

FREDERICK COUNTY PUBLIC SCHOOLS

# CALENDAR HANDBOOK

# 2023-2024



Every



Child



Every



Day

FCPS

# AT FCPS, WE SUPPORT EVERY STUDENT EVERY DAY

## FCPS is Ready for an Exciting 2023-24 School Year

Frederick County Public Schools has a fundamental mission: To provide every student, every day with a quality education in an environment that cares for their social-emotional well being. Under the leadership of Superintendent Dr. Cheryl L. Dyson, FCPS prepares students for their bright futures through innovative instruction and quality programs.

Our school buildings are busy places, and we are devoted to keeping you informed. The Frederick County community expects clear, concise and consistent communications, and we are committed to transparently providing you with what you need to know.

A note about this year's calendar: The print version has fewer pages than in recent years. With print costs rising, we decided to condense this year's calendar handbook, which still has our detailed monthly calendar and vital information for families. A larger version of this calendar is available at [www.fcps.org/calendar](http://www.fcps.org/calendar).

As in past years, schools will continue relying on email, text and online communication. Parents will each need to provide a valid email address and phone number via their children's Student Information Form to ensure they get regular updates. It's also a good idea to keep checking back to [www.fcps.org](http://www.fcps.org) for school system news.

## FCPS Teacher of the Year



Windsor Knolls Middle School's **Nicole Rhoades** is the 2023-24 Frederick County Public Schools Teacher of the Year. Rhoades is the sixth FCPS middle school teacher to be named Teacher of the Year and the first from Windsor Knolls Middle, where she has taught grades 7 and 8 science for 13 years.

At Windsor Knolls, Rhoades organized the first schoolwide science fair, planned a career day for science, technology, engineering and math professions, and developed full-day experiences for students in partnership with the Chesapeake Bay Foundation.

Rhoades has earned several honors in her teaching career, including an Excellence in Gifted & Talented Education award. She is also a past nominee for Excellence in Mathematics and Science Teaching.

## Washington Post Principal of the Year Finalist for FCPS



Hillcrest Elementary's **Justin McConnaughey** is the FCPS Washington Post Principal of the Year finalist. Prior to becoming Hillcrest's principal, he served as principal at Brunswick Elementary. He was also an assistant principal at Spring Ridge Elementary and Walkersville Elementary. In 2016, he was named National Outstanding Assistant Principal of the Year by the National Association of Elementary School Principals.

## Washington Post Teacher of the Year Finalist for FCPS



Walkersville Elementary School's **Mary Geasey** is a special education instructor who's been a teacher with FCPS for 19 years. Prior to joining Walkersville Elementary, she taught at Middletown Primary and Kempton Elementary. Geasey is in the **FCPS Vanguard Teacher program** and is a member of both the Teacher Advisory Council and the Frederick County Teacher Association's Leadership Development committee.

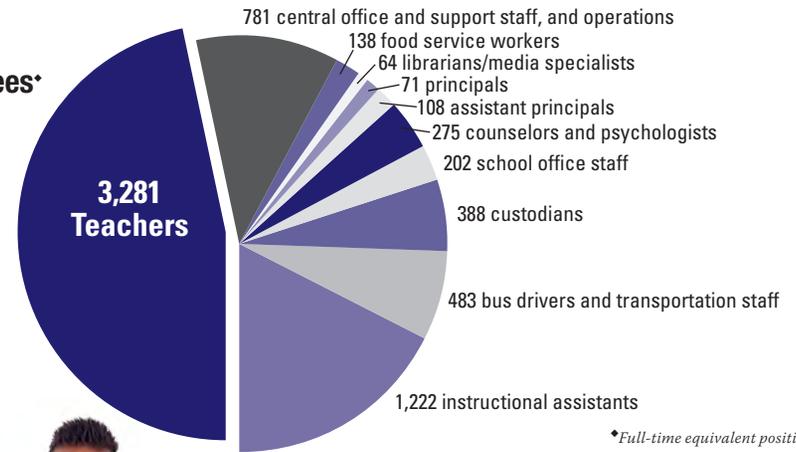
# FCPS AT A GLANCE

## Cost per Student — \$15,874 per year\*



77¢	Teachers and school staff	\$12,164
10¢	Building operations and maintenance	\$1,616
5¢	Bus transportation	\$726
4¢	Textbooks and other instructional materials	\$686
2¢	Administration	\$366
2¢	Health and student support	\$316

## 7,013 Employees\*



\*Full-time equivalent positions

## Students by Level†

ELEMENTARY (grades pre-k–5)	21,635
MIDDLE (grades 6–8)	10,580
HIGH (grades 9–12)	14,568
SPECIALIZED SCHOOLS **	191

†September 2022 (includes charter schools)

\*\*includes Frederick County Virtual School, Heather Ridge School, Rock Creek School and the SUCCESS Program



## Invested in Your Future

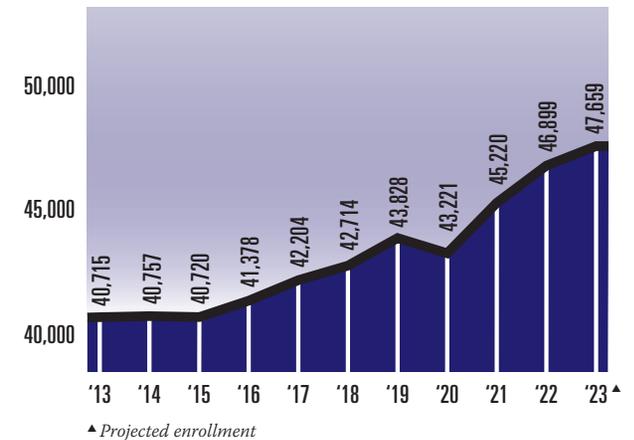
FCPS equips almost 47,000 students with the knowledge and skills they will need to succeed in a global society. Of those, FCPS serves more than 15,700 students (33%) eligible for free or reduced-priced meals, more than 4,000 (8%) who do not speak English as their primary language and nearly 5,600 (11%) who receive Special Education services.

