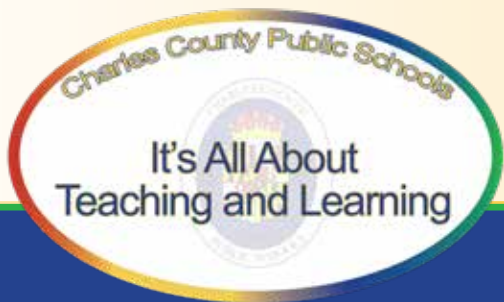


# Charles County Public Schools



**2019-2020 Parent Handbook/Calendar**

**Address:**

5980 Radio Station Road (Physical address)  
P.O. Box 2770 (Mailing address)  
La Plata, MD 20646

**Phone:** 301-932-6610, 301-870-3814

**Fax:** 301-932-6651

**Website:** [www.ccboe.com](http://www.ccboe.com)

**TV Stations:** Comcast Channel 96/Verizon FiOS  
Channel 12

Follow us on Twitter @ccps

Like us on Facebook at Charles County Public Schools

Follow us on Instagram at [focusonccps](https://www.instagram.com/focusonccps)

**Email:** [boardmail@ccboe.com](mailto:boardmail@ccboe.com)

**24-hour information line:**

301-934-7410, 301-932-6656

For other contacts, see pages 32-33.

The 2019-2020 *Parent Handbook/Calendar* is produced by the Charles County Public Schools (CCPS) Communications Department. Call 301-934-7220 for more information.

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

Pictured on the **front cover**, left to right, are CCPS Elementary School Principal William Miller and Mt. Hope/Nanjemoy Elementary School student Juwelle Knott; CCPS Pupil Personnel Worker Garcia Dixon and Matthew Henson Middle School students Maria Dixon and Shanelle Bradley; and Westlake High School Class of 2019 graduate Ryan Lloyd and William B. Wade Elementary School library media specialist Heidi Furman.

Pictured on the **back cover**, top to bottom, are Indian Head Elementary School student Aaliyah McMullen; and La Plata High School Class of 2019 graduates Alex Deneault and Ja'Nae Pickeral.



Kimberly A. Hill, Ed.D.  
**Superintendent of Schools**  
[khill@ccboe.com](mailto:khill@ccboe.com)  
[@ccpsupt](https://www.facebook.com/ccpsupt)



Dear Parents/Guardians:

Welcome to a new school year. Charles County Public Schools (CCPS) is committed to providing all students with an outstanding education that will provide them with the skills, tools, knowledge and experiences to prepare for their future. We are preparing your children for life after high school – whether that path leads them to college, trade schools, apprenticeship programs, the Armed Forces, the workforce or vocational training.

The partnership between home and school is vital to student success. We hope you will get to know your child's teachers, and get involved in your child's school. Remember that each school also has a team of counselors, a school psychologist and other professionals on staff to help your child succeed. Feel free to reach out to the staff at your child's school. Your support makes our schools stronger.

CCPS is committed to safety for students and staff. Our school safety efforts include an anonymous reporting web page called See Something, Say Something that we encourage anyone to use to report anything that could compromise school or student safety. The web address is [www.ccboe.com/index.php/see-something-say-something](http://www.ccboe.com/index.php/see-something-say-something). CCPS also has an anonymous hotline number at 301-302-8305. We hope you will use these resources to help keep our schools safe. CCPS staff also participates in mandatory training such as recognizing child abuse and how to best manage physical threats to school safety. We encourage students, staff, parents and community members to report information about possible harm to others to a trusted adult or police.

This Parent Handbook/Calendar includes a wide variety of information about CCPS expectations, programs and policies. As part of our commitment to keeping parents, students, staff and the community informed, please visit our website, [www.ccboe.com](http://www.ccboe.com), find us on Facebook at Charles County Public Schools and make sure your child's school has the most current telephone number and email address on file so we can communicate with you throughout the school year.

We hope you will partner with us in our commitment to provide an outstanding education for children. Thank you for your support of teaching and learning in Charles County Public Schools.

Sincerely,

Kimberly A. Hill, Ed.D.  
Superintendent of Schools

## Our 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.

## Staff honored for excellence



**Brooke Shnipes**, an English teacher at La Plata High School, was Charles County's finalist in the *Washington Post* 2019 Teacher of the Year awards program.



**Kathy Perriello**, principal of Henry E. Lackey High School, is the 2019 Charles County Public Schools Principal of the Year. She was a finalist for the *Washington Post* 2019 Principal of the Year award.



Mt. Hope/Nanjemoy Elementary School second-grade teacher **Melinda Wright** is the 2019 Charles County Public Schools Teacher of the Year.

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## Admissions and immunizations

State law requires that persons ages 5 through 20 years be admitted, free-of-charge, to Charles County Public Schools (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](http://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](http://www.ccboe.com). Requests will not be accepted prior to Jan. 1 and are due by May 1 for consideration for the following 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, 2019, must be registered for kindergarten or receive an exemption from the school system. Parents of children who are 4 years old by Sept. 1, 2019, can apply for prekindergarten. Prekindergarten admission is set by guidelines from the Maryland State Department of Education.

At registration, a birth certificate (or other acceptable proof of a child's birth date), two proofs of domicile (*see page 30 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 the sixth and ninth grades. 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 un-enrollment 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 7-12, 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](http://www.ccboe.com). Students can be admitted to school without completed immunizations, but have to show proof of an appointment occurring within 20 calendar days. By law, if proof of immunization after the appointment is not provided, the student will be excluded. Children entering Maryland public schools for the first time must have a physical examination.



**Piccowaxen Middle School seventh grader Quentin Williams, left, is greeted by Stephanie Robertson, a CCPS instructional assistant, as he arrives for 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 if any changes in contact information occur during the year. A valid email address should be provided in order to receive important notices and school information.

## 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 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.

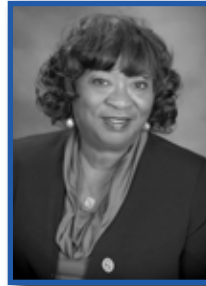
## Parent visitation/observation

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 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 the ScholarChip 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 principal with questions about parent shadowing opportunities.

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 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b>	<b>2</b> <b>Labor Day</b> Schools/offices closed	<b>3</b> <b>First day of school for students, K-12</b>  <b>KRA testing begins</b> (Sept. 3-Oct. 10)	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b> <b>Grandparents Day</b>	<b>9</b> <b>Pretest assessments begin</b> (Sept. 9-27)	<b>10</b> <b>First day of school for Three's program, Prek students</b>  <b>Board meeting, 1 p.m.</b> <b>Public Forum, 6 p.m.</b>	<b>11</b> <b>Patriot Day</b>	<b>12</b>  Title I DADvisory Council meeting, 6 p.m. @ Starkey	<b>13</b> <b>Teacher in-service day</b> Schools closed for students only	<b>14</b>  ACT
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>  Charles County College Fair @ North Point  Special Education Citizens Advisory Committee meeting, 6:30 p.m. @ Gwynn	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b> <b>First day of autumn</b>	<b>24</b>	<b>25</b>	<b>26</b> <b>Two-hour early dismissal</b> AM Prek attends	<b>27</b> <b>Pretest assessments end</b>  La Plata's homecoming game	<b>28</b>  La Plata's homecoming dance
<b>29</b> <b>Rosh Hashanah</b> (begins at sunset)	<b>30</b> <b>Rosh Hashanah</b>  AP/CTE exam reimbursement forms due	<b>August 2019</b> 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	<b>October 2019</b> 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	<b>Calendar Notes for August and September</b> <ul style="list-style-type: none"> <li>• Board meeting, Aug. 13, 12 p.m.</li> <li>• Fall sports begin Aug. 14</li> <li>• New teacher orientation starts Aug. 19</li> <li>• SAT, Aug. 24</li> <li>• First day for returning teachers, Aug. 26</li> <li>• International Literacy Day, Sept. 8</li> <li>• National Arts in Education Week, Sept. 8-14</li> <li>• National PTA back-to-school week, Sept. 16-20</li> <li>• Constitution Week, Sept. 17-23</li> <li>• Hispanic Heritage Month, Sept. 15-Oct. 15</li> <li>• AP = Advanced Placement</li> <li>• CTE = Career and Technology Education</li> <li>• KRA = Kindergarten Readiness Assessment</li> <li>• September is Library Card Sign-Up Month</li> <li>• September is National Sickle Cell Awareness Month</li> </ul>		



**Virginia R. McGraw**  
*Chairman*

**Latina L. Wilson**  
*Vice Chairman*

**Jennifer S. Abell**  
*Member*

**Tajala Battle-Lockhart**  
*Member*

**Elizabeth C. Brown**  
*Member*

**David Hancock**  
*Member*

**Michael Lukas**  
*Member*

**DeJuan Woods Jr.**  
*Student Member*

## Board functions

The Board of Education of Charles County establishes educational and fiscal policy, provides overall direction and governs Charles County Public Schools. Board members are elected at-large by registered voters. The next general election will be held in November 2022. Board members serve four-year terms. A student member serves a one-year term and provides an opinion vote.

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

Community members are invited to participate in Board meetings by speaking at Public Forum. Registration for Public Forum begins 30 minutes prior to the start of the meeting and speakers have three minutes to address the Board about educational issues. Public Forums are 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, 2019; Oct. 8, 2019; Nov. 12, 2019; Dec. 10, 2019; Jan. 14, 2020; Feb. 11, 2020; March 10, 2020; April 21, 2020; May 12, 2020; June 9, 2020; Aug. 11, 2020; and Sept. 8, 2020. The Board of Education does not hold a meeting in July.

Schedules are subject to change. All Board of Education meetings are televised live on the school system's educational television stations, Comcast Channel 96 and Verizon FiOS Channel 12, and streamed live on the school system website, [www.ccboe.com](http://www.ccboe.com). Meetings are also added to the Charles County Public Schools CCPSTV website the day after they are televised. Check the website for up-to-date information and agendas for Board meetings.

## 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 on the internet through BoardDocs, and sent to the media and posted on the school system website one week preceding 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 for the Board and the public. The site allows users to distribute materials electronically and is available for public view. To access BoardDocs, visit the school system website at [www.ccboe.com](http://www.ccboe.com). Click on the BoardDocs link located under the About section in the menu featured at the top of the home page. Choose the public tab, located on the left side of the BoardDocs page. Call 301-934-7224 for more information.

