CHARLES COUNTY
Public Schools
2016-17 Parent Handbook/Calendar

IT’S ALL ABOUT TEACHING AND LEARNING.
Dear Parents/Guardians:

The start of a new school year brings a renewed sense of enthusiasm and excitement to our community. As parents, you expect Charles County Public Schools to provide a first-class education for our 26,400 students. To accomplish this goal, we all need to work together to ensure that our students graduate ready to take on the challenges of the real world. Education is a shared responsibility; we all need to play a part in creating high expectations for our students. You will be amazed what children can do when they are motivated to reach higher goals.

The Maryland College and Career Ready Standards raise expectations for children and put more emphasis on learning and understanding, rather than just basic memorization and test-taking skills. The standards improve how students learn by teaching critical thinking, problem solving and effective communication skills. They provide the skills our students need to be successful in college and careers.

We recognize that effective teaching and learning is optimized when students and staff feel safe. Our strong partnership with the Charles County Sheriff’s Office, as well as the school resource officer program help us take reasonable measures to reduce safety risks. We rely on you – our students and parents – to help us keep our schools safe for teaching and learning.

We are committed to providing outstanding service to our students and our community. This Parent Handbook/Calendar is one way we communicate our expectations and school policies. We will update you often through community e-newsletters, phone and email messages, the school system website, on Twitter @CCPS, and through school and community meetings. Please take a moment to visit our website, www.ccboe.com, as well as your child’s school website to learn more.

Thank you for your support of teaching and learning in Charles County Public Schools.

Sincerely,

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

Pictured on the front cover, left to right, are: Maurice J. McDonough High School Class of 2016 graduates; Mary B. Neal Elementary School student Amira Abujuma; and J.P. Ryon Elementary School students Kalia Woods, Trevor Bryant, Jackson Taylor, Nick Manco and Amelia Ortiz.

Pictured on the back cover, top to bottom, are: Arthur Middleton Elementary School students Kandace Owens, Joseph Long, Jayden Proctor, Jeremiah Ford and Quinton Cunningham; and Thomas Stone High School students Taitzion Johnson-Williams, Jacob Polis and Gregory Johnson.

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.
Kevin Barry, a social studies teacher at La Plata High School, was the Charles County finalist in the Washington Post’s 2016 Teacher of the Year awards program. Jillian Durr, a third-grade teacher at Dr. James Craik Elementary School, is the 2016 Charles County Public Schools Teacher of the Year. Sonia B. Jones, principal of Mattawoman Middle School, was the Charles County finalist in the Washington Post’s Principal of the Year awards program. Jones is the 2016 Charles County Public Schools Principal of the Year.

### Index

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident insurance for students</td>
<td>28</td>
</tr>
<tr>
<td>Administrative office information</td>
<td>32</td>
</tr>
<tr>
<td>Admission and immunizations</td>
<td>2</td>
</tr>
<tr>
<td>Adult education programs</td>
<td>14</td>
</tr>
<tr>
<td>Alcohol-CDS</td>
<td>22</td>
</tr>
<tr>
<td>Animals on school property</td>
<td>28</td>
</tr>
<tr>
<td>Anti-teasing/bullying/harassment programs</td>
<td>28</td>
</tr>
<tr>
<td>Asbestos</td>
<td>28</td>
</tr>
<tr>
<td>Attendance</td>
<td>6</td>
</tr>
<tr>
<td>Background checks</td>
<td>28</td>
</tr>
<tr>
<td>Before- and after-school care</td>
<td>2</td>
</tr>
<tr>
<td>Board of Education</td>
<td>4</td>
</tr>
<tr>
<td>Budget</td>
<td>28</td>
</tr>
<tr>
<td>College and Career Centers</td>
<td>20</td>
</tr>
<tr>
<td>Career programs</td>
<td>28</td>
</tr>
<tr>
<td>Cell phone rule</td>
<td>28</td>
</tr>
<tr>
<td>CCASC</td>
<td>18</td>
</tr>
<tr>
<td>Channel 96/Verizon Channel 12</td>
<td>26</td>
</tr>
<tr>
<td>Child abuse</td>
<td>29</td>
</tr>
<tr>
<td>Collection of bad checks</td>
<td>29</td>
</tr>
<tr>
<td>Communications</td>
<td>26</td>
</tr>
<tr>
<td>Community centers</td>
<td>29</td>
</tr>
<tr>
<td>Conduct</td>
<td>22</td>
</tr>
<tr>
<td>Copies of student records</td>
<td>31</td>
</tr>
<tr>
<td>D.A.R.E. program</td>
<td>22</td>
</tr>
<tr>
<td>Dress code</td>
<td>29</td>
</tr>
<tr>
<td>Drug-free zones</td>
<td>22</td>
</tr>
<tr>
<td>Dual enrollment program</td>
<td>20</td>
</tr>
<tr>
<td>Edline/Grade book</td>
<td>6</td>
</tr>
<tr>
<td>Educators Rising</td>
<td>18</td>
</tr>
<tr>
<td>Emergency card</td>
<td>2</td>
</tr>
<tr>
<td>Emergency closings</td>
<td>10</td>
</tr>
<tr>
<td>Environmental Education Center</td>
<td>14</td>
</tr>
<tr>
<td>Extracurricular activities</td>
<td>2</td>
</tr>
<tr>
<td>Field trips/school activities</td>
<td>20</td>
</tr>
<tr>
<td>Food and Nutrition Services</td>
<td>12</td>
</tr>
<tr>
<td>Fraud hotline</td>
<td>4</td>
</tr>
<tr>
<td>Gifted education</td>
<td>12</td>
</tr>
<tr>
<td>Gifts for employees</td>
<td>26</td>
</tr>
<tr>
<td>Grades 1-5</td>
<td>8</td>
</tr>
<tr>
<td>Graduation requirements</td>
<td>20</td>
</tr>
<tr>
<td>Guidance and counseling services</td>
<td>24</td>
</tr>
<tr>
<td>Hazing</td>
<td>22</td>
</tr>
<tr>
<td>High school</td>
<td>8</td>
</tr>
<tr>
<td>Home &amp; hospital services</td>
<td>30</td>
</tr>
<tr>
<td>Homeless program</td>
<td>30</td>
</tr>
<tr>
<td>Illness/medication</td>
<td>24</td>
</tr>
<tr>
<td>Integrated pest management</td>
<td>30</td>
</tr>
<tr>
<td>Interims &amp; report cards</td>
<td>8</td>
</tr>
<tr>
<td>James E. Richmond Science Center</td>
<td>16</td>
</tr>
<tr>
<td>Job Shadow Day</td>
<td>26</td>
</tr>
<tr>
<td>Col. Donald M. Wade Joint Services Military Ball</td>
<td>18</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>8</td>
</tr>
<tr>
<td>Library media program</td>
<td>8</td>
</tr>
<tr>
<td>Maryland Mathematics, Engineering and Science Achievement</td>
<td>18</td>
</tr>
<tr>
<td>Middle school</td>
<td>8</td>
</tr>
<tr>
<td>Minority Achievement Committee</td>
<td>26</td>
</tr>
<tr>
<td>Minority achievement requirements</td>
<td>30</td>
</tr>
<tr>
<td>Mission</td>
<td>8/12</td>
</tr>
<tr>
<td>Parent visitation/observation</td>
<td>2</td>
</tr>
<tr>
<td>Photographs/videos</td>
<td>16</td>
</tr>
<tr>
<td>Prekindergarten</td>
<td>8/12</td>
</tr>
<tr>
<td>Proof of domicile</td>
<td>22</td>
</tr>
<tr>
<td>PAC/PTOs/PTSOs</td>
<td>26</td>
</tr>
<tr>
<td>Pupil personnel workers</td>
<td>24</td>
</tr>
<tr>
<td>Reading partners</td>
<td>26</td>
</tr>
<tr>
<td>Reading program</td>
<td>12</td>
</tr>
<tr>
<td>Reading review committee</td>
<td>26</td>
</tr>
<tr>
<td>Robert D. Stethem Educational Center</td>
<td>20</td>
</tr>
<tr>
<td>School center phone numbers and addresses</td>
<td>32</td>
</tr>
<tr>
<td>School health program</td>
<td>24</td>
</tr>
<tr>
<td>School Locator</td>
<td>6</td>
</tr>
<tr>
<td>School psychological services</td>
<td>24</td>
</tr>
<tr>
<td>School resource officers</td>
<td>22</td>
</tr>
<tr>
<td>School system committees</td>
<td>26</td>
</tr>
<tr>
<td>Searches of students</td>
<td>30</td>
</tr>
<tr>
<td>Secondary Academy of International Languages (SAIL)</td>
<td>16</td>
</tr>
<tr>
<td>Section 504</td>
<td>14</td>
</tr>
<tr>
<td>Special education</td>
<td>14</td>
</tr>
<tr>
<td>Special Education Citizens Advisory Committee</td>
<td>29</td>
</tr>
<tr>
<td>Staff development</td>
<td>31</td>
</tr>
<tr>
<td>Student publications</td>
<td>18</td>
</tr>
<tr>
<td>Student records</td>
<td>31</td>
</tr>
<tr>
<td>Student exchange visitor program</td>
<td>18</td>
</tr>
<tr>
<td>Student leaders</td>
<td>18</td>
</tr>
<tr>
<td>Summer school</td>
<td>31</td>
</tr>
<tr>
<td>Teacher qualification requests</td>
<td>31</td>
</tr>
<tr>
<td>Technology</td>
<td>14</td>
</tr>
<tr>
<td>Teenage Parenting Program</td>
<td>31</td>
</tr>
<tr>
<td>Testing</td>
<td>16</td>
</tr>
<tr>
<td>Three-year-old program</td>
<td>12</td>
</tr>
<tr>
<td>Title I</td>
<td>12</td>
</tr>
<tr>
<td>Title III</td>
<td>31</td>
</tr>
<tr>
<td>Title VII: Indian Education</td>
<td>14</td>
</tr>
<tr>
<td>Tobacco and tobacco related products</td>
<td>22</td>
</tr>
<tr>
<td>Transportation</td>
<td>6</td>
</tr>
<tr>
<td>Use of school facilities</td>
<td>31</td>
</tr>
<tr>
<td>Virtual Academy</td>
<td>20</td>
</tr>
<tr>
<td>Weapons</td>
<td>22</td>
</tr>
</tbody>
</table>
Admissions and immunizations
State law requires that persons ages 5 through 20 years be admitted, free-of-charge, to Charles County Public Schools. 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 office of student services, 301-934-7326, or use School Locator on the CCPS website for information about school zones. 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 all schools and at www.ccboe.com. Requests are due by May 1 for consideration for the following year.

State law requires children to attend kindergarten before they enter the first grade. Children who are 5 years old on or before Sept. 1, 2016, must be registered for kindergarten or receive an exemption from the school system. Parents of children who are 4 years old by Sept. 1, 2016, can apply for prekindergarten. Prekindergarten admission is limited and prioritized by guidelines set by 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 22 for a complete listing) and a record of the child’s immunizations must be submitted to the school. State law requires minimum immunization levels to enter school. These vaccines include DPT, polio, measles, mumps, rubella, chickenpox, hepatitis B, Hib, Prevar, and for those entering seventh, eighth and ninth grades, Tdap and meningococcal. The number of vaccines required depends on the age and grade of the child, and a list is posted on the CCPS website at www.ccboe.com. Students can be admitted to school without completed immunizations, but have to show proof of an appointment occurring within 20 calendar days. By law, if proof of immunization after the appointment is not provided, the student will be excluded. Children entering Maryland public schools for the first time must have a physical examination.

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. Call 301-632-6804 for more information.

Emergency card
Parents/guardians receive an emergency card during the first week of school. It should be completed immediately and returned to the student’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.

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 grade-point average (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 and attendance from the previous school year. Winter activity eligibility is based on first-quarter GPA and attendance; spring activity eligibility is based on second-quarter GPA 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. However, the school must approve the absence prior to participation. Visit www.ccboe.com for more eligibility information.