Our class of 2023 – 3,257 students – received \$92.5 million in scholarship offers.

For 15 years in a row, FCPS has earned the highest recognition for accurate and full disclosure in governmental accounting and financial reporting. For the past two years, FCPS has applied for and received the Association of School Business Officials (ASBO) International’s Meritorious Budget Award. The award is conferred upon school systems that adhere to the principles and standards of ASBO’s budget criteria. We are committed to transparency and good stewardship of the taxpayers’ investment in public education.

\*From the most recent audited financial report, 2021-22

## Number of Students



▲ Projected enrollment

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*Find answers to your most frequently asked questions!*

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# GOALS AND GOVERNANCE

## Board of Education Goals

Involved families and community members are essential in helping schools ensure we are meeting the needs of every student every day. Here are the goals we strive to achieve together:

1. FCPS will equip each and every student to be an empowered learner and an engaged citizen to achieve a positive impact in the local and global community.
2. FCPS will hire, support, and retain staff who champion individual, professional, and student excellence.
3. FCPS will pursue and utilize all resources strategically and responsibly to achieve identified outcomes and inspire public confidence.
4. FCPS will nurture relationships with families and the entire community, sharing responsibility for student success and demonstrating pride in all aspects of our school system.
5. FCPS will promote a culture fostering wellness and civility for students and staff. ★

## Governance Team

In Frederick County, seven voting members, one non-voting student member of the Board of Education and the Superintendent of Schools work together as the school system governance team. Elected Board members serve 4-year staggered terms. The student member is a high school student selected by the Frederick County Association of Student Councils.

The Board of Education sets policy not otherwise controlled by federal and state laws. It reviews and approves FCPS budgets and oversees expenditures from county, state and federal sources.

The Board hires and reviews work of the Superintendent, monitors implementation of the school system's master plan and gives final approval to curriculum matters and materials, staff appointments, equipment purchases, land acquisitions and school construction, renovations and repairs.

The Superintendent is secretary-treasurer of the Board and FCPS's chief executive officer, assuring that the school system carries out Maryland laws relating to schools, the State Board of Education's bylaws and policies, and the local school Board's goals and policies. For more information, see Policy 100 at [www.fcps.org](http://www.fcps.org). ★

## Stay Engaged with the Board

The Board of Education holds general public meetings throughout the year, typically at 191 S. East Street, Frederick. The Board invites and welcomes the community to these sessions and other forums. Board meetings provide an opportunity for the community to speak on any subject relative to FCPS except personnel, issues pending in appeal to a local or State Board or other confidential matters. Board Policy 102 provides instructions for registering for public comment. Solicitations are prohibited from public comment. Please direct concerns about the actions of FCPS staff members to the appropriate school or department, or contact the Superintendent's Office for assistance. See page 56 for more information about addressing concerns.

Maryland law encourages transparency and open meetings, and the Board strives to keep meetings as open as possible. Some meetings may be closed to the public if they concern confidential matters. Meeting agendas, minutes and backup information are available on the FCPS website, Board of Education section, Agendas and Minutes. ★

## Board of Education Public Meeting Schedule

2023	2024
July 12	January 10 & 24
August 9 & 30	February 14 & 28
September 13 & 27	March 13 & 27
October 11 & 25	April 10
November 8 & 20	May 1 & 15
December 6	June 12 & 26

Meeting times are posted at [www.fcps.org/boe/meeting-schedule](http://www.fcps.org/boe/meeting-schedule). ★

## The Board of Education

**Sue Johnson, President**  
Term ends December 2024

**Dean Rose, Vice President**  
Term ends December 2026

**Nancy Allen**  
Term ends December 2026

**David Bass**  
Term ends December 2024

**Rae Gallagher**  
Term ends December 2026

**Jason "Mr. J" Johnson**  
Term ends December 2024

**Karen A. Yoho**  
Term ends December 2026

**Brooke Lieberman, Student Member**  
Term ends June 2024

## Superintendent of Schools

**Dr. Cheryl L. Dyson**

### TO CONTACT THE BOARD OF EDUCATION

**Write:** 191 S. East Street  
Frederick, Maryland 21701

**Call:** 301-696-6917      **Fax:** 301-696-6950

**Email:** [boe@fcps.org](mailto:boe@fcps.org)      **Visit:** [www.fcps.org/boe](http://www.fcps.org/boe)

**Watch:** FCPS TV on Cable Channel 18 or 1090  
or [www.fcps.org/tv](http://www.fcps.org/tv)  
Meetings broadcast live and the next evening

### OFFICE OF THE OMBUDS

For help resolving an FCPS-related concern:

**Call:** 301-696-6852

**Email:** [ombuds@fcps.org](mailto:ombuds@fcps.org)

For more information, please see page 56.

# ESSENTIAL INFORMATION FOR A SUCCESSFUL YEAR

## B A C K T O S C H O O L B A S I C S

### About This Handbook

Read this handy resource for answers to the most frequently asked questions, directory listings for all schools and offices, calendar, emergency procedures and more! Where Board of Education policies and FCPS regulations are referenced, the full text is online: [www.fcps.org/policies](http://www.fcps.org/policies). Information is subject to change; updates will supersede language in this handbook. FCPS announces policy and procedure changes and other school news via FindOutFirst email: [www.fcps.org/fof](http://www.fcps.org/fof). ★

### The School Day

FCPS students have a 180-day school year in keeping with Maryland law. Generally, high schools have a 7:30 a.m. to 2:20 p.m. schedule, and most middle school students attend 8 a.m. to 3 p.m. With a few exceptions, elementary schools start at 9 a.m. and dismiss around 3:30 p.m. Check with your school for exact times.

Students should arrive at school no earlier than 30 minutes before instruction begins and leave the grounds within 30 minutes after instruction ends, except when participating in school-sponsored activities.