# October 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>September 2019</b> 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	<b>November 2019</b> 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	<b>1</b> <b>Child Health Day</b>  All-County Orchestra auditions	<b>2</b> Equity and Diversity Committee meeting, 4:30 p.m. @ Starkey	<b>3</b> All-County Band auditions	<b>4</b> CCASC meetings @ Stone, 10 a.m.  North Point and Westlake's homecoming games	<b>5</b> SAT  North Point and Westlake's homecoming dances
<b>6</b>	<b>7</b>	<b>8</b> <ul style="list-style-type: none"> <li>• Board meeting, 1 p.m. Public Forum, 6 p.m.</li> <li>• All-County rehearsals</li> <li>• Yom Kippur (begins at sunset)</li> </ul>	<b>9</b> <b>Yom Kippur</b>	<b>10</b> Kindergarten Readiness Assessment window closes  Maryland Student Page program interviews	<b>11</b> Stone's homecoming game	<b>12</b> Stone's homecoming dance
<b>13</b>	<b>14</b> <b>Columbus Day</b> Schools closed for students only  <b>Teacher in-service day/parent conferences</b>	<b>15</b> <b>Interims issued</b> All-County rehearsals	<b>16</b> <ul style="list-style-type: none"> <li>• PSAT administration</li> <li>• Special Education Citizens Advisory Committee meeting, 6:30 p.m. @ Gwynn</li> <li>• Co-ed middle school golf tournament @ White Plains Golf Course</li> </ul>	<b>17</b> All-County rehearsals	<b>18</b> Lackey's homecoming game	<b>19</b> Lackey's homecoming dance
<b>20</b>	<b>21</b> All-County rehearsals	<b>22</b> <ul style="list-style-type: none"> <li>• Parent Advisory Committee meeting, 5:30 p.m. @ Starkey</li> <li>• All-County rehearsals</li> <li>• All-County Chorus concert</li> </ul>	<b>23</b> ESOL Community Night  Career and Technology Education (CTE) Showcase @ College of Southern Maryland (CSM): Somers and Stoddert students	<b>24</b> All-County rehearsals  CTE Showcase @ CSM: Hanson and Mattawoman students	<b>25</b> St. Charles' homecoming game  CTE Showcase @ CSM: Davis, Henson, Piccowaxen and Smallwood students	<b>26</b> <ul style="list-style-type: none"> <li>• ACT</li> <li>• Fall chess tournament</li> <li>• St. Charles' homecoming dance</li> <li>• Make a Difference Day</li> </ul>
<b>27</b>	<b>28</b> All-County rehearsals	<b>29</b> All-County rehearsals  All-County Orchestra concert	<b>30</b> All-County Band concert	<b>31</b> <b>Two-hour early dismissal</b> PM Prek attends  <b>Halloween</b>	<b>Calendar Notes</b> <ul style="list-style-type: none"> <li>• Bullying Prevention Month</li> <li>• Fire Prevention Week, Oct. 6-12</li> <li>• National School Lunch Week, Oct. 14-18</li> <li>• National Character Counts Week, Oct. 14-20</li> <li>• National School Bus Safety Week, Oct. 21-25</li> <li>• Red Ribbon Week, Oct. 23-31</li> <li>• Maryland College Application Campaign Week, Oct. 21-25</li> <li>• CCASC = Charles County Association of Student Councils</li> </ul>	

## Attendance

Regular attendance at school is vital to educational development. If students are absent from school due to 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 three days to verify tardiness or absences, after which they are coded 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 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 percent 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, the school will notify parents/guardians through a letter sent home, by phone or other electronic communication.
- After 10 absences, parents/guardians are contacted. A meeting may be set to develop an attendance improvement plan.
- After 15 absences, 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.



**Dr. Samuel A. Mudd Elementary School second grader Kayley Portillo works on a DreamBox lesson during class. DreamBox is a computer-based math program used at the elementary level.**

## ParentVue/StudentVue

ParentVue, and StudentVue, is an online system that allows 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. There are free apps in both the Apple and Android stores, and the system can be accessed through the school system website, [www.ccboe.com](http://www.ccboe.com). ParentVue and StudentVue are connected to the CCPS student information system, Synergy, and are accessible 24 hours a day, seven days a week. Some features are not accessible through the app.

## 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. 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](http://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.

## School Locator

CCPS has a school locator feature on its website. School Locator allows the public to enter an address and see which three schools – elementary, middle and high – an address is zoned for. It also indicates if the address is eligible for bus transportation to a particular school, what the bus number is and where the closest bus stop to the address is located. School Locator can be accessed at [www.ccboe.com](http://www.ccboe.com), under the Quick Links section located on the right-hand side of the home page. School Locator uses mapping data from the county and filters it by school zones. For more information about bus routes, contact your child’s school or the transportation department at [ccpstransportation@ccboe.com](mailto:ccpstransportation@ccboe.com).



# November 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Calendar Notes</b> <ul style="list-style-type: none"> <li>National Native American Heritage Month</li> <li>American Freedom Week, Nov. 10-16</li> <li>American Education Week, Nov. 18-22</li> <li>National Family Week, Nov. 24-30</li> <li>Education Support Professionals Day, Nov. 20</li> <li>National Parental Involvement Day, Nov. 21</li> <li>Substitute Educators Day, Nov. 22</li> <li>Visit the CCPS website, <a href="http://www.ccboe.com">www.ccboe.com</a>, for the latest news.</li> </ul>		<b>October 2019</b> 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	<b>December 2019</b> 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		<b>1</b> McDonough's homecoming game	<b>2</b> SAT McDonough's homecoming dance
<b>3</b> <b>Standard time begins</b> (turn clocks back one hour)	<b>4</b> <b>First marking period ends</b> Gifted Education Cognitive Abilities (CogAT) testing (Nov. 4-26)	<b>5</b> <b>Second marking period begins</b>	<b>6</b> Educators Rising induction ceremony, 6:30 p.m. @ North Point	<b>7</b>	<b>8</b> <b>Two-hour early dismissal</b> No Three's program, no Prek	<b>9</b>
<b>10</b>	<b>11</b> <b>Veterans Day</b> Schools closed for students Teacher in-service day	<b>12</b> <b>Board meeting</b> , 1 p.m. Public Forum, 6 p.m.	<b>13</b>	<b>14</b> Title I DADvisory Council meeting, 6 p.m. @ Starkey	<b>15</b> Winter sports begin	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b> <b>Report cards issued/mailed</b> Special Education Citizens Advisory Committee meeting, 6:30 p.m. @ Gwynn	<b>21</b>	<b>22</b> Middle school archery tournament @ Somers	<b>23</b> Maryland Association of Student Councils Fall Leadership Conference
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b> <b>Thanksgiving holiday</b> Schools/offices closed	<b>28</b> <b>Thanksgiving</b> Schools/offices closed	<b>29</b> <b>Thanksgiving holiday</b> Schools/offices closed	<b>30</b>

### Extracurricular activities

Students are offered opportunities to become involved in extracurricular activities that contribute to their overall development and enhance the academic program. Eligibility is determined on a quarterly basis, and grades are calculated and reported in four quarters during the school year. Students must have a minimum 2.25 GPA and no failing (F) grades. Students must also have not missed more than 4.5 days of school the previous quarter. Eligibility requirements for fall activities are based on the fourth quarter GPA, with no failing (F) grades, and attendance from the previous school year, with the exception of incoming high school freshmen. Eighth-grade students promoted to high school as freshmen automatically meet both GPA and attendance requirements for the first quarter. Starting with the second quarter, freshmen must meet the 2.25 GPA requirement with no failing (F) grades and have not missed more than 4.5 days of school during the first marking period.

Winter activity eligibility is based on first-quarter GPA, no failing (F) grades, and attendance; spring activity eligibility is based on second-quarter GPA, no failing (F) grades and attendance. If a student receives a failing grade in any quarter, they are ineligible for the remainder of the season, for post-season participation and for the following quarter. Students cannot regain eligibility at interim report time or at any time during the quarter, season or activity time frame.

Additionally, students absent the entire day or during afternoon classes may not practice, compete or perform. 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. Students absent for excused reasons other than illness have no restriction in that day's practice or contest. The school must approve the absence prior to participation.

All students must have a physical exam and be determined to be physically fit to participate on any school team. A physical is valid for one year. A licensed physician, a physician's assistant under the supervision of a licensed certified physician, or a certified nurse practitioner must perform the exam. Certification of the exam must be provided to the school before a student may participate in a school-sponsored athletic activity. A parent/guardian and a health care provider must sign and date the physical form. The online registration link to participate in athletics is listed on each high school website. Forms are available on the CCPS website at [www.ccboe.com](http://www.ccboe.com).

### Prekindergarten, kindergarten & Grades 1-2

Student performance in prekindergarten, 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.

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.



**North Point High School freshman Kayleen Say, right, puts on scuba gear with help from Fred Lyles Sr. of the Scuba Center and Outdoor Rec of Solomons Island. Say scuba dived at school as part of the Diving with a Purpose program.**

### 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.

### Middle & high school

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

Teachers have some discretion and latitude within parameters in devising a grading system and assigning students' grades; however, such a system should be consistent. Teachers give students a course description that includes information on how grades are calculated.

CCPS uses a weighted grading system, giving students the opportunity to earn additional quality points for specified honors and Advanced Placement courses. The weighted grade-point average is calculated and used to determine class rank and academic honors. See the *2019-20 High School Program of Studies* posted at [www.ccboe.com](http://www.ccboe.com) for details.