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 or guardian and a health care provider must sign and date the physical form. Forms are available on the CCPS website at www.ccboe.com.

Parent visitation/observation
Parents/guardians, as well as all visitors to schools and centers, are asked to sign in at the main office and obtain a visitor’s badge to ensure the safety and security of students and staff. Parents/guardians may either visit the classroom (including the playground) at the teacher’s or school’s invitation or request a formal observation of a 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.

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 visitation and must turn off all cell phones and pagers. 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 2016

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Calendar Notes for August and September</strong></td>
<td><strong>First day of school for students, grades K-12, Monday, Aug. 29</strong></td>
<td><strong>For August 9, 12 p.m.</strong></td>
<td><strong>September is Library Card Sign-Up Month</strong></td>
<td><strong>First day of school for students, grades K-12, Monday, Aug. 29</strong></td>
<td><strong>New teacher orientation starts Aug. 15</strong></td>
<td><strong>Schools closed Friday, Aug. 26 for teachers only</strong></td>
</tr>
<tr>
<td><strong>Board meeting, Aug. 9, 12 p.m.</strong></td>
<td><strong>First day of school for students, grades K-12, Monday, Aug. 29</strong></td>
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</tr>
<tr>
<td><strong>Fall sports start Aug. 10</strong></td>
<td><strong>First day of school for students, grades K-12, Monday, Aug. 29</strong></td>
<td><strong>First day of school for students, grades K-12, Monday, Aug. 29</strong></td>
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<td><strong>Schools closed Friday, Aug. 26 for teachers only</strong></td>
</tr>
<tr>
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<td><strong>First day of school for students, grades K-12, Monday, Aug. 29</strong></td>
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<td><strong>New teacher orientation starts Aug. 15</strong></td>
<td><strong>Schools closed Friday, Aug. 26 for teachers only</strong></td>
</tr>
<tr>
<td><strong>First day of school for returning teachers, Aug. 22</strong></td>
<td><strong>First day of school for students, grades K-12, Monday, Aug. 29</strong></td>
<td><strong>First day of school for students, grades K-12, Monday, Aug. 29</strong></td>
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<td><strong>First day of school for students, grades K-12, Monday, Aug. 29</strong></td>
<td><strong>New teacher orientation starts Aug. 15</strong></td>
<td><strong>Schools closed Friday, Aug. 26 for teachers only</strong></td>
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<tr>
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<td><strong>First day of school for students, grades K-12, Monday, Aug. 29</strong></td>
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<td><strong>Schools closed Friday, Aug. 26 for teachers only</strong></td>
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</tbody>
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**August 2016**

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
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**September 2016**

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**October 2016**

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Board of Education

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 2018. Board members serve four-year terms. A non-voting student member serves a one-year term.

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.

Board meetings

Tuesday meeting dates are as follows: Sept. 13, 2016; Oct. 18, 2016; Nov. 8, 2016; Dec. 13, 2016; Jan. 10, 2017; Feb. 14, 2017; March 14, 2017; April 4, 2017; May 9, 2017; June 13, 2017; Aug. 8, 2017; and Sept. 12, 2017. 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. Meetings are also added to the Charles County Public Schools CCPSTV webpage the day after they are televised. Check the website for up-to-date information and agendas for Board meetings.

Fraud hotline

Parents and community members are encouraged to report to the Board of Education any concerns about the misuse of school resources by calling the school system’s confidential fraud hotline at 301-302-8305.

Board beliefs

The Board of Education of Charles County believes:

• parents/legal guardians, students, teachers, staff and administrators, Board members, state and local elected officials, and the community share in the success of each individual student and the school system as a whole and, therefore, strive to create and nurture a collaborative relationship among all stakeholders.
• all students deserve an equal opportunity for a quality education.
• intellectual growth occurs best:
  - through a comprehensive and challenging curriculum that incorporates scientifically proven pedagogical techniques.
  - when parents/legal guardians, teachers, and students work collaboratively as equal partners in education.
• a wide range of cocurricular and extracurricular activities affords students, families and employees additional opportunities for intellectual, social, physical and emotional growth.
• there is value in diversity, and every student is endowed with unique talents and entitled to mutual respect.
• the ability of Charles County Public Schools to fulfill its mission is dependent upon comprehensive long- and short-term planning, and appropriate and efficient managerial organization.
• a fiduciary responsibility to taxpayers exists and requires services rendered to be appropriately tempered by fiscal responsibility.

Board agenda/meeting reports

Meeting agendas are available on the Internet through BoardDocs and are 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, 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 2016

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<tr>
<td><strong>Calendar Notes</strong>&lt;br&gt;• National Bullying Prevention Month&lt;br&gt;• National Physical Therapy and Principals Month&lt;br&gt;• Fire Prevention Week, Oct. 9-15&lt;br&gt;• National School Lunch Week, Oct. 10-14&lt;br&gt;• National Character Counts Week, Oct. 17-21&lt;br&gt;• National School Bus Safety Week, Oct. 17-21&lt;br&gt;• CCASC = Charles County Association of Student Councils&lt;br&gt;• Visit our website at <a href="http://www.ccboe.com">www.ccboe.com</a></td>
<td><strong>September 2016</strong>&lt;br&gt;Sun Mon Tue Wed Thu Fri Sat&lt;br&gt;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</td>
<td><strong>Tuesday 2016</strong>&lt;br&gt;Rosh Hashanah (ends at sunset)</td>
<td>All-County Chorus auditions&lt;br&gt;Minority Achievement Committee meeting, 4:30 p.m.</td>
<td>Student Page interviews&lt;br&gt;New staff reception @ Middleton Hall</td>
<td>North Point and St. Charles’ homecoming games</td>
<td>1&lt;br&gt;SAT&lt;br&gt;Stone and Westlake’s homecoming dances</td>
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<td>North Point and St. Charles’ homecoming dances</td>
<td>9&lt;br&gt;Columbus Day&lt;br&gt;Schools closed for students only&lt;br&gt;Teacher in-service day</td>
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<td>Columbus Day&lt;br&gt;Schools closed for students only&lt;br&gt;Teacher in-service day</td>
<td>Yom Kippur (begins at sunset)&lt;br&gt;All-County Chorus rehearsals</td>
<td>Yom Kippur&lt;br&gt;All-County Chorus rehearsals</td>
<td>High school CCASC meeting, 9 a.m.; middle school meeting, 11:30 a.m.; both @ Stone</td>
<td>La Plata’s homecoming game</td>
<td>17&lt;br&gt;All-County Orchestra auditions&lt;br&gt;Board meeting, 1 p.m.&lt;br&gt;Public Forum, 6 p.m.&lt;br&gt;Co-ed middle school golf tournament&lt;br&gt;All-County Chorus rehearsals</td>
<td>18&lt;br&gt;PSAT administration&lt;br&gt;ESOL Community Night, 6 p.m.</td>
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<td>Two-hour early dismissal&lt;br&gt;PM Prek attends&lt;br&gt;La Plata’s homecoming game&lt;br&gt;• ACT&lt;br&gt;• La Plata’s homecoming dance&lt;br&gt;• Make a Difference Day</td>
<td>Two-hour early dismissal&lt;br&gt;PM Prek attends&lt;br&gt;La Plata’s homecoming game&lt;br&gt;• ACT&lt;br&gt;• La Plata’s homecoming dance&lt;br&gt;• Make a Difference Day</td>
<td>All-County Chorus rehearsals&lt;br&gt;Educators Rising Induction Ceremony&lt;br&gt;All-County Chorus concert</td>
<td>All-County Chorus rehearsals&lt;br&gt;All-County Chorus concert</td>
<td>All-County Band auditions&lt;br&gt;Halloween</td>
<td>Fall chess tournament</td>
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**Note:**<br>**Halloween**<br>Parent Advisory Committee meeting, 5:30 p.m. @ Starkey
General Information

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 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 at the elementary level 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. Secondary level students with two or more unlawful absences in a course during a quarter may, with proper notification, receive a grade no higher than 59 percent for the marking period. 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 call out.
- 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 plan and/or the student will be referred to the school’s pupil personnel worker.
- After 15 absences, the student may be scheduled for a school attendance review.
- Additional absences may result in the student being referred to the State’s Attorney’s office for possible legal action for chronic truancy.

*Note: These requirements do not apply to Chronically Health-Impaired Program (CHIP) students, students on home teaching or those with medical excuses.

North Point High School 2016 graduate Derek Nunn, left, shows Superintendent Kimberly Hill and Board member Barbara Palko a wiring panel he worked on in class. Nunn now attends the U.S. Military Academy at West Point and is studying electrical engineering.

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 one and one-half 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.

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

Charles County Public Schools 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, under the Quick Links section located on the right-hand side of the home page. Click on Launch Application (Public). 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 ccpptransportation@ccboe.com.

Edline/Grade book

Edline/Grade book is a website that parents can use to view their child’s school records, such as grades, class information, attendance and assignments. Parents receive their free account activation code from their child’s school, and will need to present photo identification. The system is available seven days a week, 24 hours a day. Call your child’s school for more information. Edline/Grade book can be accessed from the school system website, www.ccboe.com.
# November 2016

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<td><strong>October 2016</strong>&lt;br&gt;S M T W Th F S&lt;br&gt;1 2 3 4 5 6 7 8&lt;br&gt;9 10 11 12 13 14 15&lt;br&gt;16 17 18 19 20 21 22&lt;br&gt;23 24 25 26 27 28 29&lt;br&gt;30 31</td>
<td><strong>November 2016</strong>&lt;br&gt;S M T W Th F S&lt;br&gt;7 8 9 10 11 12 13&lt;br&gt;14 15 16 17 18 19 20&lt;br&gt;21 22 23 24 25 26 27&lt;br&gt;28 29 30 31</td>
<td>1 All-County Band rehearsals</td>
<td>2 First marking period ends</td>
<td>3 Two-hour early dismissal&lt;br&gt;No Prek, no Three’s program&lt;br&gt;Second marking period begins</td>
<td>4</td>
<td>5 SAT</td>
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<td><strong>Standard time begins</strong>&lt;br&gt;(turn clocks back one hour)</td>
<td>6 All-County Orchestra rehearsals&lt;br&gt;All-County Band rehearsals&lt;br&gt;Gifted Education Cognitive Abilities (CogAT) testing (Nov. 7-11)</td>
<td>7 Board meeting, 1 p.m.&lt;br&gt;Public Forum, 6 p.m.&lt;br&gt;Election Day&lt;br&gt;Schools closed for students only&lt;br&gt;Teacher in-service day, E.S. report cards, conferences</td>
<td>8</td>
<td>9 M.S. &amp; H.S. report cards mailed</td>
<td>10</td>
<td>11 Veterans Day&lt;br&gt;12 All-State Junior auditions</td>
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<td>13 E.S. = Elementary school&lt;br&gt;M.S. = Middle school&lt;br&gt;H.S. = High school</td>
<td>14 All-County Band and Orchestra rehearsals</td>
<td>15 All-County Band &amp; Orchestra rehearsals&lt;br&gt;All-County Orchestra concert&lt;br&gt;Winter sports begin&lt;br&gt;SECAC meeting, 6:30 p.m.</td>
<td>16 All-County Band concert</td>
<td>17</td>
<td>18 Maryland Association of Student Councils (MASC) Fall Leadership Conference&lt;br&gt;19 All-State Senior auditions</td>
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<td>23 Thanksgiving&lt;br&gt;Schools/offices closed</td>
<td>24 Thanksgiving holiday&lt;br&gt;Schools/offices closed</td>
<td>25 American Indian Heritage Day</td>
<td>26</td>
<td>27 Communications Advisory Committee meeting, 5:30 p.m. @ Starkey</td>
<td>28</td>
<td>29 Calendar Notes&lt;br&gt;• National Native American Heritage Month&lt;br&gt;• American Freedom Week, Nov. 7-11&lt;br&gt;• American Education Week, Nov. 14-18&lt;br&gt;• National Family Week, Nov. 20-26&lt;br&gt;• Education Support Professionals Day, Nov. 16&lt;br&gt;• National Parental Involvement Day, Nov. 17&lt;br&gt;• Substitute Educators Day, Nov. 18&lt;br&gt;• SECAC = Special Education Citizens Advisory Committee</td>
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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 towards mastery of the skill.
- **Developing** – indicates that the student is making progress towards 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 November.