FCPS schedules are subject to change in response to requirements for virtual or in-person instructional models. ★

### Getting to School

FCPS's 448 yellow buses cover more than 42,000 miles every school day. About 31,000 students will be eligible to ride in 2023–24.

School system responsibility for students begins when they enter the school bus and ends when they step off the bus at the end of the school day. Students may ride only their assigned bus and must provide their own transportation if they are enrolled at a school outside their attendance area. More about bus transportation is on page 23. ★

### Medications/Treatments

Students are encouraged to take any needed medication outside of the school day. When medication must be administered during school hours, the parent/guardian must provide a written order from the student's healthcare provider for all prescription and over-the-counter medications. It is required that the first full day's (24 hours) dose of any new medication be given at home. Medications must be transported by an adult and provided to school health staff in the pharmacy bottle, correctly and completely labeled. Over-the-counter medication must be in the original, unopened container.

Medications sent in envelopes, plastic bags or daily reminder containers cannot be administered. All treatments require a written order from a healthcare provider. So appropriate arrangements can be made, please contact the school as soon as you know that your child requires a treatment. Medication and Treatment Authorization forms are available at [www.fcps.org/forms](http://www.fcps.org/forms). Copies are also available in each School Health Room.

Note: Students may bring and apply over-the-counter sunscreen without a written order. ★

### Get School News

FCPS uses both FindOutFirst (FOF) and One Call Now (OCN) to send important messages from the district and your child's school.

- **FOF:** Parent email addresses are uploaded to FOF from the Student Information Form parents complete. You may log in to your FOF account and update your news options: [www.fcps.org/fof](http://www.fcps.org/fof)
- **OCN:** Parent phone numbers are uploaded to OCN from the Student Information Form. OCN is an auto-dialing system that provides emergency and attendance related texts and phone calls to FCPS families ★

### What's on the Menu?

Students may buy breakfast and lunch in the school cafeteria or bring lunch from home. All schools offer breakfast, lunch and à la carte items approved by the U.S. Department of Agriculture. Prepaying for meals is timesaving and easy. Families with limited ability to pay may qualify for free or reduced-price meals. Details about school meals are on page 24 and at [www.fcps.org/meals](http://www.fcps.org/meals). ★

### School Cash online

The way to pay for field trips, sports and technology repair/replacement fees, spirit wear and more, School Cash Online is:

- ✓ Convenient – Available 24/7 via the internet
- ✓ Safe – Best in Class security, avoids students carrying cash or checks and remembering to turn them in
- ✓ Time saving – Shows your payments/order history in one place
- ✓ No processing or convenience fees charged. Same as paying with cash or check

Register now: <https://frederickcounty.schoolcashionline.com>. Select **Get Started Today**. ★

## IMPORTANT! STUDENT INFORMATION FORM AND HEALTH FORM

Parents: Can we reach you in an emergency? Please update your child's Student Information Form for the new school year! In mid-August, each family will receive an email from FCPS directing you to login to the PowerSchool Enrollment Portal to complete the Student Information Form for School Year 2023-2024. Please update and submit this form in a timely manner.

Schools use the contact information you provide to reach you anytime there is an emergency, question or concern. The email address you provide on the form creates your parent FCPS FindOutFirst account to receive school news via email and One Call Now attendance and school news via phone calls and text messages. FCPS will only print and send home a Student Information Form for those unable to access it online; print versions must be reviewed, corrected and returned, and require school staff to enter the information online. The Student Information Form includes agreements about technology use, media exposure, etc. that each parent will opt out of or accept. If a parent does not opt out or sign the agreements, it is assumed consent. **This is a set of annual agreements parents must complete.**

The Confidential Health Information Form is also online at [www.fcps.org/forms](http://www.fcps.org/forms).

Please keep both forms updated and notify the school in writing of any changes during the school year.

### Media in Schools

In the course of school activities, FCPS staff and the news media occasionally wish to interview, photograph or videotape students, display their work or publish their names or likenesses in print or on the internet for instructional, promotional or news purposes; this includes honor roll lists. Unless parents or guardians indicate otherwise on their child's Student Information Form, FCPS will assume that permission is given. This is not intended to exclude videotaping in the classroom for instructional purposes when information is not publicly posted or shared. (FCPS cannot control media coverage of events that are open to the public.)

### Military Access

Parents and secondary students: Please note the procedure to opt out of having student directory information released to military recruiters (page 40). ★

# WHAT SCHOOLS DO IN BAD WEATHER AND EMERGENCIES

Occasionally, inclement weather or other safety or health conditions require us to close or delay schools. Whenever possible, decisions are communicated to media outlets by 5:30 a.m. for morning closings and delays. For early closings, decisions are communicated to media outlets by 10:30 a.m. See Regulation 400-02 at [www.fcps.org/policies](http://www.fcps.org/policies). FCPS does not routinely announce that schools are open or operating on schedule. Families concerned about student safety due to hazardous weather conditions have the right to keep their children home (see page 38).

## Where to Find Out

When inclement weather occurs, the FCPS Public Affairs team quickly goes to work to update the community. FCPS notifies local and regional TV and radio stations when schools must close unexpectedly and also regularly posts updates via a variety of platforms. For the fastest, most reliable information, check the following:

**Facebook:** [FCPSMaryland](https://www.facebook.com/FCPSMaryland)

**Twitter:** [@FCPSMaryland](https://twitter.com/FCPSMaryland)

**Internet:** [www.fcps.org](http://www.fcps.org)

**FindOutFirst:** email emergency closing messages: [www.fcps.org/fof](http://www.fcps.org/fof)

**One Call Now:** an auto-dialing system that provides emergency and student attendance communications (text, email or phone calls) to the families of FCPS

**Television:** Cable Channel 18 or 1090 (Frederick area)

FindOutFirst (FOF) and One Call Now (OCN) emergency notices can come from individual schools or the FCPS Central Office. Some emergencies can result in schools closing due to weather, a power outage or activities that require emergency response. Your FOF profile *must* include your child's school to get news of emergencies pertaining only to that school. Subscriber internet and phone carrier services affect receipt and delivery speed.

