adult about returning to their car, should be focused on our students.

Recess / Outdoor activities:

Students will have outdoor recess every day, weather permitting. When outside activities are canceled due to outside conditions, students will have indoor recess.

Students will always participate in outdoor recess unless he/she has a medical reason documented by a doctor's note or unless the county has canceled outdoor activities due to weather conditions. We are not able to withhold recess due to parent request.

Emergency Drills:

Fire Drills: Students and staff will conduct a fire drill once a week for the first two weeks and once a month for the remainder of the school year. This will be a total of 11 fire drills.

Hold: Students and staff will conduct two of these drills each semester for a total of four for the school year. This protocol is followed when there is a situation where the halls need to be clear and free of traffic (i.e. an ambulance has been called and a person needs to be moved through the hallway quickly, etc.).

Secure: Students and staff will conduct two of these drills each semester for a total of four for the school year. This protocol is followed when there is a situation outside where all students and staff need to return to the building (i.e. an animal on the playground, etc.).

Lockdown: Students and staff will conduct two of these drills each semester for a total of four for the school year. This protocol is followed when there is a situation inside the building that presents a danger (i.e. an intruder, etc.).

Evacuate: Students and staff will conduct two of these drills each semester for a total of four for the school year. This protocol is followed when there is a situation where the school is not safe and the students and staff need to relocate. In this instance, we will evacuate to secure buildings on the CSM campus.

Shelter: Students and staff will conduct two of these drills each semester for a total of four for the school year. This protocol is followed when there is severe weather (i.e. high winds, tornado, and others).

Incident Weather:

If weather conditions pose a potential hazard to students, school officials may dismiss students early, delay the opening of schools or close schools for the day. If conditions require the closing or delayed opening of schools, decisions are usually made by 5 a.m. The most reliable sources of school closing information are the school system's 24-hour information line and website. The 24-hour information line is 301-934-7410 or 301-932-6656. When possible, decisions are made the preceding evening. Charles County Public Schools also uses its notification system, School Messenger, to send email notifications and text message alerts to parents with a valid email address and an opted-in cell phone number from their child's emergency notification card. Television and radio stations are also notified; however, they do not always report the most reliable information.

Two Hour Delay – students will begin to enter the building at 11:30am

One Hour Delay – students will begin to enter the building at 10:30am

Report Card Information:

Prekindergarten students receive two report cards per school year, one per semester.

School Pictures:

Students will have pictures two times during the school year. They have been scheduled, please note the dates. Reminders will be sent as Picture Day nears.

Fall Pictures: October 27th

Spring Pictures: May 4th

Health Room Procedures:

~ Check your child in the morning for any signs of illness. Sick children are best cared for at home if they have or have had a fever, vomiting, diarrhea in the past 24 hours or asthma attack in the past 12 hours. CCPS cannot stop the spread of illness if sick children are sent to school.

~ Keep emergency cards current. For your child's safety, your emergency contacts and phone numbers should be up to date. Your emergency contacts should be available to pick up your sick child from school if you are unavailable during the school day in a timely manner, health rooms are not large enough to keep students for extended periods of time.

~ If your child becomes ill during the school day, school staff will notify a parent/guardian. If a parent/guardian cannot be reached, the individual(s) listed on the student's emergency card will be called. In emergency cases, students are taken to the nearest medical treatment facility. The emergency card with a parent's signature permits the principal to arrange emergency care for students.

~ Every effort should be made to minimize the administration of medicine in schools. If possible, parents are urged to administer medication before and/or after the child returns home. Medication refers to all drugs prescribed by a physician, as well as over-the-counter, nonprescription drugs (i.e. cold/cough preparations, analgesics – Tylenol/aspirin-lotions, cream, ointments – Calamine/Neosporin, antacids, etc.).

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

- A completed Physician's Medication Order form containing complete written instructions from the prescribing physician, including the date of the order, identification of drug by name, dose, time, and circumstances of

administration, length of time medication is to be continued, reason for prescription and possible side effects; and

- A completed form from parent/guardian stating the desire to have medication administered and relieving the school, its agents, employees or representatives of any responsibility for ill effects resulting from the proper administration of the prescribed drug. An adult must deliver the medication to the school in the pharmacy container with all labeling information intact.
- All medications must be transported to and from school by an adult. Students should receive 24 hours of antibiotics prior to returning to school in order to control the spread of infection. School nurses will not administer unlabeled medicines. Medications carried by students on school property without labeling information and the appropriate physician orders will be confiscated and parents will be contacted.
- Physician's Medication Order forms are to be submitted at the beginning of each school year and renewed annually for students on long-term medication (i.e. Ritalin, asthma drugs, etc.), or therapy. These forms are available at each school, or at www.ccboe.com, Quick Links tab, Health Forms for Students. These written instructions pertain to all medications (both over-the-counter and prescription). Parents/guardians need to pick up medications at the end of the school year or they will be discarded.
- CCPS encourages parents to provide the school nurse with physician's orders and a three-day supply of critical medications routinely only given at home in case an emergency occurs that requires multi-day sheltering at school.

CCPS Dress Code (page 30 in School Calendar):

Allowable Dress and 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 and 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 obscenity.
- 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.

CCPS Cell Phone Policy (page 29 - 30 in School Calendar):

To have a cell phone at school, a request for permission must be sent in writing to the school administrator. Once approved, students must keep their phone 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.

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.

Title IX Information (page 32 in School Calendar):

Charles County Public Schools is committed to providing all individuals an educational environment that is free from sexual discrimination. Title IX of the Education Amendments of 1972 states that no person in the United States shall, on the basis of gender, be excluded from participating in, be denied the benefit of, or be subjected to discrimination under any educational program or activity that receives federal financial assistance. Sexual discrimination includes sexual harassment, sexual assault and sexual violence and is characterized as unwelcome conduct of a sexual nature that interferes with an individual's ability to learn, study, work, achieve or participate in school activities. If any individual wishes to file a complaint of sexual discrimination, they should contact the school's Title IX Coordinator, Candice Adam, at (240) 776-5804. All complaints may be resolved either informally or through a formal investigation process set out in Superintendent's Rule 5116, found here: Title IX - Charles County Public Schools (www.ccboe.com). The Rule also outlines supportive measures available to the parties through the Title IX Coordinator or school-based administrator, including counseling, mental health services referral, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring, and other similar measures determined by

school officials to be legally permissible and necessary to protect the safety or educational or employment activities of a party.

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 nondiscriminatory equal access to school facilities in accordance with its Use of Facilities rules to designated youth groups (including, but not limited to, the Boy Scouts).