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 E = Unsatisfactory performance. A parent conference for elementary students is scheduled in November.

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 performance; B = 80-89% = Above average; C = 70-79% = Average; D = 60-69% = Below average; and F = 0-59% = Failure.

If a student receives a failing grade because of two or more unlawful absences, the numerical grade assigned to the student will be no higher than 59 percent. 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 2016-17 High School Program of Studies, located on the school system website at www.ccboe.com, for additional information.

Interims & report cards

Interim reports will be issued to students on the following days: Oct. 3, 2016; Dec. 12, 2016; Feb. 27, 2017; and May 8, 2017. Seniors also will receive interims on May 1, 2017.

Report cards will be issued on the following days:
- November 8, 2016 - Elementary school report cards issued
- November 10, 2016 - Report cards mailed to middle and high school parents
- February 3, 2017 - Three’s program, prekindergarten report cards issued
- February 3, 2017 - Elementary school report cards issued
- February 3, 2017 - Report cards mailed to middle and high school parents
- April 5, 2017 - Elementary school report cards issued
- April 5, 2017 - Report cards mailed to middle and high school parents
- June 8, 2017 - Three’s program report cards issued
- June 15 and 16, 2017 - Prekindergarten report cards issued
- June 16, 2017 - Elementary school report cards issued
- June 23, 2017 - Report cards mailed to middle and high school parents

Interim reports are issued to all middle and high school students. Report cards are distributed to all elementary school students. 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 the 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 in danger of or is failing.

Field trips/school activities

Field trips and school activities are subject to last-minute cancellation by Charles County Public Schools 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.
### Calendar Notes
- Computer Science Education Week, Dec. 5-11
- CCASC = Charles County Association of Student Councils
- Turn to page 10 for inclement weather information and a list of notification tools the school system uses to make inclement weather announcements. Check the school system website, www.ccboe.com, or the 24-hour information line, 301-934-7410/301-932-6656, for the most up-to-date information.

### January 2017
- **January 1**: Middle school archery tournament
- **January 2**: SAT
- **January 3**: Tri-County auditions
- **January 4**: Pearl Harbor Day
- **January 5**: Minority Achievement Committee meeting, 4:30 p.m.
- **January 6**: It’s Academic Competition @ McDonough
- **January 7**: ESOL Community Night, 6 p.m.
- **January 8**: Col. Donald M. Wade Joint Services Military Ball, 6 p.m.
- **January 9**: High school CCASC meeting, 9 a.m.; middle school meeting, 11:30 a.m.; both @ Stone
- **January 10**: ACT
- **January 11**: Interims issued
- **January 12**: Board meeting, 1 p.m. Public Forum, 6 p.m.
- **January 13**: Two-hour early dismissal AM Prek attends
- **January 14**: First day of winter
- **January 15**: Winter break
- **January 16**: Schools/offices closed
- **January 17**: Christmas Eve
- **January 18**: Hanukkah (begins at sunset)
- **January 19**: Schools closed
- **January 20**: Winter break
- **January 21**: Schools closed
- **January 22**: Winter break
- **January 23**: Schools closed
- **January 24**: Winter break
- **January 25**: Schools closed
- **January 26**: Winter break
- **January 27**: Schools closed
- **January 28**: Winter break
- **January 29**: Schools closed
- **January 30**: Winter break
- **January 31**: Schools closed
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. The 24-hour information line is 301-934-7410/301-932-6656. If possible, decisions are made the preceding evening. Charles County Public Schools uses its notification system, BlackBoard Connect, to send email notification to parents with valid email addresses on file with their child’s school. Television and radio stations are also notified (see listing).

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, local radio and television stations are notified and asked to make announcements, usually by 10:30 a.m. The school system will also send parents email notification 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 early for the day, the AlphaBest program operates for three hours from the time of dismissal, or until the last child is picked up for the day. Call 301-632-6804 for more information.

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

Parents can be notified of unscheduled delays, early dismissals or closings by email through the school system’s notification system, BlackBoard Connect. Only parents with valid email addresses on file with their child’s school will receive notification through this system. Parents should notify their child’s school with changes to their email address throughout the school year.

Parents and community members can register for free email notification through the Charles County Public Schools press releases subscriber list. Visit www.ccboe.com/pr to register. Inclement weather and school closing information is posted as a press release minutes after decisions are made. 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 and click on the CNS image at the bottom of the home page. Call 301-934-7220 for more information.

Want quick access to closing information?
- Call the 24-hour information line at 301-934-7410/301-932-6656.
- Check the website at www.ccboe.com.
- Provide your child’s school with a valid email address on the student emergency card, and update the information as needed.
- Register for the Citizen Notification Service (CNS) for text/email message notification.
- Watch Comcast Channel 96 or Verizon FiOS Channel 12, the school system’s educational television stations.
- Receive inclement weather announcements from Twitter. Visit www.twitter.com/CCPS.
- Check our Facebook page for updates - Charles County Board of Education

Emergency closings affect the school calendar

Six emergency closing days are built into the school calendar. If the days are not used, they will be deducted from the June closing date. The deletion of school days will occur in the following order: June 16, 15, 14, 13, 12 and 9. In the event that harsh weather causes conditions requiring the use of more than six inclement weather days, additional days will be added to the end of the school year.

Radio & television stations

The following radio and television stations broadcast CCPS closings as well as delayed openings:

- WBAL – 1090 AM
- WBIG – 100.3 FM
- WKJK – 1560 AM/102.9 FM
- WMDM – 97.7 FM
- WPGC – 1580 AM/95.5 FM
- WROX/MIX – 107.3 FM
- WTOP – 103.5 FM/103.9 FM
- WRC – Channel 4
- WGRQ – 95.9 FM
- WMAL – 630 AM
- WMBQ – 98.7 FM
- WPTX – 1690 AM
- WSMD Star – 98.3 FM
- WWDC – 101 FM
- Comcast Channel 96
- WBAL – Channel 11
- WUSA – Channel 9
- News Channel 8
- WJLA – Channel 7
- WTTG – Channel 5

School system staff notifies stations by 5 a.m.; however, stations determine when and if the information is posted. 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 for additional information.
# January 2017

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<td>New Year’s Day</td>
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<td>Schools/offices closed</td>
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<td>Tri-County rehearsals</td>
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<td>8</td>
<td>Tri-County Band, Chorus &amp; Orchestra concerts</td>
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<td>9</td>
<td>• Semester one post-test assessments begin (Jan. 9-20)</td>
<td>Board meeting, 1 p.m.</td>
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<td>10</td>
<td>• HSA/Mock MISA Science testing begins (Jan. 9-20)</td>
<td>Public Forum, 6 p.m.</td>
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<td>11</td>
<td>• English Language Proficiency Assessment begins (Jan. 9-March 3)</td>
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<td>12</td>
<td>Two-hour early dismissal</td>
<td>No Prek, no Three’s program</td>
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<td>15</td>
<td>Dr. Martin Luther King Jr.’s Birthday observed</td>
<td>Special Education Citizens Advisory Committee meeting, 6:30 p.m.</td>
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<td>Schools/offices closed</td>
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<td>Second marking period ends</td>
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<td>Third marking period begins</td>
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<td>Post-test assessments end</td>
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<td>High school CCASC meeting, 9 a.m.; middle school meeting, 11:30 a.m.; both @ Stone</td>
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<td>23</td>
<td>Parent Advisory Committee meeting, 5:30 p.m. @ Starkey</td>
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<td>Semester break</td>
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<td>26</td>
<td>Schools closed for students only</td>
<td>Seven Up Art Show begins (Jan. 27-Feb. 13)</td>
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<td>Maryland Association of Student Councils Legislative Session</td>
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## December 2016

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## February 2017

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## Calendar Notes
- HSA = High School Assessments
- MISA = Maryland Integrated Science Assessment
- CCASC = Charles County Association of Student Councils
- Subscribe to the Charles County Public Schools press releases email service at www.ccboe.com/pr to receive the latest school system information and updates.
- Follow us on Twitter @CCPS or like us on Facebook at Charles County Board of Education
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, 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. Program space is limited. Call 301-934-7408 for more information.

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 21 elementary schools. Selection criteria are based on state guidelines that include free and reduced-priced meal eligibility and homelessness as a first priority.

Reading program

The CCPS comprehensive reading program focuses on developing independent readers who use reading to further their knowledge and who will choose 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.

Library media program

Each school, except for special centers, has a library media center staffed by a library media specialist and a media instructional assistant. The library media program provides instruction in 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 at home and at school to the library catalog and subscription online databases that include magazine and newspaper articles, encyclopedias, video clips and graphics. Visit www.ccboe.com for more information.

Food and Nutrition Services

Last school year, CCPS served 2.4 million lunches and 1.7 million breakfasts. Students can select from a variety of nutritious breakfast and lunch menu items. Menus are available at all schools, on the school system website at www.ccboe.com and broadcast on Comcast Channel 96 and Verizon FiOS Channel 12. For elementary school students, lunch costs $2.65 and breakfast costs $1.25. For middle and high school students, lunch is $2.90 and breakfast is $1.40. Prices are subject to change throughout the school year.

Some students may be eligible for free or reduced-price meals. Eligibility for these meals is determined by household size and income guidelines developed by the U.S. Department of Agriculture. Free and reduced meal applications are available online at www.ccboe.com/meals/meals.php. Call 301-392-5575 with questions.

The school system uses a cafeteria prepayment system called MyPaymentsPlus, which is a secure, Internet-based 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 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 minimize confusion and to focus on children with medically necessary dietary needs, only those students with doctor’s orders and severe medical needs will be listed on the food and nutrition service point of sales terminal in the cafeteria serving line.

Gifted education

Gifted education provides a variety of 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 theCogATin 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 enrichment camps. For more information call 301-934-7378.

Title I

A federal education program, Title I, is offered at Dr. Gustavus Brown, Indian Head, Mt. Hope/Nanjemoy, Dr. Samuel A. Mudd, Eva Turner, C. Paul Barnhart and J.P. Ryon elementary schools, and participating nonpublic elementary schools. Title I funding is provided to these schools based on the percentage of students qualifying for free and reduced 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 2017

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<td>Minority Achievement Committee meeting, 4:30 p.m.</td>
<td>Groundhog Day</td>
<td>• E.S. report cards issued</td>
<td>Tri-County MathCounts competition</td>
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<td>5</td>
<td>Middle school volleyball tournaments</td>
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<td>6</td>
<td>Middle school volleyball tournaments</td>
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<td>Middle school volleyball tournaments</td>
<td>All-State Weekend (Feb. 10-12)</td>
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<td>Post assessments begin (Feb. 15-March 7)</td>
<td>9</td>
<td>All-State Weekend (Feb. 10-12)</td>
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<td>8</td>
<td>Board meeting, 1 p.m.</td>
<td>10</td>
<td>Charles County Spelling Bee, 6 p.m. @ Davis (snow date: Feb. 24)</td>
<td>National PTA Founders Day</td>
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<td>9</td>
<td>Public Forum, 6 p.m.</td>
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<td>10</td>
<td>Valentine’s Day</td>
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<td>Presidents Day</td>
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<td>Schools/offices closed</td>
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<td>Board meeting, 1 p.m.</td>
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<td>Post assessments begin (Feb. 15-March 7)</td>
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<td>Charles County Spelling Bee, 6 p.m. @ Davis (snow date: Feb. 24)</td>
<td>National PTA Founders Day</td>
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<td>Two-hour early dismissal PM Prek attends</td>
<td>All-County Band &amp; Orchestra rehearsals</td>
<td>March 2017</td>
<td>Calendar Notes</td>
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**Calendar Notes**
- National African-American History Month
- National Children’s Dental Health Month
- National School Counseling Week, Feb. 6-10
- Take Your Family to School Week, Feb. 13-17
- National Job Shadow Day Observance, Feb. 2-28
- NASC = National Association of Student Councils
- CSM = College of Southern Maryland
- Visit our website at www.ccboe.com
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, SMART boards and tablets, wireless laptop carts, iPads, digital curriculum and classroom performance system (CPS) response pads for instant student assessment.