### Interims & report cards

Interim reports will be issued to students on the following days: Oct. 15, 2019; Dec. 16, 2019; Feb. 25, 2020; and May 4, 2020. Seniors also will receive interims on April 27, 2020. Report cards will be issued on the following days:

- Nov. 20, 2019 - Elementary school report cards issued
- Nov. 20, 2019 - Middle/high school report cards mailed
- Jan. 30, 2020 - Three's program, prekindergarten report cards issued
- Jan. 30, 2020 - Elementary school report cards issued
- Jan. 30, 2020 - Middle/high school report cards mailed
- April 3, 2020 - Elementary school report cards issued
- April 3, 2020 - Middle/high school report cards mailed
- June 8, 2020 - Three's program report cards issued
- June 12 and 15, 2020 - Prekindergarten report cards issued
- June 15, 2020 - Elementary school report cards issued
- June 22, 2020 - Middle/high school report cards mailed

Interim reports are issued to all middle and high school students. Report cards are distributed to all elementary school students at school. Report cards for middle and high school students are mailed to parents from the Waldorf post office on the dates listed above, and to home addresses on file at school. If parents/guardians do not receive their child's report card within three days of the published date, they should contact 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.*

# December 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b>	<b>2</b> Gifted Education Cognitive Abilities (CogAT) testing (Dec. 2-6)	<b>3</b>	<b>4</b> <i>It's Academic</i> competition  Equity and Diversity Committee meeting, 4:30 p.m. @ Starkey	<b>5</b>	<b>6</b> CCASC meetings @ Stone, 10 a.m.	<b>7</b> • SAT • Pearl Harbor Day • Tri-County auditions
<b>8</b>	<b>9</b>	<b>10</b> Board meeting, 1 p.m. Public Forum, 6 p.m.	<b>11</b>	<b>12</b> Two-hour early dismissal AM Prek attends	<b>13</b> Tri-County rehearsals  Col. Donald M. Wade Joint Services Military Ball @ North Point	<b>14</b> ACT  Science Center Winterfest, 9 a.m. to 1 p.m.
<b>15</b>	<b>16</b> Interims issued  MCAP testing begins (Dec. 16-Feb. 7/high school)	<b>17</b>	<b>18</b> Special Education Citizens Advisory Committee meeting, 6:30 p.m. @ Gwynn	<b>19</b>	<b>20</b>	<b>21</b> First day of winter
<b>22</b> Hanukkah (begins at sunset, Dec. 22-30)	<b>23</b> Winter break Schools closed	<b>24</b> Christmas Eve Schools/offices closed	<b>25</b> Christmas Schools/offices closed	<b>26</b> Winter break Schools closed  Kwanzaa begins	<b>27</b> Winter break Schools closed	<b>28</b>
<b>29</b>	<b>30</b> Winter break Schools closed	<b>31</b> New Year's Eve Schools closed	<b>November 2019</b> 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	<b>January 2020</b> 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	<b>Calendar Notes</b> • CCASC = Charles County Association of Student Councils • MCAP = Maryland Comprehensive Assessment Program • <b>See Something, Say Something</b> - CCPS has an anonymous on-line reporting website at <a href="http://www.cbocoe.com/index.php/see-something-say-something">www.cbocoe.com/index.php/see-something-say-something</a> . CCPS encourages students, parents, staff and community members to use the website to report anything they feel might compromise student or school safety. Read more about See Something, Say Something on page 26.	

## Emergency closings

If weather conditions pose a potential hazard to students, school officials may dismiss students early, delay the opening of schools or close schools for the day. If conditions require the closing or delayed opening of schools, decisions are usually made by 5 a.m. The most reliable sources of school closing information are the school system's 24-hour information line and website, [www.ccboe.com](http://www.ccboe.com). The 24-hour information line is 301-934-7410/301-932-6656. When possible, decisions are made the preceding evening. Charles County Public Schools uses its notification system, School Messenger, to send email notification to parents with valid email addresses on file with their child's school.

A delayed opening permits buses to operate in safer conditions after traffic has diminished and roads are salted and/or cleared. Buses run routes one or two hours later than scheduled. If there is a one-hour delayed opening, morning prekindergarten classes start one hour late. If schools open two hours late, morning prekindergarten classes are canceled.

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 made during the school day. Morning prekindergarten students will remain at school, will be served a lunch (cost to be reimbursed by parents) and will ride the bus or walk home at the scheduled dismissal time. 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 programs will close by 4 p.m. or until the last child is picked up for the day. Call 301-632-6804 for more information.

When the weather is bad, the school system's transportation department begins early in the morning to monitor road conditions and weather reports. School system staff work with the Charles County Sheriff's Office, Maryland State Police, the county and state roads departments and the National Weather Service to monitor inclement weather threats and road conditions.



**Milton M. Somers Middle School eighth grader Jack Alcorn earned a second-place win at the 2019 Charles County Spelling Bee. Alcorn earned second place overall at the Bee for two consecutive years.**

Parents can be notified of unscheduled delays, early dismissals or closings by email through the school system's notification system, School Messenger. Only 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 changes to their email address throughout the school year.

Parents and CCPS staff also can opt-in to receive text message notifications from the school system. Text Y or YES to 67587 to sign up for text messages from School Messenger. School Messenger uses data from the CCPS student and staff information system. Parents who have a cell phone number on file with their child's school should update the school with any changes in order to avoid text notification issues.

CCPS also uses the Citizen Notification Service (CNS), available through a partnership with the Charles County Government. Community members can register for free text message notification (standard carrier rates apply) through CNS. To register, visit [www.ccboe.com](http://www.ccboe.com) and click on the CNS image at the bottom of the home page.

## Emergency closings affect the school calendar

Three emergency closing days are built into the school calendar. If the days are not used, they will be deducted from the June closing date as follows: June 15, 12 and 11. In the event the three days are used, the Board of Education can add days to the end of the school year.

If schools remain open, no announcements are made. The CCPS communications department coordinates inclement weather notifications for the school system. Call 301-934-7220 or visit the school system website at [www.ccboe.com](http://www.ccboe.com) for additional information.

### *Best ways to get your school closure news ...*

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



### Three-year-old program

CCPS offers a three-year-old program to prepare 3-year-old children for prekindergarten, kindergarten and first grade. The program is located at C. Paul Barnhart, Dr. Gustavus Brown, Indian Head, Mt. Hope/Nanjemoy, J.P. Ryon, Dr. Samuel A. Mudd and Eva Turner elementary schools. The program serves Title I elementary schools and students must reside within Title I school zones to be eligible. Students must meet the requirements of free and reduced-price meal guidelines and space is limited. Call 301-934-7408 for details.

### Prekindergarten

The prekindergarten program develops language and literacy skills, mathematical thinking, scientific thinking and the social/emotional skills of 4-year-old children. It also helps children develop and sustain the basic skills necessary for successful school performance. CCPS operates prekindergarten programs in all 22 elementary schools. Selection criteria are based on state guidelines such as free and reduced-priced meal eligibility and homelessness as first priority.

### Reading program

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

### Elementary mathematics program

The purpose of the 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.

### 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.

### Food and Nutrition Services

Students can select from several breakfast and lunch menu items. Menus are available at schools and on the CCPS website, [www.ccboe.com](http://www.ccboe.com). Lunch for elementary school students is



**Arthur Middleton Elementary School second grader Jazmyne Hetu, right, visits with her stepfather Kristopher Papillion during a 'Main Man' event held at the school. The event honored important men who make an impact in the lives of students.**

\$2.70 and breakfast is \$1.30. Lunch is \$2.95 for middle/high school students and breakfast is \$1.45. Prices are subject to change. Students may be eligible for free or reduced-price meals. Eligibility is determined by guidelines developed by the U.S. Department of Agriculture. Free and reduced meal applications are available at [www.ccboe.com/meals/meals.php](http://www.ccboe.com/meals/meals.php).

The school system uses a cafeteria prepayment system called MyPaymentsPlus, a secure, online system that allows parents to deposit money electronically on their child's cafeteria account. Use of the system is optional and it is accessible 24-hours a day, seven days a week. Funds are typically available for use within minutes of each deposit. Parents can sign up at [www.mypaymentsplus.com](http://www.mypaymentsplus.com) to monitor their child's meal account, free of charge.

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. In an effort to 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 and nutrition service point of sales terminal in the cafeteria serving line.

Parents are expected to ensure that their child's account is funded and will be notified by CCPS if the account falls negative. Students with a negative balance may be provided an alternative meal per Superintendent's Rule 3842. Students may be denied participation in extracurricular activities if their parents do not resolve the unpaid balance after notification. Visit [www.ccboe.com](http://www.ccboe.com) for details and to read more about Rule 3842. Call 301-392-5575 with questions.

### Gifted education

Gifted education provides instructional and enrichment opportunities for students. Learning resource teachers work with classroom teachers at the elementary and middle school levels to provide a challenging educational program that meets the needs of advanced learners. A global screening is completed annually for all second graders and students new to CCPS, beginning with the administration of the CogAT in the fall. In addition, nominations for gifted services are accepted through the year. Services in reading, language arts and mathematics in Grades 3-8 include advanced content, accelerated courses and enrichment opportunities. High school students may choose from honors and Advanced Placement courses, as well as enrichment activities. Gifted education supports enrichment activities such as *It's Academic*, Destination Imagination, chess tournaments and summer camps. For more information call 301-934-7378.

### Title I

Title I is a federal education program offered at C. Paul Barnhart, Dr. Gustavus Brown, Indian Head, Mt. Hope/Nanjemoy, J.P. Ryon, Dr. Samuel A. Mudd and Eva Turner elementary schools, and participating nonpublic elementary schools. Funding is provided to these schools based on the percentage of students qualifying for free and reduced-price meals. Title I promotes equal access to high-quality education, highly qualified teachers and supplemental educational materials in order to assist Title I students to reach proficiency on state academic standards and assessments.