## Plan Back-Up Care

For safety reasons, pre-arrange emergency back-up care for your child in the event that schools close unexpectedly. Teach your child what to do in case you are not at home when school closes, and provide the school with the name and number of someone nearby who is usually available when you are not at home. Make sure all contact information is updated using our online registration system.

## Half-Day Pre-K Delay Schedule\*

When school opening is delayed two hours, half-day pre-k students attend abbreviated sessions. Breakfast is served. Morning sessions start two hours late with the rest of the students at the school and dismiss one hour later than usual, providing a 1-1/2 hour session. Afternoon sessions start one hour later than usual and dismiss at the regular time, also providing a 1-1/2 hour session. This provides half-day pre-k students with equitable instructor time.

*\*Does not apply to charter schools or full-day pre-k students.*

## Career and Technology Center (CTC) Delay Schedule

When schools county-wide open two hours late, morning CTC classes start two hours late and dismiss about one hour later than usual. PM sessions start 40 minutes later than usual and dismiss at the regular time.

## Early Dismissal

When schools close two hours early due to bad weather, morning half-day pre-k students remain at school for dismissal with full-day students. Lunch is served. Afternoon half-day pre-k and Career and Technology Center (CTC) programs are canceled; CTC students remain at their home schools. Frederick County Virtual School evening program sessions and Heather Ridge Twilight programs are canceled.

## After-School and Weekend Activities

Generally, when schools are closed due to inclement weather, school-sponsored after-school and evening activities are canceled or postponed. When the snow emergency plan is in effect in Frederick County, unless the Superintendent grants a waiver, all after-school, evening and weekend programs and activities are canceled or postponed. ★

## Weather Alerts

The FCPS FindOutFirst and One Call Now services are not intended to provide weather alerts. Tornado and severe-weather warnings can arise quickly in Frederick County and may cause bus delays. To be aware when severe-weather conditions make it unsafe for children to travel or to wait at a bus stop, sign up for AlertFC at [FrederickCountyMD.gov/Alert](http://FrederickCountyMD.gov/Alert). When severe weather impacts Frederick County at the end of the school day, expect dismissal delays and bus travel delays to keep students safe. ★

## Emergency Procedures

Every FCPS student will learn in a safe and secure environment. Administrators and their School Emergency Management Teams are educated to prevent, prepare for, respond to and recover from a variety of emergency situations in or near our schools. Depending on the situation, a school might implement:



**Avoid. Deny. Defend.™** – In the event of violence on school premises, staff will instruct students to move as quickly as possible away from the threat to *avoid* danger, to *deny* access with barriers and remain quietly out of sight and, if necessary, to aggressively *defend* themselves.



**Hold** – Clear the hallways and remain in the room or area until “All Clear” is announced.



**Evacuation** – Students and staff move to an area outside on campus or to an off-campus location.



**Lockdown** – All doors are locked, no one enters or leaves, students and staff stay inside until the emergency situation clears.



**Secure** – Exterior doors remain locked with only authorized access to the building, no students are allowed outside unsupervised, those who are outside return to the building, and activities are conducted as usual inside.



**Shelter! Hazard and Safety Strategy** – During emergencies outside, such as a tornado or hazmat incident, students and staff seek shelter inside and may take actions moving to areas in the building that provide additional safety. They are brought in from portables and outside activities. In the event of an earthquake, they drop to the ground, taking cover under a sturdy desk or table and holding onto something sturdy until shaking stops, carefully exiting the building afterward and when safe to do so. ★

# THE SCHOOL YEAR AT A GLANCE

## 2023

August 23 (Wednesday)	First Day of School
September 4 (Monday)	Schools* and Offices Closed
September 22 (Friday)	3 1/2-Hour Early Dismissal for Students
September 25 (Monday)	Schools* Closed
October 11 (Wednesday)	4-Hour Delayed Opening: Elementary and Middle Only (Parent-Teacher Conferences), No 1/2 Day Pre-K; High Schools Open on Time
October 12 (Thursday)	4-Hour Delayed Opening: Elementary and Middle Only (Parent-Teacher Conferences), No 1/2 Day Pre-K; High Schools Open on Time
October 13 (Friday)	3 1/2-Hour Early Dismissal: Elementary and Middle Only (Parent-Teacher Conferences), No 1/2 Day Pre-K; High Schools Open Full Day
October 20 (Friday)	Schools* Closed for Students
October 27 (Friday)	Schools* Closed for Students
November 22 (Wednesday)	Schools* and Offices Closed
November 23-24 (Thursday-Friday)	Schools** and Offices Closed
December 1 (Friday)	2-Hour Early Dismissal for Students
December 25-26 (Monday-Tuesday)	Schools** and Offices Closed
December 27-29 (Wednesday-Friday)	Schools** Closed

## 2024

January 1 (Monday)	Schools** and Offices Closed
January 15 (Monday)	Schools** and Offices Closed
January 16 (Tuesday)	Schools Closed*
January 17 (Wednesday)	Schools Closed*
February 16 (Friday)	2-Hour Early Dismissal for Students
February 19 (Monday)	Schools** and Offices Closed
March 22 (Friday)	Schools* Closed for Students
March 29 (Friday)	Schools** and Offices Closed
April 1 (Monday)	Schools** and Offices Closed
April 2-5 (Tuesday-Friday)	Schools* Closed for Students
May 2 (Thursday)	2-Hour Early Dismissal for Students
May 14 (Tuesday)	Schools** Closed
May 27 (Monday)	Schools** and Offices Closed
June 5*** (Wednesday)	2-Hour Early Dismissal/Last Day of School for Students

*\*BOE Determined*  
*\*\*State Mandated (See page 40)*  
*\*\*\*FCPS will make up days closed for inclement weather or other emergencies in the following sequence: June 6, 7, 10, 11 and 12. If no snow days are used, the last day for students is Wednesday, June 5. The June 2-hour early dismissal will occur on the last day of school for students. The school year will provide 180 days for students. Dates are subject to BOE revision.*