Basic computing skills are taught starting in elementary school. In middle school, computer literacy classes are offered as an elective. Word processing, spreadsheets and database application classes are offered at all high schools. Computer science classes that include programming and networking skills culminate in a school internship to prepare students for information technology careers. Higher level classes such as Advanced Placement, computer science, CISCO I and CISCO II certification training are also offered. Charles County Public Schools has a partnership with Code.org that infuses computer science concepts into the curriculum from kindergarten through grade 12.

Charles County Public Schools features a Telepresence distance-learning program that uses videoconferencing technology to create virtual classrooms in every high school. The school system 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. Visit www.ccboe.com for more information.

Special education

Special education programs provide services for children from birth to age 21. Each school offers special education and related services. Vision and hearing teachers, 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.

Life Skills provides a functional community-based learning program. 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. Call 301-934-3884 for program information.

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 Health Department, Charles County Public Schools and the Department of Social Services. Call 301-609-6808 for more information about the program.

The Transition Academic and Adaptive Skills class (TAASC) is a regionalized program designed to support students who require more intensive services other than what is provided in a school-based special education program. TAASC provides academic as well as adaptive instruction for students in small group and inclusive settings. Call 301-934-7397 for more information.

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.

Adult education programs

Programs are available to Charles County residents through the Lifelong Learning Center, including classes offered in partnership with the Judy Centers and classes for students 17 and older who have withdrawn from school. The center offers General Education Development (GED)® preparation, Adult Basic Education, English as a Second Language, Citizenship and Civics classes. Family literacy classes with daytime on-site child care are available. Also offered is a Maryland High School Diploma through the GED® test. The National Adult External High School Diploma Program is designed for adults 18 and older who have acquired high school level skills through life experiences. Adults earn a Maryland High School Diploma and classes are held throughout the day and evening. Call 301-753-1774 for more information.

Title VII: Indian Education

Title VII: 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 VII 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 wetlands. Outreach programs allow students to explore, engage in problem solving and take action to improve the environment. Topics include raptor and watershed studies. For more information, call 301-743-3526.
March 2017

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<tr>
<td><strong>Calendar Notes</strong></td>
<td><strong>February 2017</strong></td>
<td>Spring sports begin</td>
<td>1</td>
<td>National Education Association Read Across America</td>
<td>2</td>
<td>Read Across Charles County</td>
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<tr>
<td>• National Nutrition, Music in Our Schools and Youth Art Month</td>
<td>S M T W Th F S</td>
<td>2</td>
<td>All-County Chorus rehearsals</td>
<td>3</td>
<td>All-State Junior Chorus and Orchestra (March 3-5)</td>
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<tr>
<td>• National Irish American Heritage Month</td>
<td>1 2 3 4 5 6 7 8 9 10 11</td>
<td>2</td>
<td>Youth Art Month reception, 5 p.m. @ Starkey</td>
<td>4</td>
<td>Southern Maryland Computer Bowl</td>
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<td>• National Middle Level Education and Women’s History Month</td>
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<td>Two-hour early dismissal</td>
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<td>• National School Breakfast Week, March 6-10</td>
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<td>4</td>
<td>No Prek, no Three’s program</td>
<td>6</td>
<td>Destination Imagination</td>
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<tr>
<td>• National Foreign Language Week, March 6-12</td>
<td>26 27 28 29</td>
<td>5</td>
<td>Senior Citizen Prom, 6 p.m. @ Jaycees Hall</td>
<td>7</td>
<td>Read Across Charles County</td>
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<td>• MISA = Maryland Integrated Science Assessment</td>
<td>1</td>
<td>Spring sports begin</td>
<td>2</td>
<td>All-County Chorus rehearsals</td>
<td>3</td>
<td>All-State Junior Chorus and Orchestra (March 3-5)</td>
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<td>• HSA = High School Assessments</td>
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<td>Chorus Assessment</td>
<td>3</td>
<td>Youth Art Month reception, 5 p.m. @ Starkey</td>
<td>4</td>
<td>Southern Maryland Computer Bowl</td>
</tr>
<tr>
<td>• MESA = Mathematics, Engineering and Science Achievement</td>
<td>3</td>
<td>All-County Chorus rehearsals</td>
<td>4</td>
<td>Two-hour early dismissal</td>
<td>5</td>
<td>SAT</td>
</tr>
<tr>
<td><strong>Daylight Saving Time</strong></td>
<td>4</td>
<td>All-County Chorus rehearsals</td>
<td>5</td>
<td>No Prek, no Three’s program</td>
<td>6</td>
<td>Destination Imagination</td>
</tr>
<tr>
<td>(turn clocks forward one hour)</td>
<td>5</td>
<td>Chorus Assessment</td>
<td>6</td>
<td>Senior Citizen Prom, 6 p.m. @ Jaycees Hall</td>
<td>7</td>
<td>Read Across Charles County</td>
</tr>
<tr>
<td><strong>First day of spring</strong></td>
<td>6</td>
<td>All-County Chorus rehearsals</td>
<td>7</td>
<td>Two-hour early dismissal</td>
<td>8</td>
<td>All-State Junior Chorus and Orchestra (March 3-5)</td>
</tr>
<tr>
<td><strong>Board meeting, 1 p.m. Public Forum, 6 p.m.</strong></td>
<td>7</td>
<td>Chorus Assessment</td>
<td>8</td>
<td>No Prek, no Three’s program</td>
<td>9</td>
<td>Southern Maryland Computer Bowl</td>
</tr>
<tr>
<td>• MISA testing begins (March 13-24)</td>
<td>8</td>
<td>All-County Chorus rehearsals</td>
<td>9</td>
<td>Senior Citizen Prom, 6 p.m. @ Jaycees Hall</td>
<td>10</td>
<td>Read Across Charles County</td>
</tr>
<tr>
<td>• Orchestra Assessment</td>
<td>9</td>
<td>All-County Chorus rehearsals</td>
<td>10</td>
<td>Two-hour early dismissal</td>
<td>11</td>
<td>All-State Junior Chorus and Orchestra (March 3-5)</td>
</tr>
<tr>
<td>• Mock HSA Biology and Local, State and National (LSN) Government exams (March 13-17)</td>
<td>10</td>
<td>All-County Chorus rehearsals</td>
<td>11</td>
<td>All-State Junior Chorus and Orchestra (March 3-5)</td>
<td>12</td>
<td>Southern Maryland Computer Bowl</td>
</tr>
<tr>
<td><strong>Fourth marking period begins</strong></td>
<td>11</td>
<td>All-County Chorus rehearsals</td>
<td>12</td>
<td>Two-hour early dismissal</td>
<td>13</td>
<td>All-State Junior Chorus and Orchestra (March 3-5)</td>
</tr>
<tr>
<td>• Middle school basketball tournaments</td>
<td>12</td>
<td>All-County Chorus rehearsals</td>
<td>13</td>
<td>All-State Junior Chorus and Orchestra (March 3-5)</td>
<td>14</td>
<td>Southern Maryland Computer Bowl</td>
</tr>
<tr>
<td>• Communications Advisory Committee meeting, 5:30 p.m. @ Starkey</td>
<td>13</td>
<td>All-County Chorus rehearsals</td>
<td>14</td>
<td>Two-hour early dismissal</td>
<td>15</td>
<td>All-State Junior Chorus and Orchestra (March 3-5)</td>
</tr>
<tr>
<td><strong>Second marking period begins</strong></td>
<td>14</td>
<td>All-County Chorus rehearsals</td>
<td>15</td>
<td>All-State Junior Chorus and Orchestra (March 3-5)</td>
<td>16</td>
<td>Southern Maryland Computer Bowl</td>
</tr>
<tr>
<td>• Middle school basketball tournaments</td>
<td>15</td>
<td>All-County Chorus rehearsals</td>
<td>16</td>
<td>Two-hour early dismissal</td>
<td>17</td>
<td>All-State Junior Chorus and Orchestra (March 3-5)</td>
</tr>
<tr>
<td>• Communications Advisory Committee meeting, 5:30 p.m. @ Starkey</td>
<td>16</td>
<td>All-County Chorus rehearsals</td>
<td>17</td>
<td>All-State Junior Chorus and Orchestra (March 3-5)</td>
<td>18</td>
<td>Southern Maryland Computer Bowl</td>
</tr>
<tr>
<td><strong>Third marking period ends</strong></td>
<td>17</td>
<td>All-County Chorus rehearsals</td>
<td>18</td>
<td>All-State Junior Chorus and Orchestra (March 3-5)</td>
<td>19</td>
<td>Southern Maryland Computer Bowl</td>
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</tbody>
</table>

**April 2017**

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<thead>
<tr>
<th>Sunday</th>
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</thead>
<tbody>
<tr>
<td><strong>Daylight Saving Time</strong></td>
<td>20</td>
<td>ESOL Community Night, 6 p.m.</td>
<td>21</td>
<td>All-County Chorus rehearsals</td>
<td>22</td>
<td>All-County Chorus rehearsal</td>
</tr>
<tr>
<td><strong>(turn clocks forward one hour)</strong></td>
<td>21</td>
<td>Fifth-grade transition parent night @ Smallwood</td>
<td>22</td>
<td>All-County Chorus rehearsal</td>
<td>23</td>
<td>All-County Chorus concert</td>
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<tr>
<td><strong>Second marking period begins</strong></td>
<td>22</td>
<td>All-County Chorus rehearsal</td>
<td>23</td>
<td>All-County Chorus concert</td>
<td>24</td>
<td>All-County Chorus rehearsal</td>
</tr>
<tr>
<td>• Secondary MESA competition</td>
<td>23</td>
<td>All-County Chorus rehearsal</td>
<td>24</td>
<td>All-County Chorus concert</td>
<td>25</td>
<td>All-County Chorus concert</td>
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<tr>
<td>• Middle school basketball tournaments</td>
<td>24</td>
<td>All-County Chorus rehearsal</td>
<td>25</td>
<td>All-County Chorus concert</td>
<td>26</td>
<td>All-County Chorus concert</td>
</tr>
<tr>
<td>• Communications Advisory Committee meeting, 5:30 p.m. @ Starkey</td>
<td>25</td>
<td>All-County Chorus rehearsal</td>
<td>26</td>
<td>All-County Chorus concert</td>
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<td>All-County Chorus concert</td>
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<tr>
<td><strong>Fourth marking period begins</strong></td>
<td>26</td>
<td>All-County Chorus rehearsal</td>
<td>27</td>
<td>All-County Chorus concert</td>
<td>28</td>
<td>All-County Chorus concert</td>
</tr>
<tr>
<td>• Middle school basketball tournaments</td>
<td>27</td>
<td>All-County Chorus rehearsal</td>
<td>28</td>
<td>All-County Chorus concert</td>
<td>29</td>
<td>All-County Chorus concert</td>
</tr>
<tr>
<td>• Communications Advisory Committee meeting, 5:30 p.m. @ Starkey</td>
<td>28</td>
<td>All-County Chorus rehearsal</td>
<td>29</td>
<td>All-County Chorus concert</td>
<td>30</td>
<td>All-County Chorus concert</td>
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<tr>
<td><strong>Third marking period ends</strong></td>
<td>29</td>
<td>All-County Chorus rehearsal</td>
<td>30</td>
<td>All-County Chorus concert</td>
<td>31</td>
<td>All-County Chorus concert</td>
</tr>
<tr>
<td>• Middle school basketball tournaments</td>
<td>30</td>
<td>All-County Chorus rehearsal</td>
<td>31</td>
<td>All-County Chorus concert</td>
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<td>All-County Chorus concert</td>
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Testing & More

Testing

The 2016-17 school year is the third year that students in grades 3-11 will participate in Partnership for Assessment of Readiness for College and Careers (PARCC) reading and mathematics assessments. PARCC will be administered in May and June. Students in grade 11 will take the Accuplacer in math as a measure of college and career readiness. The Accuplacer will be administered in April.