# February 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>January 2020</b> 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	<b>March 2020</b> 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	<b>Calendar Notes</b> <ul style="list-style-type: none"> <li>• National Black History Month</li> <li>• National Children's Dental Health Month</li> <li>• National School Counseling Week, Feb. 3-7</li> <li>• ELPA = English Language Proficiency Assessment</li> <li>• MCAP = Maryland Comprehensive Assessment Program</li> <li>• Spring sports information is available on the CCPS website, <a href="http://www.ccboe.com">www.ccboe.com</a>. Student athletes must meet all eligibility requirements and have a valid physical on file.</li> </ul>				<b>1</b>  Elementary Band concert
<b>2</b>  Groundhog Day	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>  Equity and Diversity Committee meeting, 4:30 p.m. @ Starkey	<b>7</b>  MCAP testing ends	<b>8</b> <ul style="list-style-type: none"> <li>• ACT</li> <li>• Elementary Strings concert</li> <li>• Maryland Association of Student Councils Legislative Session</li> </ul>
<b>9</b>	<b>10</b>	<b>11</b>  Board meeting, 1 p.m. Public Forum, 6 p.m.	<b>12</b>  Two-hour early dismissal No Three's program, no Prek	<b>13</b>  Title I DADvisory Council meeting, 6 p.m. @ Starkey	<b>14</b>  Valentine's Day	<b>15</b>
<b>16</b>	<b>17</b>  Presidents Day Schools/offices closed	<b>18</b>  Post-test assessments begin (Feb. 18-March 6)	<b>19</b>  Special Education Citizens Advisory Committee meeting, 6:30 p.m. @ Gwynn	<b>20</b>	<b>21</b>	<b>22</b>  Solo & Ensemble Festival  Winter chess tournament
<b>23</b>	<b>24</b>  Maryland School Survey begins (Feb. 24-April 24)	<b>25</b>  Interims issued	<b>26</b>  ELPA assessment ends	<b>27</b>	<b>28</b>	<b>29</b>  Spring sports begin  Destination Imagination tournament

## Technology

Computers, internet resources and other technologies are used as instructional tools for students. All classrooms have internet access, IP telephones and wireless communications. Examples of technology include video field trips and conferencing, Liquid Crystal Display (LCD) projectors, touch screen displays and tablets, wireless laptop carts, iPads, digital curriculum and classroom performance system (CPS) response pads for instant student assessment.

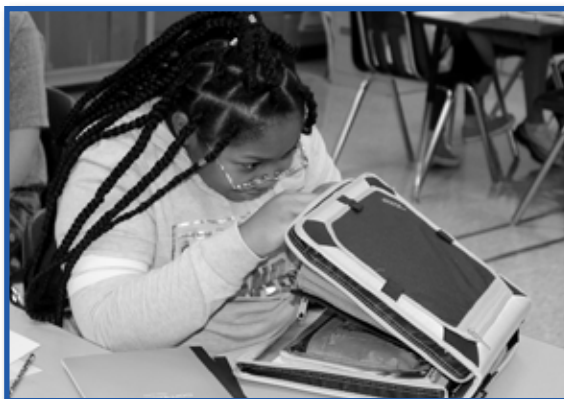
Basic computer skills are taught beginning in elementary school, such as the Project Lead the Way: Launch programs that include computer science and engineering modules. In middle school, computer science courses are offered as an elective. Word processing, spreadsheets and database application classes are offered at all high schools. Computer science courses and a Computer Science Completer Program include rigorous content that prepares students for post-secondary education and/or information technology careers. Higher level classes such as Advanced Placement Computer Science-A, Advanced Placement Computer Science-Principles, CISCO I and CISCO II certification training courses are also offered. CCPS works closely with Code.org to infuse computer science concepts into the curriculum from kindergarten through 12th grade.

CCPS features a Telepresence distance-learning program that uses videoconferencing technology to create virtual classrooms in every high school. CCPS also offers a program called Bring Your Own Device (BYOD) at several schools. The program allows for students and staff to use their personal device, such as a tablet or smartphone, to connect to the internet for approved classroom activities. All students have access to CCPS Office 365 accounts, which include five free licenses of Microsoft Office Professional for use at school and home. Visit [www.ccboe.com](http://www.ccboe.com) for details.

## 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 your child's school or the CCPS special education department at 301-392-7587.

ACHIEVE (Academics, Communication, and Heightened Independence for Education, Vocation and Engagement) is a regionalized program designed to meet the needs of students in kindergarten through age 21, with significant cognitive disabilities. The Emotional Adjustment (EA) program provides therapeutic behavioral supports. Communications classes are provided for deaf and hard-of-hearing students. The Adult Independence Program (AIP) offers job training and placement assistance for students who complete the program. The Early Intervention Program provides special education services for children ages 3-5 through Child Find and provides direct 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.



**General Smallwood Middle School sixth grader Ta'Najhia Lawson checks her notebook for a math homework assignment.**

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 12th grade and utilizes evidence-based practices to support academic, communication, social, adaptive and behavioral development. Classrooms are purposefully arranged to integrate visual supports, principles of applied behavior analysis and structured work systems. Placement in the SOAR program is determined through an Individualized Education Program (IEP) meeting.

## Section 504

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

## Title VI: Indian Education

Title VI: Indian Education is designed for Native American students in prekindergarten through Grade 12. Federal law requires Native American students to have a 506 Form on record at the Board of Education. In compliance with the Title VI guidelines, the annual grant project addresses a range of questions on the history, traditions, customs, religion and family life of Native Americans, as well as promoting academic success. Call 301-934-7245 for more information.

## Environmental Education Center

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





## Testing

This school year, students in Grades 3-11 will participate in Maryland Comprehensive Assessment Program (MCAP) reading and mathematics assessments. The MCAP assessments replace Partnership for Assessment of Readiness for College and Careers (PARCC) testing. MCAP will be administered in December through January, and again in April through May. Students in Grade 11 will take the Accuplacer in math as a measure of college and career readiness. The Accuplacer will be administered in March through April. High school freshmen also take the High School Assessment (HSA) in Local, State and National (LSN) Government. As part of MCAP, CCPS is piloting a social studies assessment for students in Grade 8.

For the English/Language Arts portion of the MCAP assessment, students read several passages and write several responses. The mathematics portion of the assessment requires students to solve problems, express math reasoning and apply concepts to solve real world problems. Students in Grades 5 and 8 will also take the Maryland Integrated Science Assessment (MISA) in March, and students in Grade 10 will take the assessment in May.

CCPS administers other assessments in reading and mathematics for students in Grades K-12. The information from these tests is used to monitor student progress in mastering content and also is used by instructional staff to design programs that better prepare students for accountability testing. Students may also take county assessments in science, social studies, physical education, fine arts and foreign language courses, depending on their grade level or course schedule. All kindergarten students will be assessed in the fall using the Kindergarten Readiness Assessment (KRA), a statewide assessment that measures school readiness and provides teachers with information about their students.

Testing windows are outlined throughout the Parent Handbook/Calendar. Information about exams administered to CCPS students is posted on the school system website at [www.ccboe.com](http://www.ccboe.com). Information about graduation assessment requirements is included in the High School Program of Studies posted on the school system website at [www.ccboe.com](http://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. This feature is not yet available on the mobile app. Questions can be directed to the testing coordinator/learning resource teacher at individual schools.

## SAIL Program (SAIL)

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



**Kyle Blankenship, right, is a Heating, Ventilation and Air Conditioning (HVAC) student at the Robert D. Stethem Educational Center. He is pictured with John Young, the longtime HVAC instructor at Stethem. Blankenship plans to pursue a career in HVAC after he graduates.**

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 [www.ccboe.com/sciencecenter](http://www.ccboe.com/sciencecenter) for more information.

## Field trips/school activities

Field trips and school activities are subject to last-minute cancellation by CCPS for student safety, local/national circumstances or other concerns. Charles County Public Schools, its agents and employees, are not responsible for any non-refundable monies paid by students, parents or guardians in the event a field trip is canceled or students are unable to attend (due to personal or disciplinary reasons). While individual schools work with staff and students on the logistics of field trips or school-related activities, individual schools assume no financial responsibility in the event the trip must be canceled or individual students are not able to attend.

All applicable school rules are in effect for students during field trips and school-related activities, including policies about the possession or use of tobacco, alcohol and controlled dangerous substances. During these types of activities, all students are expected to follow the directions of school system employees and chaperones. Consequences for violating school rules, policies or directions could result in appropriate discipline as outlined in the CCPS *Code of Student Conduct*, as well as appropriate discipline during the trip, up to and including the removal of students from the trip at the expense of the parent or guardian.

## Volunteer registration

CCPS believes volunteer service to our schools is essential to student success. The support of parents, grandparents, other significant relatives and community members creates an environment filled with opportunities for students. Volunteers assist regular employees and supplement student services and learning opportunities. Although volunteers are not paid staff members, they are expected to follow CCPS policies, rules and procedures at all times. As part of security measures in place to ensure safe schools for students, CCPS recognizes the need to properly train and screen volunteers.

CCPS has procedures for all volunteers who have contact with students. This includes volunteers who work in CCPS schools as well as those who attend special events, like field trips, with children. CCPS requires all volunteers to complete a background screening. Volunteers must also fulfill school-based and safe schools training requirements. Volunteers interested in serving in CCPS schools must complete the screening annually. Additional information, and a link to the background screening, is posted on the school system website at [www.ccboe.com](http://www.ccboe.com).

CCPS supports an awards program to recognize contributions made to the school system by volunteers. The Be the Difference awards program includes five award categories: elementary school parent volunteer, middle school parent volunteer, high school parent volunteer, Charles County business volunteer and community organization volunteer. Information about the program is posted on the CCPS website at [www.ccboe.com](http://www.ccboe.com).