### Get Calendar Details:

[www.fcps.org/calendar](http://www.fcps.org/calendar)  
 Like us on Facebook: FCPS Maryland  
 Follow us on Twitter: @FCPSMaryland  
 Follow us on Instagram: @FCPSMaryland  
 Select FindOutFirst email calendar updates and emergency-closing announcements:  
[www.fcps.org/fof](http://www.fcps.org/fof)  
 See the Calendar Handbook months pages



FCPS Maryland



@FCPSMaryland



[www.fcps.org/fof](http://www.fcps.org/fof)

# AUGUST 2023

Explore the health-learning link:  
[www.ascd.org/wscd](http://www.ascd.org/wscd)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>JULY 2023</p> <p>S M T W T F S</p> <p>1</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p> <p>30 31</p>	<p>SEPTEMBER 2023</p> <p>S M T W T F S</p> <p>1 2</p> <p>3 4 5 6 7 8 9</p> <p>10 11 12 13 14 15 16</p> <p>17 18 19 20 21 22 23</p> <p>24 25 26 27 28 29 30</p>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<p><b>7</b></p> <p>NEW TEACHERS REPORT TO WORK                      NEW-HIRE SYMPOSIUM</p> <p>TEXTBOOK REVIEW WEEK                      (THROUGH AUGUST 14):                      VIRTUALLY &amp; C. BURR ARTZ LIBRARY</p>	<b>8</b>	<p><b>9</b></p> <p>NEW-HIRE SYMPOSIUM                      FIRST DAY FOR FALL SPORTS                      BOARD OF EDUCATION MEETING</p>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<p><b>21</b></p> <p>TEACHER PROFESSIONAL LEARNING                      AND PREPARATION</p>	<p><b>22</b></p> <p>TEACHER PROFESSIONAL LEARNING                      AND PREPARATION</p>	<p><b>23</b></p> <p>FIRST DAY OF SCHOOL</p>	<p><b>24</b></p> <p>TEACHERS REPORT TO WORK                      TEACHER PROFESSIONAL LEARNING                      AND PREPARATION</p>	<p><b>25</b></p> <p>TEACHER PROFESSIONAL LEARNING                      AND PREPARATION</p>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>		

AUGUST 1-31: CHILDREN'S EYE HEALTH AND SAFETY MONTH

DATES ARE SUBJECT TO CHANGE

# SEPTEMBER 2023

Learn about drug abuse –  
Before it's too late:  
<http://beforeitstoolate.maryland.gov>

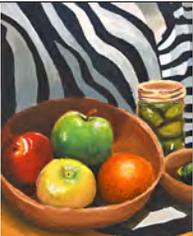
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<p>AUGUST 2023</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p>OCTOBER 2023</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								1	2
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	SCHOOLS AND OFFICES CLOSED: LABOR DAY	TEXTBOOK REVIEW WEEK (THROUGH SEPTEMBER 12): VIRTUALLY & C. BURR ARTZ LIBRARY			INTERNATIONAL LITERACY DAY																																																																																					
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NATIONAL GRANDPARENTS DAY	PATRIOT DAY: ANNIVERSARY OF 2001 ATTACK		BOARD OF EDUCATION MEETING		ROSH HASHANAH (BEGINS AT SUNSET)	ROSH HASHANAH																																																																																				
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CITIZENSHIP/CONSTITUTION DAY ROSH HASHANAH (ENDS AT SUNSET)		ELEMENTARY SCHOOL, GRADES 4 & 5, PAPPY LORENZEN CROSS COUNTRY EVENT (RAIN DATE 9/26)	MIDDLE SCHOOL, GRADES 6-8, PAPPY LORENZEN CROSS COUNTRY EVENT (RAIN DATE 9/27)		FAIR DAY MID-TERM 3.5 HOUR EARLY DISMISSAL	FIRST DAY OF AUTUMN																																																																																				
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YOM KIPPUR (BEGINS AT SUNSET)	SCHOOLS CLOSED: YOM KIPPUR (ENDS AT SUNSET)	FCPS HIGH SCHOOL GOLF TOURNAMENT RAIN DATE - ELEMENTARY SCHOOL, GRADES 4 & 5, PAPPY LORENZEN CROSS COUNTRY EVENT PTA COUNCIL GENERAL MEETING	RAIN DATE - MIDDLE SCHOOL, GRADES 6-8, PAPPY LORENZEN CROSS COUNTRY EVENT BOARD OF EDUCATION MEETING																																																																																							

SEPTEMBER 1-30: LIBRARY CARD SIGN-UP MONTH  
 SEPTEMBER 1-30: NATIONAL DEAF AWARENESS MONTH  
 SEPTEMBER 10-16: NATIONAL ARTS IN EDUCATION WEEK  
 SEPTEMBER 15-OCTOBER 15: NATIONAL HISPANIC HERITAGE MONTH  
 SEPTEMBER 17-23: CONSTITUTION WEEK  
 SEPTEMBER 29- OCT. 6: SUKKOT BEGINS AT SUNSET ON 9/29