For the English/Language Arts portion of the PARCC assessment, students will 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.

CCPS administers other assessments in reading and mathematics for students in grades 1-12. The information from these tests is used to monitor students’ progress in mastering content and is also 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. A random sample of kindergarten students, which will be selected by the Maryland State Department of Education, will be assessed in the fall using the Kindergarten Readiness Assessment (KRA), a statewide assessment which measures school readiness and provides teachers information about their students.

Testing windows are outlined throughout the Parent Handbook/Calendar, and are condensed in the right-hand side column on this page. Information about exams administered to CCPS students is posted on the school system website at www.ccboe.com. Questions can be directed to the testing coordinator/learning resource teacher at individual schools.

Secondary Academy of International Languages (SAIL)

The Secondary Academy of International Languages (SAIL) at Maurice J. McDonough High School is a regionalized program for secondary English Language Learners (ELL) that is designed to help students advance academically and socially while increasing English proficiency. SAIL provides instructional support along with school-based parent outreach, a bilingual counselor who works directly with students and parents, two full-time ELL teachers, and staff who are trained to serve the academic needs of the ELL student. Call 301-753-1755 for more information.

James E. Richmond Science Center

The James E. Richmond Science Center is located at St. Charles High School in Waldorf. The Science Center includes a state of the art 60-foot diameter, 184-seat digital dome classroom, a 6-foot diameter NOAA Science On a Sphere®, and an experiential learning center, or Discovery Lab. The digital dome classroom raises the level of science and math curriculum, as well as provides learning opportunities in other subjects and fine arts. Science On a Sphere® technology allows students to study the impacts of specific environmental scenarios, such as storms, climate change and ocean currents, on Earth and the atmosphere. Field trips also include related hands-on activities in the Discovery Lab. Along with field trips for school groups, the Science Center hosts community and family events on weekends and evenings. Call 301-934-7464 for more 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.
# April 2017

<table>
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<tr>
<th>Sunday</th>
<th>Monday</th>
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<tbody>
<tr>
<td>March 2017</td>
<td>May 2017</td>
<td>Calendar Notes</td>
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<tr>
<td>S  M  T  W  TTh  F  S</td>
<td>S  M  T  W  TTh  F  S</td>
<td>• Autism Awareness, Celebrate Diversity, Occupational Therapy and Poetry Month</td>
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<td>1  2  3  4  5  6  7</td>
<td>1  2  3  4  5  6  7</td>
<td>• National School Library Month</td>
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<tr>
<td>8  9  10  11  12  13  14</td>
<td>8  9  10  11  12  13  14</td>
<td>• National Library Week, April 9-15</td>
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<tr>
<td>15  16  17  18  19  20  21</td>
<td>15  16  17  18  19  20  21</td>
<td>• National Student Leadership Week, April 16-22</td>
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<td>22  23  24  25  26  27  28</td>
<td>22  23  24  25  26  27  28</td>
<td>• Public School Volunteer Week, April 17-21</td>
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<td>29  30  31</td>
<td>29  30  31</td>
<td>• Week of the Young Child and National Volunteer Week, April 23-29</td>
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<tr>
<td>3</td>
<td>3</td>
<td>MASC Convention (April 5-7)</td>
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<tr>
<td>4  5  6  7  8  9  10</td>
<td>4  5  6  7  8  9  10</td>
<td>• Elementary (West) in-school rehearsals and concerts</td>
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<td>11  12  13  14  15  16  17</td>
<td>11  12  13  14  15  16  17</td>
<td>• MASC Convention (April 5-7)</td>
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<td>18  19  20  21  22  23  24</td>
<td>18  19  20  21  22  23  24</td>
<td>• Elementary (East) in-school rehearsals and concerts</td>
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<tr>
<td>25  26  27  28  29  30  31</td>
<td>25  26  27  28  29  30  31</td>
<td>• MASC = Maryland Association of Student Councils</td>
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<tr>
<td>1</td>
<td></td>
<td>• CCASC = Charles County Association of Student Councils</td>
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</tr>
</tbody>
</table>

| 2 | Math Accuplacer testing begins<br>(April 3-28) | 3 | Board meeting, 1 p.m.<br>Public Forum, 6 p.m.<br>Elementary (West) in-school rehearsals and concerts | 4 | • E.S. report cards issued<br>• M.S. & H.S. report cards mailed<br>• MASC Convention (April 5-7) | 5 | Fifth-grade transition parent night @ Mattawoman | 6 | • Fifth-grade transition parent night @ Mattawoman | 7 | • Stone’s prom<br>• ACT<br>• After-school LEGO Robotics competition @ College of Southern Maryland |
| 9 | Spring break<br>Schools closed for students and teachers<br>Passover<br>begins at sunset | 10 | Spring break<br>Schools closed for students and teachers<br>Passover | 11 | Spring break<br>Schools closed for students and teachers<br>Passover | 12 | Spring break<br>Schools closed for students and teachers | 13 | Good Friday<br>Schools/offices closed | 14 | | 15 | |

| 16 | Easter Monday<br>Schools/offices closed | 17 | | 18 | • Application process for Three’s program and prekindergarten begins<br>• Kindergarten registration begins<br>• Special Education Citizens Advisory Committee meeting, 6:30 p.m. | 19 | Minority Achievement Committee meeting, 4:30 p.m.<br>Fifth-grade transition parent night @ Piccowaxen | 20 | CRD Employee-Employer Breakfast | 21 | • Westlake’s prom<br>• Earth Day<br>• Elementary Math Challenge | 22 | |
| 23 | State High School Music Festivals<br>(April 24-28) | 24 | Parent Advisory Committee meeting, 5:30 p.m. @ Starkey | 25 | Fifth-grade transition parent night @ Hanson<br>ParaPro Assessment (April 26-28) | 26 | | 27 | | 28 | Math Accuplacer testing ends<br>CCASC high school & middle school meeting, 10 a.m. @ Stone | 29 | North Point’s prom |
Student leaders

Da’Juon Washington, a North Point High School senior, is the Student Member of the Board of Education for the 2016-17 school year. The Student Member gives an opinion vote on most matters before the Board and works with a student liaison committee throughout the year.

Student liaisons are: Kaitlyn Willett, Henry E. Lackey High School (also serves as the alternate Student Board Member); Sarah Gough, La Plata High School; Donnell Johnson, Maurice J. McDonough High School; Jordyn Best, North Point High School; Arianna Hebner, St. Charles High School; Amira Sago, Thomas Stone High School; and Zeles Amoah, Westlake High School liaison.

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 2016-17 school year are: Joseph Perriello, North Point, president; Kyle Smith, North Point, first vice president; Taaron Branch, North Point, second vice president; Nadjia Haskins, Westlake, secretary; Rida Dhanani, North Point, charity coordinator; and Morgan Jones, Milton M. Somers Middle School, middle school representative.

Student exchange visitor program

CCPS has procedures for accepting student exchange visitors. Visit the system website at www.ccboe.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 Corp (JROTC) programs. JROTC students have chosen an education steeped in traditions of honor, courage, patriotism and citizenship. The annual ball is a traditional military celebration.

Student publications

School-sponsored publications are subject to review by the school principal or by the faculty advisor or teacher assigned to the particular class or publication staff that is producing the publication or in which a student is preparing or editing material for 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 prior to distribution.

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 three through 12. Students demonstrate their skills in events such as Storybook Theme Park Ride, Bridge Design, Prosthetic Arm Design 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 shape the future of the nation by shaping the future of the education profession. Advisors for middle and high school chapters provide opportunities for students of diverse backgrounds 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 six through 12 who are interested in becoming educators.
### May 2017

<table>
<thead>
<tr>
<th>Sunday</th>
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<th>Wednesday</th>
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<tr>
<td>April 2017</td>
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<tr>
<td></td>
<td>• Senior interims issued</td>
<td>• National Teacher Appreciation Day</td>
<td>2</td>
<td>AP English Literature and Composition &amp; Physics exams</td>
<td>Middle school track meet</td>
<td>4</td>
</tr>
<tr>
<td>Maryland History Day</td>
<td>• Interims issued</td>
<td>Board meeting, 1 p.m. Public Forum, 6 p.m.</td>
<td>9</td>
<td>• AP English Language and Composition &amp; Macroeconomics exams</td>
<td>• Special Education Citizens Advisory Committee awards ceremony, 7 p.m. @ Jaycees</td>
<td>• National School Nurse Day</td>
</tr>
<tr>
<td></td>
<td>• AP Biology, Music Theory &amp; Physics exams</td>
<td>AP Calculus, French Language and Culture &amp; Spanish Language and Culture exams</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
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<tr>
<td>Mother’s Day</td>
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<td></td>
<td>16</td>
<td>Fifth-grade transition parent night @ Somers</td>
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<td>15</td>
<td>Special Education Citizens Advisory Committee meeting, 6:30 p.m.</td>
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<td>14</td>
<td>Second semester post-test assessments begin (May 15-26)</td>
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<td></td>
<td></td>
<td>Two-hour early dismissal PM Prek attends</td>
<td>23</td>
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<td></td>
<td>Infant &amp; Toddlers family event, 10 a.m.</td>
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<td></td>
<td>HSA testing begins (May 22-June 9)</td>
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<td></td>
<td>• Interims issued</td>
<td>Board meeting, 1 p.m. Public Forum, 6 p.m.</td>
<td>• AP English Language and Composition &amp; Macroeconomics exams</td>
<td>• Special Education Citizens Advisory Committee awards ceremony, 7 p.m. @ Jaycees</td>
<td>• National School Nurse Day</td>
<td>• Fifth-grade transition parent night @ Davis</td>
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<td>20</td>
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<tr>
<td>Mother’s Day</td>
<td>Second semester post-test assessments begin (May 15-26)</td>
<td>Special Education Citizens Advisory Committee meeting, 6:30 p.m.</td>
<td>Fifth-grade transition parent night @ Somers</td>
<td>Reading Partner Luncheon</td>
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<tr>
<td></td>
<td>Two-hour early dismissal PM Prek attends</td>
<td>Infant &amp; Toddlers family event, 10 a.m.</td>
<td>Last day of school for seniors</td>
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<td>28</td>
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<td>31</td>
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<tr>
<td></td>
<td>Memorial Day</td>
<td>Schools/offices closed</td>
<td>ESOL Community Night, 6 p.m.</td>
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**Many Notes:**
- National Physical Fitness and Sports Month
- National Asian American and Pacific Islander Heritage Month
- National Teacher Appreciation and School Nutrition Employee Week, May 1-5
- National Physical Education and Sport Week, May 1-7
- AP = Advanced Placement • HSA = High School Assessments • PARCC = Partnership for Assessment of Readiness for College and Careers
The Class of 2016 earned more than $66 million in scholarships. Pictured are the valedictorians and salutatorians. Front row from left are Timothy Wilmot, Henry E. Lackey High School salutatorian; Kristopher Lukas, La Plata High School salutatorian; Nicole Mahr, Maurice J. McDonough High School salutatorian; Olivia Hoy, North Point High School valedictorian; Jeanne Franchesca Dela Cruz, St. Charles High School salutatorian; Milton “Tyler” Brown, Thomas Stone High School salutatorian; and Jasmine Andrade, Westlake High School co-salutatorian. Back row from left are Angela Alexander, Westlake co-salutatorian; Amanda Hobgood, Lackey co-valedictorian; Gabrielle Sandy, Lackey co-valedictorian; T.C. Martin, La Plata valedictorian; Franklin Olmsted, McDonough valedictorian; Jessica Williams, North Point salutatorian; Amber Williams, St. Charles valedictorian; Jessica Hoare, Stone valedictorian; and Shelby Lawanson, Westlake valedictorian.