# April 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>March 2020</b> 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	<b>May 2020</b> 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		<b>1</b>	<b>2</b>  All-County Chorus rehearsals (West)  All-County Band & Orchestra rehearsals (East)	<b>3</b>  <b>Report cards issued/mailed</b>  Equity and Diversity Committee meeting, 4:30 p.m. @ Starkey	<b>4</b>  • ACT  • McDonough's prom  • Elementary Math Challenge
<b>5</b>	<b>6</b>  All-County Band & Orchestra rehearsals (West)  All-County Band & Orchestra concerts (West)	<b>7</b>  All-County Chorus rehearsals  All-County Chorus concert	<b>8</b>  • All-County Band & Orchestra rehearsals (East)  • All-County Band & Orchestra concerts (East)  • <b>Passover</b> (begins at sunset)	<b>9</b>  <b>Math Accuplacer &amp; HSA Government/MISA high school testing ends</b>	<b>10</b>  <b>Good Friday</b> Schools/offices closed	<b>11</b>
<b>12</b>  Easter	<b>13</b>  <b>Easter Monday</b> Schools/offices closed	<b>14</b>  <b>Spring break</b> Schools/offices closed	<b>15</b>  Special Education Citizens Advisory Committee meeting, 6:30 p.m. @ Gwynn	<b>16</b>  <b>Parapro assessment</b> (April 16-21)	<b>17</b>	<b>18</b>  St. Charles' prom  Science Center Earth Day celebration, 10 a.m. to 2 p.m.
<b>19</b>	<b>20</b>  <b>MCAP testing begins</b> (April 20-June 5)	<b>21</b>  <b>Board meeting, 1 p.m.</b> Public Forum, 6 p.m.	<b>22</b>  <b>Earth Day</b>  <b>Administrative Professionals Day</b>	<b>23</b>  <b>Two-hour early dismissal</b> AM Prek attends  Reading Partner Luncheon, 11:30 a.m. @ Starkey	<b>24</b>  <b>Maryland School Survey ends</b>	<b>25</b>  La Plata's prom
<b>26</b>	<b>27</b>  <b>Senior interims issued</b>	<b>28</b>  <b>Primary Election Day</b> Schools closed for students and teachers	<b>29</b>  Middle school girls track meet @ Westlake	<b>30</b>  Parent Advisory Committee meeting, 5:30 p.m. @ Starkey	<b>Calendar Notes</b> • World Autism Month • National School Library Month • National Occupational Therapy and Poetry Month • Week of the Young Child, April 13-17 • National Assistant Principals Week is in April • Public School Volunteer Week, April 20-24 • National Student Leadership Week, April 19-25 • Administrative Professionals Week, April 19-25 • MCAP = Maryland Comprehensive Assessment Program	

## Student leaders

DeJuan Woods Jr., a Thomas Stone High School senior, is the Student Member of the Board of Education for the 2019-20 school year. The Student Member gives an opinion vote on matters before the Board and works with a student liaison committee. Student liaisons this year are: Faizaan Siddique, Westlake High School and alternate Student Member; Ian Herd, La Plata High School; Christina Walker, Henry E. Lackey High School; Jake Burgess, Maurice J. McDonough High School; Jordan Johnson, North Point High School; Krisha Marie Melchor, St. Charles High School; and France Tomgambo-Kaye, Thomas Stone 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 2019-20 school year are: Emily Kerns, McDonough, president; Tyne Kidd, Lackey, first vice president; Macy Flint, Milton M. Somers Middle School, second vice president; Yachi Madaan, Stone, secretary; and Sam Chernoff, McDonough, charity coordinator.

## Student exchange visitor program

CCPS has procedures for accepting student exchange visitors. Visit the system website at [www.ccboc.com/community/studentexchange.php](http://www.ccboc.com/community/studentexchange.php) for the guidelines.

## Col. Wade Joint Services Military Ball

The Col. Donald M. Wade Joint Services Military Ball honors the commitment of graduating seniors enrolled in Junior Reserve Officers Training Corps (JROTC) programs. JROTC students have chosen an education steeped in traditions of honor, courage, patriotism and citizenship. The annual ball is a traditional military celebration.



**DeJuan Woods Jr.**



**Faizaan Siddique**



**Ian Herd**



**Christina Walker**



**Jake Burgess**



**Jordan Johnson**



**Krisha Melchor**



**France Tomgambo-Kaye**



**Emily Kerns**



**Tyne Kidd**



**Macy Flint**



**Yachi Madaan**



**Sam Chernoff**

## Student publications

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

## Maryland MESA

Maryland Mathematics, Engineering and Science Achievement (MESA) is a structured pre-college program offered to Charles County Public Schools students in affiliation with the Maryland MESA central office at Johns Hopkins University Applied Physics Laboratory. Designed to build student interest in pursuing careers in mathematics, engineering, science and technology, MESA ensures that students develop a high level of literacy in mathematics, engineering and science, and develop their written and oral communication skills.

Students participate in Regional MESA Day competitions which include a series of design challenges that showcase the skills, abilities and interests of MESA students in Grades 3 through 12. Students demonstrate their skills in events such as Storybook Theme Park Ride, Bridge Design, Cybersecurity and computer programming challenges. Overall winners continue on to participate in the Maryland MESA state competition held in May. Call 301-934-7253 for more details.

## Educators Rising

Educators Rising, formerly known as Future Educators Association (FEA), is a subsidiary of Phi Delta Kappa, the international professional educators' fraternity. It enables teachers to impact the future of the nation by shaping the future of the education profession. Advisors for middle and high school chapters provide opportunities for students to explore careers in education.

One of the goals of Educators Rising is to strive for excellence in students by promoting academic achievement, developing a positive self-image and encouraging leadership responsibilities. Each middle and high school has a chapter for students in Grades 6 through 12 who are interested in becoming educators.

# May 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Calendar Notes</b> <ul style="list-style-type: none"> <li>• National Physical Fitness and Sports Month</li> <li>• National Asian Pacific American Heritage Month</li> <li>• National Physical Education and Sport Week, May 1-7</li> <li>• National Music Week, May 3-10</li> <li>• National Teacher Appreciation Week, May 4-8</li> <li>• National Children's Book Week, May 4-10</li> <li>• HSA = High School Assessment • AP = Advanced Placement</li> <li>• MISA = Maryland Integrated Science Assessment</li> <li>• MSAA = Maryland Multi State Alternative Assessment</li> </ul>		<b>April 2020</b> 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	<b>June 2020</b> 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		<ul style="list-style-type: none"> <li>• Charles County Association of Student Councils meetings @ Stone</li> <li>• <b>MSAA/Alt-MISA testing ends</b></li> <li>• <b>School Lunch Hero Day</b></li> <li>• Middle school boys track meet @ Westlake</li> </ul>	<ul style="list-style-type: none"> <li>• SAT</li> <li>• Lackey's prom</li> <li>• Elementary Solo &amp; Ensemble Festival</li> <li>• Maryland History Day</li> </ul>
3	<ul style="list-style-type: none"> <li>• <b>Interims issued</b></li> <li>• AP U.S. Government and Politics &amp; Physics C exams</li> <li>• <b>HSA and high school MISA testing begins</b> (May 4-June 5)</li> <li>• <b>Grade 8 Social Studies assessment begins</b> (May 4-June 5)</li> </ul>	AP Calculus AB/BC & Human Geography exams  <b>National Teacher Appreciation Day</b>	<b>National School Nurse Day</b>  AP English Literature and Composition, European History & Physics 2 exams	<ul style="list-style-type: none"> <li>• AP Chemistry, Spanish Literature and Culture &amp; Physics 1 exams</li> <li>• Title I DADvisory Council meeting, 6 p.m. @ Starkey</li> <li>• AVID Senior Celebration</li> </ul>	AP U.S. History, Computer Science A & Art History exams	Stone's prom
<b>Mother's Day</b>  10	11 AP Biology & Environmental Science exams  <b>Second semester post-test assessments begin</b> (May 11-22)	12 <b>Board meeting, 1 p.m. Public Forum, 6 p.m.</b>  AP Spanish Language and Culture, Latin and Psychology exams	13 AP English Language and Composition, Microeconomics & Music Theory exams  ESOL Community Night	14 AP Comparative Government and Politics, World History & Macroeconomics exams	15 AP French Language and Culture, Computer Science Principles & Statistics exams	16 North Point's prom
17	18 <b>Two-hour early dismissal</b> No Three's program, no Prek  Infant and Toddlers program family event, 10 a.m.	19	20 <b>Last day of school for seniors</b>  Special Education Citizens Advisory Committee awards, 7 p.m. @ Waldorf Jaycees	21	22	23
24 31	25 <b>Memorial Day</b> Schools/offices closed	26	27	28 <b>Graduations**</b> <ul style="list-style-type: none"> <li>• North Point, 7 p.m.</li> <li>• <b>Two-hour early dismissal</b> PM Prek attends</li> </ul> <b>** North Point High School closed for students</b>  <b>**All graduations are at the CCPS Convocation Center</b>	29 <b>Graduations**</b> <ul style="list-style-type: none"> <li>• Westlake, 9 a.m.</li> <li>• McDonough, 2 p.m.</li> <li>• Lackey, 7 p.m.</li> </ul> <b>** All high schools closed</b> <b>** Davis and Diggs closed</b> <b>**All graduations are at the CCPS Convocation Center</b>	30 <b>Graduations**</b> <ul style="list-style-type: none"> <li>• Stone, 9 a.m.</li> <li>• La Plata, 2 p.m.</li> <li>• St. Charles, 7 p.m.</li> </ul> <b>**All graduations are at the CCPS Convocation Center</b>



The Class of 2019 included 1,997 graduates and earned \$119,857,363 in scholarships. Pictured are the Class of 2019 valedictorians and salutatorians. Back row, from left are Migue Darcera, Westlake High School valedictorian; Brianna Wilson, Westlake co-salutatorian; Krisha Patel, Westlake co-salutatorian; Stephen Duranske, St. Charles High School valedictorian; Katherine O’Meara, St. Charles salutatorian; Marie Bennett, Maurice J. McDonough High School salutatorian; and Peyton Carney, McDonough valedictorian. Middle row, from left are Aashka Patel, La Plata High School salutatorian; Se Eun “Grace” Na, La Plata valedictorian; Matteo Marchi, North Point High School co-salutatorian; A.J. Accad, North Point co-salutatorian; Sydney Marohn-Johnson, North Point valedictorian; and William Runyon, Thomas Stone High School valedictorian. Front row, from left are Garrett Batchelor, Henry E. Lackey High School co-valedictorian; Ashley Herbert, Lackey salutatorian; Samuel Guzzone, Lackey co-valedictorian; and Chloe Cooke, Stone salutatorian.

## 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. A total of 23 credits is required, as outlined below:

English (English I, II, III and IV)	4
Mathematics (two algebra credits and one geometry credit)*	3
Social Studies (government, U.S. history, world history)	3
Science (Biology and two additional lab sciences)	3
Health	.5
Physical Education	.5
Fine Arts	1
Technology Education	1
Financial Literacy	1
Electives*	6

\* Students must enroll in a math course every year in high school (COMAR 13A.04.12.01). Electives for students must include either two credits of world language, or two credits in advanced technology and four credits of academic/career electives or six credits completed through a state-approved career and technology program.

## Additional requirements

The graduating Class of 2020 must complete student service learning requirements, pass the High School Assessment (HSA) in Local, State and National (LSN) Government, achieve a passing score in PARCC Algebra I and English 10, and participate only in the science MISA. Certificate of Merit students must have a minimum cumulative GPA of 3.2 on a weighted scale and have no failing grades during high school.