DATES ARE SUBJECT TO CHANGE

# OCTOBER 2023

Make a new friend this month:  
[www.stopbullying.gov](http://www.stopbullying.gov)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																									
1	2 CHILD HEALTH DAY WORLD DAY OF BULLYING PREVENTION TEXTBOOK REVIEW WEEK (THROUGH OCTOBER 10): VIRTUALLY & C. BURR ARTZ LIBRARY	3 PLANETARIUM SHOWS: 6 PM AND 7 PM	4 INTERIMS ISSUED INTERNATIONAL WALK TO SCHOOL DAY	5 PLANETARIUM SHOWS: 6 PM AND 7 PM	6	7																																																																																									
8	9 DISCOVERERS' DAY FCPS UNIFIED TENNIS TOURNAMENT FCPS MARCHING BAND FESTIVAL (RAIN DATE: OCTOBER 16)	10	11 HIGH SCHOOLS OPEN FULL DAY ELEMENTARY AND MIDDLE SCHOOLS OPEN 4 HOURS LATE FOR EVENING PARENT-TEACHER CONFERENCES NO 1/2 DAY PRE-K BOARD OF EDUCATION MEETING	12 HIGH SCHOOLS OPEN FULL DAY ELEMENTARY AND MIDDLE SCHOOLS OPEN 4 HOURS LATE FOR EVENING PARENT-TEACHER CONFERENCES NO 1/2 DAY PRE-K OMBUDS DAY	13 HIGH SCHOOLS OPEN FULL DAY ELEMENTARY AND MIDDLE SCHOOLS DISMISS 3.5 HOURS EARLY FOR AFTERNOON PARENT-TEACHER CONFERENCES NO 1/2 DAY PRE-K	14																																																																																									
15	16 BIRTH OF THE B&B RAIN DATE FOR FCPS MARCHING BAND FESTIVAL	17	18	19	20 SCHOOLS CLOSED FOR STUDENTS: TEACHER PROFESSIONAL LEARNING DAY	21																																																																																									
22	23 FCPS FALL CHEERLEADING COMPETITION	24	25 BOARD OF EDUCATION MEETING	26 END OF TERM 1 FCPS CROSS COUNTRY MEET CAREER AND TECHNOLOGY CENTER OPEN HOUSE, 6 PM-8 PM	27 SCHOOLS CLOSED FOR STUDENTS: TEACHER WORK DAY PLANETARIUM SHOWS - FALL SPOOKTACULAR: 10 AM, 11 AM, 12 PM, 1 PM, 2 PM	28																																																																																									
29	30 TERM 2 BEGINS TEXTBOOK REVIEW WEEK (THROUGH NOVEMBER 6): VIRTUALLY & C. BURR ARTZ LIBRARY PTA COUNCIL GENERAL MEETING	31 HALLOWEEN			<p>SEPTEMBER 2023</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<p>NOVEMBER 2023</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td></td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td></td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td></td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11		12	13	14	15	16	17	18		19	20	21	22	23	24	25		26	27	28	29	30			
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OCTOBER 1-31: CRIME PREVENTION MONTH  
 CZECH HERITAGE MONTH  
 ITALIAN HERITAGE MONTH  
 LEARNING DISABILITIES AWARENESS MONTH  
 NATIONAL BULLYING PREVENTION MONTH  
 NATIONAL FARM TO SCHOOL MONTH

OCTOBER 1-31: NATIONAL PRINCIPALS MONTH  
 POLISH AMERICAN HERITAGE MONTH  
 TRICK-OR-TREAT FOR UNICEF MONTH  
 OCTOBER 7-8: SIMCHAT TORAH  
 OCTOBER 8-14: FIRE PREVENTION WEEK  
 NATIONAL METRIC WEEK

OCTOBER 9-13: NATIONAL SCHOOL LUNCH WEEK  
 OCTOBER 16-20: NATIONAL CHARACTER COUNTS! WEEK  
 NATIONAL SCHOOL BUS SAFETY WEEK  
 OCTOBER 23-27: RED RIBBON WEEK

DATES ARE SUBJECT TO CHANGE

# NOVEMBER 2023

Live well: Stay away from tobacco and nicotine.  
www.smokingstopshere.com

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NOVEMBER 1-30: NATIONAL NATIVE AMERICAN HERITAGE MONTH  
NOVEMBER 13-17: GEOGRAPHY AWARENESS WEEK  
AMERICAN EDUCATION WEEK  
NOVEMBER 19-25: NATIONAL FAMILY WEEK

DATES ARE SUBJECT TO CHANGE

# DECEMBER 2023

Need resources in a crisis?  
Call 2-1-1. Get Connected. Get Answers.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>NOVEMBER 2023</p> <p>S M T W T F S</p> <p>1 2 3 4</p> <p>5 6 7 8 9 10 11</p> <p>12 13 14 15 16 17 18</p> <p>19 20 21 22 23 24 25</p> <p>26 27 28 29 30</p>	<p>JANUARY 2024</p> <p>S M T W T F S</p> <p>1 2 3 4 5 6</p> <p>7 8 9 10 11 12 13</p> <p>14 15 16 17 18 19 20</p> <p>21 22 23 24 25 26 27</p> <p>28 29 30 31</p>				<p><b>1</b></p> <p>MID-TERM 2-HOUR EARLY DISMISSAL</p>	<p><b>2</b></p>
<p><b>3</b></p>	<p><b>4</b></p> <p>TEXTBOOK REVIEW WEEK (THROUGH DECEMBER 11): VIRTUALLY &amp; C. BURR ARTZ LIBRARY</p>	<p><b>5</b></p>	<p><b>6</b></p> <p>BOARD OF EDUCATION MEETING</p>	<p><b>7</b></p> <p>HANUKKAH BEGINS AT SUNSET NATIONAL PEARL HARBOR REMEMBRANCE DAY</p>	<p><b>8</b></p> <p>HANUKKAH</p>	<p><b>9</b></p> <p>HANUKKAH</p>
<p><b>10</b></p> <p>HANUKKAH</p>	<p><b>11</b></p> <p>HANUKKAH</p>	<p><b>12</b></p> <p>PLANETARIUM SHOWS: 6 PM AND 7 PM INTERIMS ISSUED HANUKKAH</p>	<p><b>13</b></p> <p>HANUKKAH</p>	<p><b>14</b></p> <p>PLANETARIUM SHOWS: 6 PM AND 7 PM HANUKKAH</p>	<p><b>15</b></p> <p>HANUKKAH ENDS AT SUNSET</p>	<p><b>16</b></p>
<p><b>17</b></p>	<p><b>18</b></p>	<p><b>19</b></p> <p>PLANETARIUM SHOWS: 6 PM AND 7 PM</p>	<p><b>20</b></p>	<p><b>21</b></p> <p>FIRST DAY OF WINTER PLANETARIUM SHOWS: 6 PM AND 7 PM</p>	<p><b>22</b></p>	<p><b>23</b></p>
<p><b>24</b></p> <p>CHRISTMAS EVE</p>	<p><b>25</b></p> <p>SCHOOLS AND OFFICES CLOSED: WINTER BREAK CHRISTMAS DAY</p>	<p><b>26</b></p> <p>SCHOOLS AND OFFICES CLOSED: WINTER BREAK KWANZAA BEGINS</p>	<p><b>27</b></p> <p>SCHOOLS CLOSED: WINTER BREAK KWANZAA</p>	<p><b>28</b></p> <p>SCHOOLS CLOSED: WINTER BREAK KWANZAA</p>	<p><b>29</b></p> <p>SCHOOLS CLOSED: WINTER BREAK KWANZAA</p>	<p><b>30</b></p> <p>KWANZAA</p>
<p><b>31</b></p> <p>NEW YEAR'S EVE KWANZAA</p>						