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

* Students entering high school in fall 2014 and beyond must enroll in a math course every year in high school. 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 2017 must complete student service learning requirements and pass the High School Assessments (HSA) in Biology and Local, State and National (LSN) Government. Certificate of Merit students must have a minimum cumulative grade-point average 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 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 junior and senior high school students 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, with the approval of their home school, may request consideration to participate in exploratory career/vocational opportunities. 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.
### June 2017

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<td>AM Prek report cards issued</td>
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<td>• ** = Six inclement weather days are built into the calendar. If additional days are needed, they will be added to the end of the school year starting with June 19. The deletion of school days if there is a mild winter will occur in the following order: June 16, 15, 14, 13, 12 and 9.</td>
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<td>• PARCC = Partnership for Assessment of Readiness for College and Careers</td>
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<td>• Stone, 7 a.m.</td>
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<td>• La Plata, 2 p.m.</td>
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<td>• All high schools closed except for St. Charles (open)</td>
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<td>• All graduations are at the CCPS Convocation Center</td>
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<td>PM Prek attends</td>
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<td><strong>Last day of school for Three’s program, report cards issued</strong></td>
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<td><strong>National History Day Contest</strong> (June 11-15)</td>
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<td><strong>Summer school begins</strong> (location to be determined)</td>
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**July 2017**

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Drug-free zones
The Maryland Youth Protection Act designates school property as drug-free zones. The state law stiffens penalties given to individuals convicted of distributing, possessing and/or manufacturing controlled dangerous substances within drug-free zones. Signs reminding the community of the law are posted at all schools and centers.

Proof of domicile
CCPS requires two proofs of a domicile/permanent address from the parent or legal guardian when students enroll in school. CCPS also requires parents or legal guardians of all students entering the sixth and ninth grades to provide two proofs of a domicile to update records and ensure students are attending schools in the appropriate attendance zone. Students are not officially registered for the next year’s sixth- or ninth-grade classes until the domicile proofs are received. Acceptable domicile proofs include: deed; mortgage statement/bill or settlement papers (with appropriate signatures); current verifiable lease or rental agreement; current utility bill (complete bill with name and address); Verification of Domicile form accompanied by two acceptable proofs of a domicile for the owner/lessee of the property; property tax bill for domicile (not assessment); current pay check with name and address; and current government issued documents that include name, date and home address, such as documentation of benefits from the Social Security Administration.

Parents/legal 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 additionally requires parents or legal guardians enrolling students to certify their child is not under suspension or expulsion from another school system. A certification document is signed during registration at the enrolling school. 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 office of student services at 301-934-7326 with questions.

Conduct
CCPS distributes Code of Student Conduct booklets that outline acceptable behavior, system-wide conduct policies and transportation information. All students must read and sign the booklet with their parents/guardians. The booklets are used in conjunction with individual school handbooks and also include transportation rules and guidelines for students.

Students are held to the same standards of behavior while being transported on field trips or any other school-approved activity. Student conduct rules apply to all students who are participating in a school-sponsored activity on or off school grounds. Copies of the Code of Student Conduct are distributed to students during the first week of school. The information is also available on the CCPS website, under the students section, at www.ccboe.com.

School resource officers
As part of the school system’s partnership with the Charles County Sheriff’s Office, a school resource officer is assigned to each high school and middle school. These officers also service the feeder elementary schools and investigate all Crime Solvers tips received in schools. School resource officers provide training to staff in all areas of crisis intervention and emergency response. Other programs coordinated by school resource officers include the Charles County Youth Achievement Program, D.A.R.E., and the Juvenile Drug and Teen Court programs. School resource officers also help coordinate activities for the “We Care” Teen Safe Driving Program in Charles County’s seven public high schools.

Hazing
CCPS does not allow hazing or similar activities. Activities that humiliate, tease, harass, injure or potentially injure as a ritual of belonging to any club, team or group are strictly forbidden. (See anti-teasing/bullying/harassment programs on page 28.)

Alcohol/controlled dangerous substances
The Board prohibits students from using, possessing, distributing or being under the influence of alcoholic beverages while under its jurisdiction. The Board prohibits the possession, use, distribution or being under the influence of controlled dangerous substances (including paraphernalia and look-alikes) while under its jurisdiction. Students may be suspended to the Superintendent with a recommendation for expulsion for the first drug offense.

Tobacco and tobacco related products
The sale, distribution, use or possession of tobacco in any form, tobacco paraphernalia, or look-alike products such as e-cigarettes, is prohibited in school buildings, on school grounds and in school vehicles. State law prohibits tobacco use on school property by adults and students at all times. Tobacco regulations are strictly enforced.

Weapons
Students possessing a weapon of any type, whether it is for self-protection or other use, are subject to discipline and criminal prosecution. Students in possession of a facsimile or replica of a weapon are also subject to discipline and prosecution. Weapons are defined in the Code of Student Conduct.

Drug Abuse Resistance Education (D.A.R.E.)
The D.A.R.E. program is taught in the sixth grade and helps students recognize and resist the pressures to experiment with alcohol, tobacco and other drugs. The D.A.R.E. program is one of several collaborative programs between the school system and the Charles County Sheriff’s Office. The sheriff’s office also offers programs to fourth- and ninth-grade students.
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**Calendar Notes**

- 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 www.ccboe.com.
- The CCPS Parent Handbook/Calendar is distributed to all students and staff during the first week of school. An electronic version is posted on the CCPS website in August.

**Independence Day**
Schools/offices closed

**Last day of summer school**
Summer school graduation, 4 p.m.
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 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 office of student services at 301-934-7334.

Pupil personnel workers
The pupil personnel worker (PPW) provides a variety of services to schools and students. As an advocate for 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 the office of student services at 301-934-7326.

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. Call 301-934-7326 for more information.

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.

Henry E. Lackey High School seniors Austin Kuhn, left, and Regan McClure participate in a dress rehearsal for the spring musical, “Into the Woods.”

Every effort should be made to minimize the administration of medicine in schools. If at all possible, parents are urged 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, cream, ointments-Calamine/Neosporin, antacids, vitamins or supplements, etc.).

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

• a completed Physician’s Medication Order form containing complete written instructions from the prescribing physician, including the date of the order, identification of drug by name, dose, time and circumstances of administration, length of time medication is to be continued, reason for prescription and possible side effects;

• 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

• students with food allergies also require medical documentation. In order to flag your child’s food allergy in our cafeteria computer system, have your physician complete the Physician Order and Authorization for Food Allergy form. If your child’s allergy changes, the school system will need an updated doctor’s note to change or remove the restriction from our 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.
### August 2017

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- **6**
  - New teacher orientation week
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  - Board meeting, 12 p.m.
- **13**
- **14**
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- **18**
- **19**
- **20**
- **21**
  - First day of school for returning teachers
- **22**
- **23**
- **24**
  - Schools closed for teachers only
- **25**
- **26**
- **27**
- **28**
- **29**
- **30**
- **31**

**Calendar Notes**

- For more information about Charles County Public Schools, visit the school system website at ccboe.com; follow us on Twitter @CCPS; like us on Facebook at Charles County Board of Education; or call the 24-hour information line at 301-934-7410 or 301-932-6656.
Community Involvement

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.

Minority Achievement Committee
The Minority Achievement Committee meets during the school year and monitors the implementation of the 10 requirements for minority achievement to eliminate the achievement gap. Call 301-934-7245 for more information.

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 scheduled for Oct. 25, 2016; Jan. 24, 2017; and April 25, 2017. Parent representatives meet with the Superintendent and other administrators to learn more about the instructional program, budget process, safety and security measures in the schools, and other issues pertinent to the daily operation of the school system. Topics for meetings are garnered from the suggestions of parents and address issues in the system. 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 shall serve as an active supporter of the school and function 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. Their 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 the instruction and practice necessary to develop confident readers. To volunteer, call 301-934-7361.

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.”

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.

Communications
Charles County Public Schools offers parents a number of ways to find information about our schools and the school system. A number of 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. 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. Call 301-934-7410 and select option one for Spanish.

Occasionally, CCPS sends out phone messages to the number listed on the student emergency information card. Email notifications are also sent to the primary email listed. The phone system is not used to announce inclement weather closings. 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 to sign up. Staff also manage the CCPS Twitter account, @CCPS, and the system’s Facebook page.

Comcast Channel 96 and Verizon FiOS Channel 12 are public television stations that provide news and information about CCPS, student accomplishments, live televised Board of Education meetings, emergency messages and more. Channel 96 and Verizon FiOS Channel 12 are provided through a franchise agreement between the Charles County Government, and Comcast and Verizon. Call the communications department at 301-934-7220 for additional information.
### September 2017

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Accident insurance for students: The school system allows an insurance carrier to offer a student accident insurance plan. Schools distribute brochures at the beginning of the school year outlining the plan. 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 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 seeing-eye dogs and assistance 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 and additional copies may be obtained at each school. The form is also located on the school system website at www.ccboe.com. Parents and students can call the Maryland Youth Crisis Hotline at 1-800-422-0009 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 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.

Background checks: State law requires criminal background checks of public school employees hired on or after Oct. 1, 1986.

Budget: The 2016-17 operating budget is $344.2 million. It is a budget that enables the system to move forward with maintaining existing programs and funding mandatory costs. County revenues fund 49.6 percent of the Board’s budget. This year county contributions total $170.6 million. The remaining money comes from state, federal and other sources.

Board members review the Superintendent’s budget request. This review is done during public work sessions. The Board receives comments on the budget during a public hearing. All hearing dates are posted in advance on the CCPS website at www.ccboe.com. Board members submit their budget requests to the Charles County Commissioners, who have funding authority over the total budget and categories as defined by state law.

Once set by the Commissioners, the Board must manage its budget according to state law. For budget information, call the assistant superintendent of fiscal services at 301-934-7350.

Career programs: Charles County Public Schools offers a variety of Career Technology Education (CTE) programs which provide high school students an opportunity to pursue a sequential, technical and academic program of study earning marketable skills leading to either immediate employment upon graduation or enhanced college opportunities. These programs include Business Education, the Teacher Academy of Maryland (TAM), Junior Reserve Officer Training Corps (JROTC), Career Research and Development (CRD), Project Lead the Way (PLTW) Pre-engineering and Biomedical Sciences.

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

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 for more information.

Cell phone rule: Except as provided in this rule, students may not possess or use cell phones or other personal electronic devices on school property, on school buses or school-chartered vehicles, or at any school-sponsored activity before, during or after the school day. Students attending schools participating in the Bring Your Own Device (BYOD) program shall comply with the rules specific to that program, as defined by the school.

Cell phones 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 cell phone is otherwise permitted.
• Elementary school students may not possess or use cell phones on school property except under the following conditions:
  1. A student may possess and use a cell phone if that student’s parent or guardian receives written approval from the school principal for a specific purpose. At no time will permission for cell phone possession or use be granted for socializing or other non-essential purposes.
  2. A student may possess and use a cell phone while attending and not participating in any event held on school grounds after school hours and open to the general public.
  3. The possession or use of a cell phone must not cause any disruption to the school setting at any time.
• Middle school students may not possess or use cell phones on school property except under the following conditions:
  1. A student may possess a cell phone on school property as long as the cell phone is powered off, stored in the student’s locker, and not used for any purpose on school property. A cell phone set in vibrate or other non-audible mode is not considered “off.”
  2. A student may possess and use a cell phone if that student’s parent or guardian receives written approval from the school principal for a specific purpose. At no time will permission for cell phone possession or use be granted for socializing or other non-essential purposes.
  3. A student may possess and use a cell phone while attending and not participating in any event held on school grounds after school hours and open to the general public.
  4. The possession or use of a cell phone must not cause any disruption to the school setting at any time.
• High school students may not possess or use cell phones on school property except under the following conditions:

Cell phone rule, continued on page 29
Cell phone rule, continued from page 28

1. Cell phones must not be visible and must be powered off at all times during the school day. A cell phone set in vibrate or other non-audible mode is not considered “off.”