Students enrolled in special education receive a Maryland High School diploma upon achieving graduation requirements. The Maryland High School Certificate may be awarded to special education students who cannot meet the requirements for a diploma. The Individualized Education Plan (IEP) committee decides when a student has met the standards to receive the certificate.

## College and Career Centers

College and Career Centers provide high school students with a variety of resources for post-high school planning. Besides college handbooks, scholarship listings and financial aid applications, the centers are equipped with computers utilizing Career Cruising. Career Cruising is located at [www.careercruising.com](http://www.careercruising.com) and is a web-based college and career exploration program. Using Career Cruising, students can plan for college and their careers. The assessment tools help students begin their career exploration and occupation profiles are linked to related occupations. The system also contains a post-secondary database that provides detailed information about colleges, universities and other training opportunities.

Each college and career center is staffed by a full-time college and career advisor, who offers one-on-one assistance to students as they examine their career goals and objectives. They provide informative programs for students and parents on the college and financial aid application process, arrange visits from higher education, military and business representatives, maintain an updated list of all available scholarships, and publish a monthly newsletter for Grades 9-12.

## Dual Enrollment program

CCPS encourages qualified high school juniors and seniors to participate in a dual enrollment program which allows them to enroll in college classes while enrolled in high school. Students receive a 50 percent tuition savings by participating in the program. Students should contact their school counselors for more information. Students who violate behavioral expectations may be removed from the program at the discretion of their principal.

## 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 through their home school counselor to participate in a Career and Technology Education (CTE) program such as the Automotive Technician, 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 10, 11 and 12. The program provides a hybrid of face-to-face instruction and online course work. For additional information, contact your child’s school counselor or call 301-932-1003.



## 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

The pupil personnel worker (PPW) provides 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. The PPW helps with communication between home and school in matters of attendance, crisis situations or other issues that may concern students. The PPW also acts as the school system liaison in coordinating services to students and families provided by county agencies or community organizations. To contact a PPW, call your child's school.

## School health program

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

## Illness and medication

If a child becomes ill during the day, the nurse or other school staff will notify a parent/legal guardian. If staff cannot reach parents, the individual(s) listed on the student's emergency card is called. Parents/guardians should ensure the school has accurate working phone numbers. Students are taken to the nearest medical treatment facility in emergency cases. The emergency card with a parent's signature permits the principal to arrange emergency care for students.

Students need to be fever free (less than 100 degrees without the use of fever-reducing medication) for at least 24 hours before returning to school after any illness. Every effort should be made to minimize the administration of medicine in schools. If at all possible, parents are urged



**Mary B. Neal Elementary School fourth grader Clyde Agustin, left, and Eva Turner Elementary School fifth grader Anthony Sweet work together on a list of things they like about school. Both students were part of the Superintendent's Elementary Advisory Council.**

to administer medication before school 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, creams, ointments-Calamine/Neosporin, antacids, sunscreens, vitamins, 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 following:

- a completed Physician's Medication Order form containing complete written instructions from the prescribing physician, including the date of the order, identification of drug by name, dose, time and circumstances of administration, length of time medication is to be continued, reason for prescription and possible side effects;
- a completed form from parents/guardians stating the desire to have medication administered and relieving the school, its agents, employees or representatives of any responsibility for ill effects resulting from the proper administration of the prescribed drug. An adult must deliver the medication to the school in the pharmacy container with all labeling information intact; and
- medical documentation for students with food allergies. In order to flag a child's food allergy in the cafeteria computer system, a physician must complete the Physician Order and Authorization for Food Allergy form. If the child's allergy changes, the school system will need an updated doctor's note to change or remove the restriction from the system.

Due to allergies, students and their parents/guardians are not allowed to bring to school and distribute any outside food products unless the products are commercially manufactured, individually wrapped in single serving sizes, and marked with the ingredients and the nutritional facts label. Parents/guardians must obtain permission from their child's teacher or school administrator prior to bringing outside food for distribution so that the teacher/administrator can review the timing and impact on the school day, the benefit and fairness to students, and other considerations.

By law, school nurses cannot administer unlabeled medicines. Medications carried by students on school property without appropriate documentation will be confiscated and parents will be contacted. Physician's Medication Order forms are to be submitted at the beginning of each school year and renewed annually for students on long-term medication (i.e., Ritalin, asthma drugs, etc.), or therapy. Forms are available at each school. These written instructions pertain to all medications (both over-the-counter and prescription). Parents/guardians need to pick up medications at the end of the school year or they will be discarded.

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



# July 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>June 2020</b> 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	<b>Calendar Notes</b> <ul style="list-style-type: none"> <li>Charles County Public Schools televises Board of Education meetings live on Comcast Channel 96 and Verizon FiOS Channel 12. The meetings are also streamed live on the school system website at <a href="http://www.ccboe.com">www.ccboe.com</a>.</li> <li>The 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.</li> <li>Summer School 2020 dates, location and graduation TBD</li> </ul>		<b>1</b>	<b>2</b>	<b>3</b> <b>Independence Day observed</b> Schools/offices closed	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b> ACT
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>August 2020</b> 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

## 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 301-934-7298. CCPS also participates in the national Take Our Daughters and Sons to Work Day in April.

## PAC, PTOs, PTSOs

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

Parent representatives meet school system administrators to learn more about the instructional program, budget process and other issues pertinent to the daily operation of the school system. Topics for meetings are garnered from the suggestions of parents. Parent representatives share the information with their school’s parent group(s).

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

The parent or school advisory committee at the school level is organized by the principal for the purpose of providing information to the school community on the system’s instructional programs, budget process and other initiatives. Members direct efforts toward support of the individual school through a cooperative relationship with parents, teachers and administrators.

## Reading partners

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

## Rules about gifts for school system employees

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



**Maurice J. McDonough High School sophomores Jade Knapp, left, and Skylar Murray check out the course syllabus for the Project Lead the Way (PLTW) Human Body Systems course. Both are in the PLTW Biomedical Sciences program.**

## Communications

CCPS offers parents, community members, staff and students a number of ways to find information about our schools and the school system. Printed information items, including the *Parent Handbook/Calendar* and the *Code of Student Conduct*, are sent home the first week of school. All publications and the latest school news are posted on the CCPS website at [www.ccboe.com](http://www.ccboe.com). The school system maintains a 24-hour information line. Information is updated weekly and immediately in an emergency or when the school schedule is altered for inclement weather. Call 301-934-7410/301-932-6656 for a recorded message. The 24-hour information line also features a recorded Spanish message.

CCPS regularly sends out email and phone messages to the contact information listed on the student emergency information card. Notifications are sent to the primary email and phone number listed on a student account for any identified parent or guardian. The notification system, School Messenger, uses parent and guardian data included on emergency cards and listed in the student information system. Parents/guardians cannot opt out of receiving attendance, emergency or meal account balance notifications.

Community members can receive email notification of school closings or delays by registering with the CCPS press releases email subscriber list to receive the latest school system information by email. Visit [www.ccboe.com/pr](http://www.ccboe.com/pr) to sign up. Communications staff manages all CCPS social media accounts including Twitter @ccps, Charles County Public Schools on Facebook and on Instagram at [focusonccps](https://www.instagram.com/focusonccps). Parents also receive by email weekly updates with notes from Board of Education meetings and systemwide news.

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, including NewsBreak featuring high school student anchors and On Air, a feature show highlighting student, staff and system accomplishments. Communications staff also broadcast Board of Education meetings live on the school system website, manage [www.ccboe.com](http://www.ccboe.com) and support all school, center and system websites.

The communications department 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.

# August 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Calendar Notes</b> <ul style="list-style-type: none"> <li>For more information about Charles County Public Schools, visit the school system website at <a href="http://www.ccboe.com">www.ccboe.com</a>; follow us on Twitter @ccps; like us on Facebook at Charles County Public Schools; or call the 24-hour information line at 301-934-7410 or 301-932-6656.</li> <li>An electronic copy of the <i>Parent Handbook/Calendar</i> is posted on the CCPS website at <a href="http://www.ccboe.com">www.ccboe.com</a>.</li> </ul>		<b>July 2020</b> 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	<b>September 2020</b> 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			<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b> Board meeting, 12 p.m.	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b> New teacher orientation week	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b> <b>30</b>	<b>24</b> First day of school for returning teachers  First day of school for students, K-12 <b>31</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>

## 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 members 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 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 [www.ccboe.com/index.php/see-something-say-something](http://www.ccboe.com/index.php/see-something-say-something). The school system also has an anonymous reporting hotline, 301-302-8305.

## Staff/student training

CCPS staff participate in Safe Schools training. This mandated training includes blood borne pathogens, reporting of suspected child neglect/abuse, the CCPS drug and alcohol policy and more. Students and staff also participate in training for several types of emergencies — from tornados to fire to active shooters. Each school has emergency plans that provide basic guidelines and procedures for staff to follow in the event of an emergency. CCPS updates, reviews and revises school plans annually. The trainings also prepare students and staff for situations such as shelter-in-place or lockdowns. During a shelter-in-place, no one is allowed to leave or enter the building but activities within the school continue as normal. During a lockdown, all internal and external doors are locked and students and staff are required to stay where they are. These types of situations are often in response to community police activity, severe weather or the need for local emergency services to use the school campus for accident/emergency response. Students and staff participate in drills regularly throughout the school year.

## 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. Starting this school year, 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 that will 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. 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, or 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 in class that encourage good decision-making, build self-esteem and teach students to be positive role models. In the event of a disturbance the officers are able to quickly intervene. In addition to fulfilling their responsibilities at their respective high school or middle school, SROs work with elementary schools 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 a three-on-three basketball tournament, Badges for Baseball, a Just Say No camp and the Summer Youth Initiative Program.

## Crime Solvers program

The School Resource Unit operates a Student Crime Solvers program, which offers students an opportunity to receive reward money when they anonymously submit information about crimes. Crime Solvers allows residents to anonymously report information about crimes. Crime Solvers is community based and pays cash rewards for tips that lead to arrests. Students in every Charles County middle and high school can anonymously report crimes through a Student Crime Solvers program. Started in 2007, Student Crime Solvers allows students to keep their schools safe by anonymously reporting crimes or school violations. Like Crime Solvers, students can earn cash rewards for tips. The Board of Education endorses the program, which has helped solve hundreds of cases and paid students thousands in rewards.