SCHOOLS ARE CLOSED DECEMBER 25, 2023 THROUGH JANUARY 1, 2024.  
SCHOOLS RE-OPEN TUESDAY, JANUARY 2, 2024. HAVE A SAFE AND HAPPY WINTER BREAK!

DATES ARE SUBJECT TO CHANGE

# JANUARY 2024

Too wise to start using drugs:  
www.drugfree.org

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	<b>1</b>  SCHOOLS AND OFFICES CLOSED: NEW YEAR'S DAY KWANZAA ENDS AT SUNSET	<b>2</b>  SCHOOLS AND OFFICES RE-OPEN	<b>3</b>  	<b>4</b>  FCPS DR. MARTIN LUTHER KING JR. CELEBRATION (SNOW DATE: JANUARY 18) CANDIDATES FORUM FOR BOE STUDENT MEMBER (SNOW DATE: JANUARY 8)	<b>5</b>  ACADEMIC TOURNAMENT MATCHES	<b>6</b>  MATHCOUNTS OPEN (SNOW DATE: JANUARY 13)
<b>7</b>  CHRISTMAS DAY (ORTHODOX)	<b>8</b>  TEXTBOOK REVIEW WEEK (THROUGH JANUARY 16): VIRTUALLY & C. BURR ARTZ LIBRARY	<b>9</b>  SNOW DATE FOR CANDIDATES FORUM FOR BOE STUDENT MEMBER	<b>10</b>  BOARD OF EDUCATION MEETING	<b>11</b>  	<b>12</b>  ACADEMIC TOURNAMENT MATCHES END OF FIRST SEMESTER AND TERM 2	<b>13</b>  SNOW DATE FOR FREDERICK COUNTY MATHCOUNTS OPEN
<b>14</b>  	<b>15</b>  SCHOOLS AND OFFICES CLOSED: DR. MARTIN LUTHER KING JR.'S BIRTHDAY OBSERVANCE  SNOW DATE FOR ACADEMIC TOURNAMENT	<b>16</b>  SCHOOLS CLOSED FOR STUDENTS: TEACHER WORK DAY  EARTH AND SPACE SCIENCE LAB: WINTERFEST AT 10 AM, 11 AM, 12 PM, 1 PM, 2 PM	<b>17</b>  SCHOOLS CLOSED: TEACHER PROFESSIONAL LEARNING DAY  FCPS WINTER CHEERLEADING COMPETITION	<b>18</b>  TERM 3 BEGINS FCPS UNIFIED BOCCCE TOURNAMENT SNOW DATE FOR FCPS DR. MARTIN LUTHER KING JR. CELEBRATION	<b>19</b>  ACADEMIC TOURNAMENT MATCHES	<b>20</b>  FCPS INDOOR TRACK AND FIELD MEET
<b>21</b>  	<b>22</b>  	<b>23</b>  	<b>24</b>  BOARD OF EDUCATION MEETING	<b>25</b>  	<b>26</b>  ACADEMIC TOURNAMENT MATCHES	<b>27</b>  ALL-COUNTY HIGH SCHOOL MUSIC FESTIVAL (SNOW DATE: JANUARY 29)
<b>28</b>  	<b>29</b>  SNOW DATE FOR ALL-COUNTY HIGH SCHOOL MUSIC FESTIVAL PTA COUNCIL GENERAL MEETING	<b>30</b>  REPORT CARDS ISSUED	<b>31</b>  PUBLIC HEARING: BOARD OF EDUCATION'S REQUESTED FISCAL YEAR 2025 OPERATING BUDGET, 7 PM		DECEMBER 2023 S M T W T F S  1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	FEBRUARY 2024 S M T W T F S  1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29