2. Cell phones may be used before and after school hours, as defined by the school, but not during a time when the student is aboard a school bus or other school-sponsored vehicle, except as provided below.

3. In order to briefly communicate with the student’s parent/guardian/caregiver, a cell phone may be used while traveling to or from a school-sponsored activity on a school bus or other school-sponsored vehicle, as long as the supervising teacher/coach has granted the student permission. At no time will permission for cell phone use be granted for socializing or other non-essential purposes.

4. A student may possess and use a cell phone if that student’s parent or guardian receives written approval from the school principal for a specific purpose. At no time will permission for cell phone possession or use be granted for socializing or other non-essential purposes.

5. The possession or use of a cell phone must not cause any disruption to the school setting at any time.

It is the intent of the Superintendent to ensure cell phone possession does not disrupt the learning environment, after-school activities, or the safe transportation of students. Therefore, students found to be in violation of this rule are subject to the following disciplinary actions:

- Upon the first offense the student shall be warned; the student’s parent or guardian shall be notified; and the cell phone shall be confiscated and returned to the parent or guardian, upon request, after a successful conference with the appropriate school administrator.

- Upon the second offense the student shall be warned and may be disciplined up to and including an in-school suspension as deemed appropriate by the appropriate school administrator; the student’s parent or guardian shall be notified; and the cell phone shall be confiscated and returned to the parent or guardian, upon request, after a successful conference with the appropriate school administrator.

- Upon any additional offense, the student shall be warned and may be disciplined up to and including an out-of-school suspension as deemed appropriate by the appropriate school administrator; the student’s parent or guardian shall be notified; the cell phone shall be confiscated and returned to the parent or guardian, upon request, after a successful conference with the appropriate school administrator.

- If a student is found to be in violation of this rule after a successful conference with the appropriate school administrator, the principal may remove the privilege of possession and use of cell phones for up to the remainder of the school year.

A student participating in AP testing, state testing, county testing, or other testing as designated by the Superintendent or principal may not possess any personal digital assistants (PDAs), cameras, cell phones, iPods and other MP3 players, or any other non-test-related personal electronic devices. This prohibition includes possession by the student directly or in the student’s constructive possession in the testing room, such as in a desk, bag, purse or clothing. Such possession may lead to discipline up to and including expulsion and may result in the invalidation of the student’s test and other students’ tests.

The Charles County public school system, and its employees and agents, are not responsible for the loss, theft, damage, or destruction of any cell phone other portable electronic device, or any other personal property.

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.

Child abuse: All school 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 the appropriate law enforcement agency. Call 301-934-7326 for more information.

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 William B. Wade Elementary School 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 Piccowaxen, which is open from 2 to 9 p.m., and Milton 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; Matta- woman, 301-645-8865; Piccowaxen, 301-259-2503; Smallwood, 301-743-3020; Somers, 301-932-6679; Benjamin Stoddert, 301-645-4847; 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: Members of the Charles County Association of Student Councils (CCASC), at the request of school system administrators, developed recommendations for a systemwide dress code. Student members of the CCASC worked with the middle and high schools, as well as staff, teachers, parents and administrators to develop the recommendations.

The following is the dress code approved by the Board of Education:

1. Shorts are permitted as long as the shorts reach the middle of the thigh, defined as shoulders relaxed and arms straight down alongside the body where fingertips touch the thigh.

2. Skirts are permitted as long as the skirt reaches 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. Sleeveless shirts are permitted as long as at least two-finger’s width of fabric covers both shoulders and the chest area and undergarments are not exposed.

4. Spaghetti straps are not permitted with the exception of formal wear.

5. Midriff area (front and back) must not be visible at any time, even while seated.

6. Undergarments must not be visible at any time.

7. Cleavage must not be visible at any time.

8. Pants must be secured no lower than mid hip and must not cover the front of the shoes while walking.

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, visors, bandannas and hoods. (Exceptions may be granted for religious and medical reasons with proper verification.)

11. Sunglasses are not permitted except during outdoor activities.

Dress code, continued on page 30

Community centers:

- Community centers are located at William B. Wade Elementary School and most county middle schools.
- The centers are operated by the Charles County Department of Community Services, in partnership with the Board of Education and are focal points in the county.
- They offer leisure programs and activities for all ages.
- During the school year, centers are open Monday through Friday, 3 to 9:30 p.m.
- Center numbers are: John Hanson, 301-645-2186; Matthew Henson, 301-375-7875; Matta-woman, 301-645-8865; Piccowaxen, 301-259-2503; Smallwood, 301-743-3020; Somers, 301-932-6679; Benjamin Stoddert, 301-645-4847; and Wade, 301-645-9291.
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- Locations and hours vary during the summer.
- Contact the Department of Community Services at 301-934-9305 for more information.

Dress code:

- Members of the Charles County Association of Student Councils (CCASC), at the request of school system administrators, developed recommendations for a systemwide dress code.
- Student members of the CCASC worked with the middle and high schools, as well as staff, teachers, parents and administrators to develop the recommendations.
- The following is the dress code approved by the Board of Education:
  1. Shorts are permitted as long as the shorts reach the middle of the thigh, defined as shoulders relaxed and arms straight down alongside the body where fingertips touch the thigh.
  2. Skirts are permitted as long as the skirt reaches 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. Sleeveless shirts are permitted as long as at least two-finger’s width of fabric covers both shoulders and the chest area and undergarments are not exposed.
  4. Spaghetti straps are not permitted with the exception of formal wear.
  5. Midriff area (front and back) must not be visible at any time, even while seated.
  6. Undergarments must not be visible at any time.
  7. Cleavage must not be visible at any time.
  8. Pants must be secured no lower than mid hip and must not cover the front of the shoes while walking.
  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, visors, bandannas and hoods. (Exceptions may be granted for religious and medical reasons with proper verification.)
  11. Sunglasses are not permitted except during outdoor activities.

Reference Guide
Dress code, continued from page 29

12. Sleepwear and sleepwear-type clothing are not permitted. (Exceptions are granted for certain activities, such as overnight field trips.)
13. Jewelry that poses a safety hazard to the student or other students is not permitted.
14. Sports uniforms that are worn during the school day must conform to the dress code.
15. 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.
16. Recreational and noninstructional swimsuit attire must not be disruptive or distracting. Female swimsuits must be one piece and fully cover the chest and buttocks. Male swimsuits must be mid thigh. All swimsuits must remain nontransparent when wet. Swimsuits may not be worn uncovered outside of the pool area.
17. Formal attire must not be disruptive or distracting. Spaghetti straps and sleeveless or strapless formal dresses are acceptable as long as adequate coverage is maintained during activity. Slits in skirts or dresses may not rise more than a hand’s width above the knee. Transparent attire is prohibited. Necklines may not fall below mid-sternum. Backless gowns may be permitted at the end-of-year prom, but are inappropriate for all other events including school dances, choral performances and in situations where a student or group of students officially represent the school system.
18. The dress code is in effect 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 school administration, to determine if a student’s attire is considered disruptive or distracting.

Home & 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 Chronically Health-Impaired Program Services (CHIPS). All physical and emotional conditions must be verified by a licensed physician, a psychiatrist or psychologist. Call 301-932-1003 for assistance.

Homeless/foster care students in transition programs: Charles County Public Schools offers services to students and parents who are experiencing homelessness. These services also apply to students transitioning into foster care. For assistance, call the office of student services at 301-934-7326 and ask for the Youth in Transition Coordinator.

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. Parents of middle or high school students 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 is a list of the pesticides and bait stations, by common name, which may be used in schools: Brodifacoum, Beta-cyfluthrin, Imidacloprid, Chlorimequat chloride, Bacillus subtilis GB 03, Potassium bicarbonate, Azadirachtin A, Potassium oleate, Hydramethylnon, D-trans allether, Fipronil, Phenthothin, Glyphosate, Siduron, Benefin, Trifuralin, DiThiopyr, Triclopyr, Clopyralid, Dicamba, 2,4-D, Prometon and Mecropop-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.

Minority achievement requirements: The following requirements were developed by the school system’s Minority Achievement Committee and have been adopted by the school system to address the achievement gap of minority students.

The 10 requirements are:

- Charles County Public Schools (CCPS) will attract, recruit, employ, support and retain minority employees and encourage them to seek opportunities for advancement and promotion.
- CCPS will provide sensitivity training to all employees, certificated and support personnel, to address cultural diversity. A human relations course is required as a condition of hiring.
- CCPS will provide training for parents in critical areas such as conferencing, homework assistance, system policies and procedures, discipline, grading and reporting, and students’ academic performance.
- CCPS will provide yearly updates to the community on academic achievement and minority participation (in forums, churches and civic organizations, flyers and in the media). Academic celebrations will occur just as athletic banquets and other recognition programs do.
- CCPS will strive to ensure equality and equity for schools based on identified needs in order to address the five-year plan’s focus of academic achievement, personal responsibility and career readiness.
- CCPS will provide opportunities for minority students, particularly African-Americans, to participate in accelerated and enrichment opportunities within and beyond the regular classroom (minimum participation of 10-25 percent of the total African-American student population).
- CCPS will assist schools in attracting, recruiting and training minority role models to work with individual students, groups or in schoolwide settings.
- CCPS will provide assistance in the established homework or tutorial centers with computer training, reading and mathematics, targeting those students who have been identified from data in need of remediation. Students will also be given enrichment instruction.
- CCPS will provide intensive reading and accelerated math programs for elementary and middle school students.
- CCPS will build in a monitoring system for the implementation of these recommendations.

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.
Staff development: Staff development is provided for all Charles County Public Schools staff. Specific days are set aside in the school calendar to offer professional development which supports the curriculum and strengthens programs designed to enhance student achievement. Staff development is also embedded in the work day through principal requests and offered after school and during the summer. Instructional webinars and online courses are available and state approved courses are offered to allow teachers to earn recertification credit. The department manages the staff development calendar, online course registrations and attendance transcripts, recertification credits, locally coordinated master’s programs and the placement of student teaching interns. New teachers are an important priority. Mentors, resources, workshops and courses are provided for new teachers during the first three years of teaching.

Student records: Charles County Public Schools 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 office of student services for an appointment to review the record within 30 days of the request.

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 office 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 personnel; and a person or company 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, D.C., 20202-5920.

Applications and handbooks outlining rules and procedures are available at each school and the Jesse L. Starkey Administration Building. 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.

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 PTAs, PTOs, 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.

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: Office of Student Services, Charles County Public Schools, P.O. Box 2770, La Plata, MD, 20646, 301-392-7510.

Copies of student records: 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. Copies of the form are available at schools. Contact your child’s school for more information.

Summer school: Middle and high school students may enroll in make-up course work through the summer school program. The 2017 summer school program begins June 27. 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 ceremony on July 27. Contact your child’s school counselor for more information.

Character ed Parenting Program (TAPP): During pregnancy and the six weeks following delivery students may continue their education through the TAPP. The program includes educational and health services, career guidance and follow-up services for the mother, father and child. Contact your child’s school counselor for information, or call 301-932-1003.

Title III - Language Instruction for Limited English Proficient and Immigrant Students: Title III of the No Child Left Behind Act of 2001 provides federal financial support to supplement English language instruction in order to ensure that all English Language Learners, including immigrant children and youth, attain English proficiency, develop high levels of academic language proficiency in English, and meet the challenging state academic standards. Students enrolled in the English for Speakers of Other Languages (ESOL) program receive targeted instructional services to assist with English language acquisition/proficiency.

If parents/guardians or an eligible student believes 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 office of student services.