## Conduct

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

# September 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>August 2020</b> 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	<b>October 2020</b> 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	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b> <b>Labor Day</b> Schools/offices closed	<b>8</b> <b>First day of school for Three's program, Prek students</b>  <b>Board meeting, 1 p.m</b> Public Forum, 6 p.m.	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b> <b>Teacher in-service day</b> Schools closed for students only  <b>Rosh Hashanah</b> (begins at sunset)	<b>19</b> <b>Rosh Hashanah</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b> <b>Yom Kippur</b> (begins at sunset)	<b>28</b> <b>Yom Kippur</b>	<b>29</b>	<b>30</b>	<b>Calendar Notes - 2020/2021 Tentative calendar dates (subject to change)</b> <ul style="list-style-type: none"> <li>• Oct. 12, 2020 - Teacher in-service day, parent conferences, schools closed for students only</li> <li>• Nov. 11, 2020 - Teacher in-service day, schools closed for students only</li> <li>• Nov. 25-27, 2020 - Thanksgiving holiday, schools and offices closed</li> <li>• Dec. 23, 2020 - Jan. 1, 2021 - Winter break, schools closed</li> <li>• Jan. 29, 2021 - Semester break, schools closed for students only</li> <li>• April 2-9, 2021 - Spring break, schools closed</li> <li>• June 18, 2021 - Last day of school for students (five inclement weather days built in calendar)</li> <li>• June 21, 2021 - Last day of school for teachers (five inclement weather days built in calendar)</li> </ul>		

**Accident insurance for students:** The school system allows an insurance carrier to offer a student accident insurance plan. The forms are available on the school system website at [www.ccboe.com](http://www.ccboe.com). The plan does not replace a primary health insurance plan and should be considered as a supplement to other health and accident insurance coverage. CCPS does not handle claims or related issues. Parents are responsible for sending in premiums and for filing claims with the insurance carrier. Visit [www.kandkinsurance.com/sites/k12voluntary/Pages/Home.aspx](http://www.kandkinsurance.com/sites/k12voluntary/Pages/Home.aspx).

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

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

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

**Asbestos:** Public and private elementary and secondary schools are required to address asbestos in school buildings in accordance with the 1986 Asbestos Hazard 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/](http://www.alphabest.org/charlescounty/) or call 301-632-6804 for more information.

**Budget:** The 2019-20 operating budget totals \$393.4 million. It is a budget that enables the system to move forward with maintaining existing programs and funding mandatory costs. County revenues fund 49 percent of the Board's budget. This year county contributions total \$191.6 million. The remaining money comes from state, federal and other sources. During scheduled public work sessions, Board members review the Superintendent's budget request. The Board then receives comments on the budget during a public hearing. All hearing dates are posted in advance on the CCPS website at [www.ccboe.com](http://www.ccboe.com). Board members submit their budget requests to the Charles County Commissioners, who have funding authority over the total budget and categories as defined by state law. Once set by the Commissioners, the Board must manage its approved budget according to state law. For budget information, call the assistant superintendent of fiscal services at 301-934-7350.

**Career and Technology Education programs:** Charles County Public Schools offers a variety of Career and Technology 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. These programs include Business Education, the Teacher Academy of Maryland (TAM), Career Research and Development (CRD), Project Lead the Way (PLTW) Pathway to Engineering, PLTW Biomedical Sciences, Computer Science and Maryland Fire and Rescue Institute (MFRI).

The Robert D. Stethem Educational Center offers programs that include Automotive Technician, Heating, Ventilation and Air Conditioning (HVAC), Interactive Media Production, Physical Rehabilitation and Pharmacy Technician. The programs included at North Point High School are Construction Development (Carpentry, Electrician and Welding), Education Careers, Culinary Arts, Academy of Health Professions, Electronics, Cosmetology, Auto Collision, Auto Technician, Drafting and Design, Graphic Communications, Manufacturing, Engineering, Biotechnology, Cyber Security, and Construction Design and Management.

Most programs offer industry certification and/or college credit through the College of Southern Maryland (CSM) and other post-secondary schools. Contact your child's school counselor for a complete list of program selections or visit [www.ccboe.com/cte](http://www.ccboe.com/cte) for more information.

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

#### Elementary school students

- Students may only bring their phone or device, with a written request from the parent or guardian for a specific (non-social) purpose, and upon receipt of **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; examples include: phone conversations, loud music, videos or electronic games.

#### 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; such as phone conversations, loud music, videos or electronic games.

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

*Cell phone rule, continued from page 28*

- 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.

**Please note the following additional guidelines governing all school levels:**

- Administrators and/or teachers may allow the use of cell phones or electronic devices during the school day for specific academic purposes; such opportunities will be communicated in advance.
- Students attending schools participating in “Bring Your Own Device” (BYOD) programs shall comply with the rules specific to that program, as defined by the school.
- Cell phones or 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.

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

**Community centers:** Community centers are located at Billingsley and William B. Wade elementary schools and most county middle schools. The centers, operated by the Charles County Department of Community Services, are in partnership with the Board of Education and are focal points in the county that offer leisure programs and activities for all ages. During the school year, centers are open Monday through Friday, 3 to 9:30 p.m. (except for Billingsley, which is open from 4 to 9 p.m., Piccowaxen, which is open from 2 to 9 p.m., and Milton M. Somers, which is open from 2 to 9:30 p.m.) and Saturdays during the school year, 10 a.m. to 2 p.m. Center numbers are: John Hanson, 301-645-2186; Matthew Henson, 301-375-7875; Mattawoman, 301-645-6865; Piccowaxen, 301-259-2503; Smallwood, 301-743-3020; Somers, 301-932-6679; Benjamin Stoddert, 301-645-4847; Billingsley, 301-944-1091; and Wade, 301-645-9291. There is also a center at the Nanjemoy Community Center, 301-246-9612, that operates Monday and Wednesday from 8:30 a.m. to 8 p.m.; and Tuesday, Thursday and Friday from 8:30 a.m. to 4:30 p.m. Locations and hours vary during the summer and are subject to change. Contact the Department of Community Services at 301-934-9305 for more information.

**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 Charles County Association of Student Councils (CCASC), in collaboration with parents, staff, and community members, developed the following system-wide dress code, as amended and approved by the Board of Education.

1. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop and other activities where unique hazards exist.
2. Shorts and skirts are permitted as long as they reach the middle of the thigh, defined as shoulders relaxed and arms straight down alongside the body where fingertips touch the thigh. Slits in the

skirt may not rise more than two inches above fingertips.

3. Clothing must cover the chest area, cleavage, torso and undergarments. Tops may not be lower than mid-back.
4. Spaghetti straps and garments that are both strapless and sleeveless are not permitted during the school day.
5. Undergarments must not be visible at any time.
6. Pants must be secured no lower than mid-hip.
7. Ripped pants are permitted as long as rips fall below the shorts length criteria, are limited to the front side of the leg, and do not exceed three inches in diameter above the knee. Skin exposed by all other rips must be covered by opaque clothing that is not underwear.
8. Leggings, biker-type/spandex shorts or joggers must be opaque and worn with a top that meets the length expectations of shorts and skirts (see #2).
9. Backless and open-toed shoes with a hard sole are permitted as long as the shoes do not pose a safety hazard. Foam and similar soft-soled shoes, such as flip-flops or beach footwear, are prohibited.
10. Headwear is not permitted. This includes, but is not limited to, hats, skull caps, visors, bannanas, sweat bands, shower caps and hoods. Scarves may be worn as a headband only. (Exceptions may be granted based on religious and medical reasons with proper verification.) Sunglasses are not permitted except during outdoor activities.
11. Sleepwear and sleepwear-type clothing are only permitted for certain activities, such as overnight field trips and spirit days.
12. Clothing that displays or symbolizes any language or material that is inappropriate for school or offensive to any group is not permitted. This includes, but is not limited to, material relating to drugs, alcohol, profanity, obscenity, racism, gang activity and violence.
13. Formal attire must not be disruptive or distracting. Spaghetti straps and strapless formal garments are acceptable as long as adequate coverage is maintained during the activity. Slits in skirts or other garments must meet the expectations for the same in rule #2. Transparent attire is prohibited. Necklines may not fall below mid-sternum. Backless garments are permitted at any formal affair.
14. The dress code is in effect for participating students at all school-sponsored events on and off campus.

*Note: Administrators have the flexibility to exercise their judgment, with the authority of the executive director of schools, 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:** 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.

**Equity and Diversity Committee:** The Equity and Diversity Committee meets during the school year to ensure educational equity, access and opportunities for all students to eliminate the achievement gap. Call 301-934-7245 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 301-932-7457 for assistance.

**Homeless/Foster Care: Youth in Transition programs:** CCPS provides educational services to children and youth experiencing homelessness or living in foster care. The federal McKinney-Vento Act defines homeless children and youth to be those who lack a fixed, regular and adequate nighttime residence. All agencies with custody of a child or youth in state-supervised care must contact and submit a completed foster care enrollment form with required documents to the CCPS Youth in Transition Coordinator. Contact the Youth in Transition Coordinator in the department of student services at 301-934-7326 for assistance.

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

The following are pesticides and bait stations, by common name, which may be used in schools: Brodifacoum, Beta-cyfluthrin, Imidacloprid, Indoxacarb, Chlormequat chloride, Bacillus subtilis GB 03, 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 and Mecoprop-P.

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

**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 the sixth and ninth grades. 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.ccpsoe.com](http://www.ccpsoe.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 (completed at the department of student services) accompanied by two acceptable proofs of domicile for the owner/lessee of the property. Call 301-934-7326 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 night 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 swim and 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."

**School Safety Advisory Council:** Superintendent of Schools Kimberly Hill and staff formed a School Safety Advisory Council in 2018. The group includes community members with credentials in security, mental health, cybersecurity, law enforcement, victim services, the military, public safety and other related professions. The Council is an independent check on CCPS safety procedures and provides recommendations for change. For questions about the Council, call 301-392-5550.

**Searches of students:** A principal or vice principal may make a reasonable search of a student on the school premises or on a school-sponsored trip if the searcher has reasonable belief the student has possession of an item that is a criminal offense under Maryland law, a violation of any other state law or a rule or regulation of CCPS. The search shall be made in the presence of a third party. If designated in writing by the principal, a teacher may make a reasonable search of a student on a school-sponsored trip if the same reasonable belief exists.

School lockers are considered school property and may be searched by school administrators at any time for any reason. A principal or vice principal may also make a search of the physical school building at any time for any reason. Dogs trained to detect the presence of drugs, weapons or other contraband may be used on school property when deemed necessary or appropriate by school officials or law enforcement.

**Special Education Citizens Advisory Committee (SECAC):** The mission of the SECAC is to develop partnerships and facilitate discussions between parents, educators and school administrators to advocate for enhanced services and opportunities for students with disabilities in Charles County.



The committee meets during the school year at the Jesse L. Starkey Administration Building and is open to anyone. For additional information, call the Parent Center at 301-934-7456.

**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.

Individuals who request copies of student records must complete a Request for Student Records Release form. The signature of the individual legally entitled to have access to the record must be obtained, or if the application is made in person, an appropriate identification must be presented with the completed form. The form is posted on the CCPS website at [www.ccboe.com](http://www.ccboe.com). Call 301-392-7514 for additional information about requesting copies of student records.

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.

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 2020 summer school program begins in July. Middle school courses focus on remediation and enrichment. High school students enroll in make-up classes. 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 executive director of human resources at 301-934-7255.

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

**Use of school facilities:** Charles County community groups and nonprofit organizations may be permitted to use school facilities for worthwhile purposes when they do not interfere with the regular school program. Every effort is made to assure that facilities are available for use by Charles County nonprofit, non-school organizations as much as is practical on a priority basis, in the following order: CCPS gives preference to all school or extracurricular programs for students, as well as to programs and activities for employees of CCPS. Priority is next given to PTOs and PTSOs, and any parent or community group established by the school administration to support the instructional program, followed by Department of Community Services-sponsored activities (except those that conflict with local, state or federal law and Board of Education policy), and then other nonprofit programs.

Applications and handbooks outlining rules and procedures are posted on the CCPS website at [www.ccboe.com](http://www.ccboe.com). For more information, contact the principal of the school in which you have an interest, or the assistant superintendent of supporting services at 301-934-7270.

## High Schools

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

**La Plata**  
6035 Radio Station Road  
La Plata, MD 20646  
Hours: 7:30 a.m. - 2:15 p.m.  
301-934-1100, 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.  
301-934-2944, 301-753-1755  
Fax: 301-753-8408  
Steven Roberts, Principal

**North Point**  
2500 Davis Road  
Waldorf, MD 20603  
Hours: 8:05 a.m. - 2:50 p.m.  
301-753-1759, 301-885-2012  
Fax: 301-885-2347  
Daniel Kaple, Principal

**St. Charles**  
5305 Piney Church Road  
Waldorf, MD 20602  
Hours: 7:25 a.m. - 2:15 p.m.  
301-753-2090, 301-396-4201  
Fax: 301-396-4135  
Richard Conley, Principal

**Thomas Stone**  
3785 Leonardtown Road  
Waldorf, MD 20601  
Hours: 7:30 a.m. - 2:15 p.m.  
301-645-2601, 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.  
301-645-8857, 301-753-1758  
Fax: 301-932-8583  
Diane Roberts, Principal

## Middle Schools

**Theodore G. Davis**  
2495 Davis Road  
Waldorf, MD 20603  
Hours: 8:50 a.m. - 3:20 p.m.  
301-638-0858, 301-753-2082  
Fax: 301-638-3562  
Kim McClarin, Principal

**John Hanson**  
3165 John Hanson Drive  
Waldorf, MD 20601  
Hours: 8:35 a.m. - 3:05 p.m.  
301-645-4520, 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.  
301-375-8550, 301-753-1784  
Fax: 301-375-9216  
Christina Caballero, Principal

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

**Piccowaxen**  
12834 Rock Point Road  
Newburg, MD 20664  
Hours: 7:45 a.m. - 2:15 p.m.  
301-934-1977, 301-753-1785  
Fax: 301-934-1628  
Wendell Martin, Principal

**General Smallwood**  
4990 Indian Head Highway  
Indian Head, MD 20640  
Hours: 8:40 a.m. - 3:10 p.m.  
301-743-5422, 301-753-1786  
Fax: 301-753-8421  
Brenda Tillotson, Principal

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

**Benjamin Stoddert**  
2040 St. Thomas Drive  
Waldorf, MD 20602  
Hours: 8:30 a.m. - 3 p.m.  
301-645-1334, 301-753-1788  
Fax: 301-870-1183  
Erica Williams, 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.  
301-934-3884, 301-753-1745  
Fax: 301-934-3692  
Daphne Burns, Principal

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

**James E. Richmond Science Center**  
5305 Piney Church Road  
Waldorf, MD 20602  
301-934-7464  
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.  
301-753-1757, 301-932-1003  
Fax: 301-934-0165  
Curry Werkheiser,  
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**, 301-924-7220  
**Instruction**, 301-934-7377  
**Human Resources**, 301-934-7255  
**Fiscal Services**, 301-934-7350  
**Food Nutrition Services**, 301-392-5575  
**School Administration**, 301-934-7365  
**Special Education**, 301-392-7587  
**Student Services**, 301-934-7326  
**Superintendent**, 301-934-7223  
**Supporting Services**, 301-934-7270  
**Technology**, 301-934-7250  
**Testing**, 301-934-7312  
**Transcripts**, 301-392-7514  
**Transportation**, 301-934-7262  
**Maryland Youth Crisis hotline**, 1-800-422-0009

## Elementary Schools

### **C. Paul Barnhart**

4800 Lancaster Circle  
Waldorf, MD 20603  
Hours: 9:10 a.m. - 3:40 p.m.  
301-645-9053, 301-753-1781  
Fax: 301-645-8970  
Brian King, Principal

### **Berry**

10155 Berry Road  
Waldorf, MD 20603  
Hours: 9:30 a.m. - 4 p.m.  
301-638-2330, 301-753-1782  
Fax: 301-638-3659  
Louis D'Ambrosio, Principal

### **Billingsley**

10069 Billingsley Road  
White Plains, MD 20695  
Hours: 9:30 a.m. - 4 p.m.  
301-753-2088, 301-374-9222  
Fax: 301-374-9224  
Sabrina Robinson-Taylor, Principal

### **Dr. Gustavus Brown**

421 University Drive  
Waldorf, MD 20602  
Hours: 9:20 a.m. - 3:50 p.m.  
301-645-1330, 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.  
301-934-4270, 301-753-1742  
Fax: 301-934-8096  
Michelle Beckwith, Principal

### **William A. Diggs**

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

### **Gale-Bailey**

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

### **Dr. Thomas L. Higdon**

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

### **Indian Head**

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

### **Daniel of St. Thomas Jenifer**

2820 Jenifer School Lane  
Waldorf, MD 20603  
Hours: 9:15 a.m. - 3:45 p.m.  
301-932-9603, 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.  
301-645-2691, 301-753-1747  
Fax: 301-638-0054  
Mary Finneran, Principal

### **T.C. Martin**

6315 Olivers Shop Road  
Bryantown, MD 20617  
Hours: 9:15 a.m. - 3:45 p.m.  
301-274-3182, 301-753-1748  
Fax: 301-274-3765  
Todd Wonderling, Principal

### **Mary H. Matula**

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

### **Arthur Middleton**

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

### **Walter J. Mitchell**

400 Willow Lane  
La Plata, MD 20646  
Hours: 9:00 a.m. - 3:30 p.m.  
301-934-4687, 301-753-1760  
Fax: 301-753-1649  
Nicholas Adam, Principal

### **Mt. Hope/Nanjemoy**

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

### **Dr. Samuel A. Mudd**

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

### **Mary B. Neal**

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

### **J.C. Parks**

3505 Livingston Road  
Indian Head, MD 20640  
Hours: 9:05 a.m. - 3:35 p.m.  
301-375-7444, 301-753-1763  
Fax: 301-375-9106  
Gregory Miller, Principal

### **J.P. Ryon**

12140 Vivian Adams Drive  
Waldorf, MD 20601  
Hours: 9:30 a.m. - 4 p.m.  
301-645-3090, 301-753-1764  
Fax: 301-374-9583  
Melinda Johnson, Principal

### **Eva Turner (Transition School)**

3155 John Hanson Drive  
Waldorf, MD 20601  
Hours: 9 a.m. - 3:30 p.m.  
301-885-0032, 301-753-2087  
Fax: 301-885-0057  
Gary Lesko, Principal

### **William B. Wade**

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



Visit our website at [www.ccboe.com](http://www.ccboe.com)

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

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Charles County Public Schools

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX Coordinator and Section 504 Coordinator (students), or Nikial M. Majors, Section 504 Coordinator (employees/adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, Maryland 20646. 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

# Charles County Public Schools Calendar 2019-2020 at a glance

<b>August 2019</b>	19: New teacher orientation begins 26: First day of school for returning teachers
<b>September 2019</b>	2: Labor Day, schools/offices closed 3: First day of school for students, K-12 13: Teacher in-service day, schools closed for students only
<b>October 2019</b>	14: Teacher in-service day, schools closed for students only
<b>November 2019</b>	11: Teacher in-service day, schools closed for students only 27-29: Thanksgiving holiday, schools/offices closed
<b>December 2019</b>	23-31: Winter break, schools closed for students and teachers
<b>January 2020</b>	1: Schools/offices closed for winter break 20: Dr. Martin Luther King Jr.'s Birthday, schools/offices closed 21: Semester break, schools closed for students only
<b>February 2020</b>	17: Presidents Day, schools/offices closed
<b>April 2020</b>	10: Good Friday, schools/offices closed 13: Easter Monday, schools/offices closed 14: Spring break day, schools/offices closed 28: Election Day, schools closed for students and teachers
<b>May 2020</b>	25: Memorial Day, schools/offices closed
<b>June 2020</b>	15: Last day of school for students (with three inclement weather days built into the calendar) 16: Last day of school for teachers (with three inclement weather days built into the calendar)
<b>August 2020</b>	17: New teacher orientation begins 24: First day of school for returning teachers 31: First day of school for students, K-12
<b>September 2020</b>	7: Labor Day, schools/offices closed