CCPS may agree to show parents/guardians videos of their child used by the school system for disciplinary purposes but retains the authority not to provide a copy of the video to the parents.
### High Schools

<table>
<thead>
<tr>
<th>School Name</th>
<th>Address</th>
<th>Hours</th>
<th>Phone Numbers</th>
<th>Fax Numbers</th>
<th>Principal Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theodore G. Davis</td>
<td>2495 Davis Road, Waldorf, MD 20603</td>
<td>7:30 a.m. - 3:20 p.m.</td>
<td>301-395-4420, 301-396-4201</td>
<td>301-395-4426</td>
<td>Richard Conley</td>
</tr>
<tr>
<td>Thomas Stone</td>
<td>3785 Leonardtown Road, Waldorf, MD 20601</td>
<td>7:30 a.m. - 2:15 p.m.</td>
<td>301-645-2601, 301-753-1756</td>
<td>301-932-4278</td>
<td>Crystallil Benson</td>
</tr>
<tr>
<td>Westlake</td>
<td>3300 Middleton Road, Waldorf, MD 20603</td>
<td>7:30 a.m. - 2:15 p.m.</td>
<td>301-645-8857, 301-753-1758</td>
<td>301-932-8583</td>
<td>Michael Meiser</td>
</tr>
<tr>
<td>Mattawoman</td>
<td>10145 Berry Road, Waldorf, MD 20603</td>
<td>8:25 a.m. - 2:55 p.m.</td>
<td>301-645-7708, 301-753-1789</td>
<td>301-638-0043</td>
<td>Sofia Jones</td>
</tr>
</tbody>
</table>

### Middle Schools

<table>
<thead>
<tr>
<th>School Name</th>
<th>Address</th>
<th>Hours</th>
<th>Phone Numbers</th>
<th>Fax Numbers</th>
<th>Principal Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Hanson</td>
<td>3165 John Hanson Drive, Waldorf, MD 20601</td>
<td>8:35 a.m. - 3:05 p.m.</td>
<td>301-645-4520, 301-753-1783</td>
<td>301-870-1182</td>
<td>Susan McCormick</td>
</tr>
<tr>
<td>Matthew Henson</td>
<td>3535 Livingston Road, Indian Head, MD 20640</td>
<td>8:30 a.m. - 3 p.m.</td>
<td>301-375-8550, 301-753-1784</td>
<td>301-375-9216</td>
<td>Christina Caballero</td>
</tr>
<tr>
<td>Mattawoman</td>
<td>10145 Berry Road, Waldorf, MD 20603</td>
<td>8:25 a.m. - 2:55 p.m.</td>
<td>301-645-7708, 301-753-1789</td>
<td>301-638-0043</td>
<td>Sofia Jones</td>
</tr>
</tbody>
</table>

### Educational Centers

<table>
<thead>
<tr>
<th>Educational Center</th>
<th>Address</th>
<th>Hours</th>
<th>Phone Numbers</th>
<th>Fax Numbers</th>
<th>Principal Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>F.B. Gwynn Educational Center</td>
<td>5998 Radio Station Road, La Plata, MD 20646</td>
<td>9:15 a.m. - 3:45 p.m.</td>
<td>301-934-3884, 301-753-1745</td>
<td>301-934-3692</td>
<td>Daphne Burns</td>
</tr>
<tr>
<td>James E. Richmond Science Center</td>
<td>5305 Piney Church Road, Waldorf, MD 20602</td>
<td>9:30 a.m. - 1:30 p.m.</td>
<td>301-395-4135</td>
<td>301-934-1100</td>
<td>Monique Wilson</td>
</tr>
<tr>
<td>Lifelong Learning Center</td>
<td>7775 Marshall Corner Road, Bldg. A, Pomfret, MD 20675</td>
<td>7:30 a.m. - 1:30 p.m.</td>
<td>301-934-0165</td>
<td>301-934-7537</td>
<td>Evelyn Arnold</td>
</tr>
</tbody>
</table>

### Administrative Offices

<table>
<thead>
<tr>
<th>Charles County Public Schools</th>
<th>Jesse L. Starkey Administration Building</th>
<th>Phone Numbers</th>
<th>Fax Numbers</th>
<th>Principal Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>301-932-6610/301-870-3814; Fax: 301-932-6651</td>
<td>301-932-392-7579</td>
<td>301-934-7323</td>
<td>301-934-7220</td>
<td>Evelyn Arnold</td>
</tr>
<tr>
<td>Charles County Public Schools</td>
<td>Jesse L. Starkey Administration Building</td>
<td>5980 Radio Station Road, La Plata, MD 20646</td>
<td>7:30 a.m. - 4:30 p.m.</td>
<td>301-934-7220</td>
</tr>
<tr>
<td>Athletics, 301-934-7323</td>
<td>Board of Education, 301-934-7224</td>
<td>Communications, 301-924-7220</td>
<td>Instruction, 301-934-7377</td>
<td>301-934-7255</td>
</tr>
<tr>
<td>Human Resources, 301-934-7255</td>
<td>Fiscal Services, 301-934-7350</td>
<td>Food Services, 301-392-5575</td>
<td>School Administration, 301-934-7365</td>
<td>301-934-7326</td>
</tr>
<tr>
<td>Special Education, 301-934-7578</td>
<td>Student Services, 301-934-7326</td>
<td>Superintendent, 301-934-7223</td>
<td>Technology, 301-934-7250</td>
<td>301-934-7312</td>
</tr>
<tr>
<td>Testing, 301-934-7312</td>
<td>Transcripts, 301-392-7514</td>
<td>Transportation, 301-934-7262</td>
<td>Maryland Youth Crisis Hotline, 1-800-422-0009</td>
<td>Evelyn Arnold</td>
</tr>
</tbody>
</table>
## Elementary Schools

<table>
<thead>
<tr>
<th>School Name</th>
<th>Address</th>
<th>Phone Numbers</th>
<th>Fax Numbers</th>
<th>Principals</th>
</tr>
</thead>
<tbody>
<tr>
<td>C. Paul Barnhart</td>
<td>4800 Lancaster Circle, Waldorf, MD 20603</td>
<td>301-645-9053, 301-753-1781</td>
<td>301-645-8970</td>
<td>Benjamin Kohlhorst, Principal</td>
</tr>
<tr>
<td>Berry</td>
<td>10155 Berry Road, Waldorf, MD 20603</td>
<td>301-638-2330, 301-753-1782</td>
<td>301-638-3659</td>
<td>Sandra Taylor, Principal</td>
</tr>
<tr>
<td>Dr. Gustavus Brown</td>
<td>421 University Drive, Waldorf, MD 20602</td>
<td>301-645-1330, 301-753-1741</td>
<td>301-374-9489</td>
<td>Christienne Warren, Principal</td>
</tr>
<tr>
<td>Dr. James Craik</td>
<td>7725 Marshall Corner Road, Pomfret, MD 20675</td>
<td>301-934-4270, 301-753-1742</td>
<td>301-392-0132</td>
<td>Michelle Beckwith, Principal</td>
</tr>
<tr>
<td>William A. Diggs</td>
<td>2615 Davis Road, Waldorf, MD 20603</td>
<td>301-638-7202, 301-753-2081</td>
<td>301-638-7214</td>
<td>Debra Calvert, Principal</td>
</tr>
<tr>
<td>Gale-Bailey</td>
<td>4740 Pisgah-Marbury Road, Marbury, MD 20658</td>
<td>301-743-5491, 301-753-1743</td>
<td>301-743-2119</td>
<td>Verniece Rorie, Principal</td>
</tr>
<tr>
<td>Dr. Thomas L. Higdon</td>
<td>12872 Rock Point Road, Newburg, MD 20664</td>
<td>301-934-4091, 301-753-1766</td>
<td>301-934-1718</td>
<td>Kathleen Morgan, Principal</td>
</tr>
<tr>
<td>Indian Head</td>
<td>4200 Indian Head Highway, Indian Head, MD 20640</td>
<td>301-934-5454, 301-753-1746</td>
<td>301-743-5080</td>
<td>Timothy Rosin, Principal</td>
</tr>
<tr>
<td>Daniel of St. Thomas Jenifer</td>
<td>2820 Jenifer School Lane, Waldorf, MD 20603</td>
<td>301-374-9496</td>
<td>301-743-5080</td>
<td>Nancy Seifert, Principal</td>
</tr>
<tr>
<td>Malcolm</td>
<td>14760 Poplar Hill Road, Waldorf, MD 20601</td>
<td>301-645-2691, 301-753-1747</td>
<td>301-638-0054</td>
<td>Wilhelmina Pugh, Principal</td>
</tr>
<tr>
<td>T.C. Martin</td>
<td>6315 Olivers Shop Road, Bryantown, MD 20617</td>
<td>301-274-3182, 301-753-1748</td>
<td>301-274-3765</td>
<td>Robert Opiekun, Principal</td>
</tr>
<tr>
<td>Mary H. Matula</td>
<td>6025 Radio Station Road, La Plata, MD 20646</td>
<td>301-934-5412, 301-753-1780</td>
<td>301-934-5414</td>
<td>Carrie Richardson, Principal</td>
</tr>
<tr>
<td>Arthur Middleton</td>
<td>1109 Copley Avenue, Waldorf, MD 20602</td>
<td>301-645-3338, 301-753-1749</td>
<td>301-645-0931</td>
<td>Louis D’Ambrosio, Principal</td>
</tr>
<tr>
<td>Walter J. Mitchell</td>
<td>400 Willow Lane, La Plata, MD 20646</td>
<td>301-374-4687, 301-753-1760</td>
<td>301-753-1649</td>
<td>Sabrina Robinson-Taylor, Principal</td>
</tr>
<tr>
<td>Mt. Hope/Nanjemoy</td>
<td>9275 Ironsides Road, Nanjemoy, MD 20662</td>
<td>301-246-4383, 301-753-1761</td>
<td>301-246-9453</td>
<td>William Miller, Principal</td>
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<td>820 Stone Avenue, Waldorf, MD 20602</td>
<td>301-645-3686, 301-753-1762</td>
<td>301-374-9581</td>
<td>Kimberly Hairston, Principal</td>
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<tr>
<td>Mary B. Neal</td>
<td>12105 St. Georges Drive, Waldorf, MD 20602</td>
<td>301-638-2617, 301-753-2086</td>
<td>301-638-4054</td>
<td>Deborah Brown, Principal</td>
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<tr>
<td>J.C. Parks</td>
<td>3505 Livingston Road, Indian Head, MD 20640</td>
<td>301-375-7444, 301-753-1763</td>
<td>301-375-9106</td>
<td>Gregory Miller, Principal</td>
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<tr>
<td>J.P. Ryon</td>
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<td>301-645-3090, 301-753-1764</td>
<td>301-374-9583</td>
<td>Thadine Wright, Principal</td>
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<tr>
<td>William B. Wade</td>
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<td>301-934-4204, 301-753-1769</td>
<td>301-645-8793</td>
<td>Kevin Jackson, Principal</td>
</tr>
<tr>
<td>William B. Wade</td>
<td>1000 Bannister Circle, Waldorf, MD 20602</td>
<td>301-645-4828, 301-753-1765</td>
<td>301-374-9587</td>
<td>Orelia Whatley, Principal</td>
</tr>
</tbody>
</table>
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Charles County Public Schools Calendar
2016-2017 at a glance

August 2016
15: New teacher orientation begins
22: First day of school for returning teachers
29: First day of school for students, K-12

September 2016
5: Labor Day, schools/offices closed
16: Teacher in-service day, schools closed for students only

October 2016
10: Teacher in-service day, schools closed for students only

November 2016
8: Staff in-service day, schools closed for students only
23-25: Thanksgiving holiday, schools/offices closed

December 2016
23-30: Winter break, schools closed for students and teachers

January 2017
2: Schools closed for winter break
16: Dr. Martin Luther King Jr.’s Birthday, schools/offices closed
27: Semester break, schools closed for students only

February 2017
20: Presidents Day, schools/offices closed

April 2017
10-17: Spring break, schools closed for students and teachers

May 2017
29: Memorial Day, schools/offices closed

June 2017
16: Last day of school for students
(with six inclement weather days built into the calendar)
19: Last day of school for teachers
(with six inclement weather days built into the calendar)

August 2017
Aug. 14: New teacher orientation begins
Aug. 21: First day of school for returning teachers
Aug. 28: First day of school for students, K-12