JANUARY 22-26: CIVILITY WEEK KINDNESS CHALLENGE

DATES ARE SUBJECT TO CHANGE

# FEBRUARY 2024

Love has many definitions; abuse isn't one of them:  
www.loveisrespect.org

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>JANUARY 2024</p> <p>S M T W T F S</p> <p>1 2 3 4 5 6</p> <p>7 8 9 10 11 12 13</p> <p>14 15 16 17 18 19 20</p> <p>21 22 23 24 25 26 27</p> <p>28 29 30 31</p>	<p>MARCH 2024</p> <p>S M T W T F S</p> <p>1 2</p> <p>3 4 5 6 7 8 9</p> <p>10 11 12 13 14 15 16</p> <p>17 18 19 20 21 22 23</p> <p>24 25 26 27 28 29 30</p> <p>31</p>			1	2	3
4	<p>5</p> <p>TEXTBOOK REVIEW WEEK (THROUGH FEBRUARY 12): VIRTUALLY &amp; C. BURR ARTZ LIBRARY</p> <p>SNOW DATE FOR ALL-COUNTY MIDDLE SCHOOL MUSIC FESTIVAL</p> <p>SNOW DATE FOR ACADEMIC TOURNAMENT</p>	6	7	8	9	<p>10</p> <p>ALL-COUNTY MIDDLE SCHOOL MUSIC FESTIVAL (SNOW DATE: FEBRUARY 5)</p> <p>CHINESE NEW YEAR</p> <p>FCPS SWIMMING MEET</p> <p>REGIONAL MATHCOUNTS (SNOW DATE FEB. 17)</p>
11	12	13	14	15	16	17
	<p>ABRAHAM LINCOLN'S BIRTHDAY</p>	<p>PLANETARIUM SHOWS: 6 PM AND 7 PM</p>	<p>ST. VALENTINE'S DAY</p> <p>ASH WEDNESDAY</p> <p>LENT (THROUGH MARCH 30)</p> <p>BOARD OF EDUCATION MEETING</p>	<p>PLANETARIUM SHOWS: 6 PM AND 7 PM</p>	<p>MID-TERM 2-HOUR EARLY DISMISSAL</p> <p>ACADEMIC TOURNAMENT MATCHES</p> <p>FCPS WRESTLING TOURNAMENT</p>	<p>FCPS WRESTLING TOURNAMENT</p> <p>SNOW DATE – REGIONAL MATHCOUNTS</p>
18	19	20	21	22	23	24
	<p>SCHOOLS &amp; OFFICES CLOSED: PRESIDENT'S DAY</p>	<p>FREDERICK DOUGLASS DAY</p>		<p>GEORGE WASHINGTON'S BIRTHDAY</p>	<p>ACADEMIC TOURNAMENT CHAMPIONSHIP FINALS (SNOW DATE: FEBRUARY 26)</p>	
25	26	27	28	29		
<p>FEBRUARY 1-29: NATIONAL AFRICAN AMERICAN HISTORY MONTH NATIONAL CHILDREN'S DENTAL HEALTH MONTH</p> <p>FEBRUARY 5-9: NATIONAL SCHOOL COUNSELING WEEK</p> <p>FEBRUARY 17-24: NATIONAL FFA WEEK</p>						

DATES ARE SUBJECT TO CHANGE

# MARCH 2024

Make the grade! Start every day with breakfast:  
www.choosemyplate.gov

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																				
<p>FEBRUARY 2024</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			<p>APRIL 2024</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30								<p><b>1</b></p> <p>FIRST DAY FOR SPRING SPORTS READ ACROSS AMERICA DAY</p>	<p><b>2</b></p> <p>YOUTH ART MONTH OPENING DELAPLAINE VISUAL ARTS CENTER (EXHIBIT ENDS MARCH 27)</p>
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	<p>TEXTBOOK REVIEW WEEK (THROUGH MARCH 11): VIRTUALLY &amp; C. BURR ARTZ LIBRARY</p>																																																																																									
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ST. PATRICK'S DAY		FIRST DAY OF SPRING	SAT DAY NAW-RŪZ	END OF TERM 3 FREDERICK CHALLENGE 24 COMPETITION, 6 PM BUTTERFLY RIDGE ELEMENTARY	SCHOOLS CLOSED: TEACHER WORK DAY WORLD WATER DAY EARTH AND SPACE SCIENCE LAB: SPRING FLING AT 10 AM, 11 AM, 12 PM, 1 PM, 2 PM	ELEMENTARY SOCIAL STUDIES FAIR AND STEM SHOWCASE FREDERICK COUNTY SCIENCE & ENGINEERING FAIR																																																																																				
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	TERM 4* BEGINS PTA COUNCIL GENERAL MEETING		BOARD OF EDUCATION MEETING		SCHOOLS AND OFFICES CLOSED: SPRING BREAK GOOD FRIDAY																																																																																					
<b>31</b>																																																																																										
EASTER DAY																																																																																										

MARCH 1-31: AMERICAN RED CROSS MONTH  
IRISH AMERICAN HERITAGE MONTH  
MIDDLE LEVEL EDUCATION MONTH  
MUSIC IN OUR SCHOOLS MONTH®  
NATIONAL NUTRITION MONTH®  
WOMEN'S HISTORY MONTH

MARCH 1-31: YOUTH ART MONTH  
MARCH 3-9: NATIONAL SCHOOL SOCIAL WORK WEEK  
MARCH 4-8: NATIONAL FOREIGN LANGUAGE WEEK  
NATIONAL SCHOOL BREAKFAST WEEK  
MARCH 17-23: NATIONAL POISON PREVENTION WEEK

\*TERM 4 INTERIM, MID-TERM AND REPORT CARD DATES ARE SUBJECT TO  
CHANGE DUE TO SCHOOL-YEAR EMERGENCY-CLOSING NEEDS.

DATES ARE SUBJECT TO CHANGE



# MAY 2024

Get 60 minutes of daily physical activity:  
www.shapeamerica.org

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>APRIL 2024</p> <p>S M T W T F S</p> <p>1 2 3 4 5 6</p> <p>7 8 9 10 11 12 13</p> <p>14 15 16 17 18 19 20</p> <p>21 22 23 24 25 26 27</p> <p>28 29 30</p>	<p>JUNE 2024</p> <p>S M T W T F S</p> <p>1</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p> <p>30</p>		<p><b>1</b></p> <p>ELEMENTARY HONORS CHORUS, WEINBERG CENTER, 7 PM</p> <p>BOARD OF EDUCATION MEETING</p>	<p><b>2</b></p> <p>MID-TERM 2-HOUR EARLY DISMISSAL</p> <p>EARTH AND SPACE SCIENCE LAB: STAR WARS NIGHT AT 5:30 PM, 6:30 PM, 7:30 PM</p>	<p><b>3</b></p> <p>SCHOOL LUNCH HERO DAY</p>	<p><b>4</b></p>
<p><b>5</b></p> <p>ORTHODOX EASTER HOLOCAUST REMEMBRANCE DAY (BEGINS AT SUNSET)</p>	<p><b>6</b></p> <p>HOLOCAUST REMEMBRANCE DAY (ENDS AT SUNSET)</p> <p>TEXTBOOK REVIEW WEEK (THROUGH MAY 13) VIRTUALLY &amp; C. BURR ARTZ LIBRARY</p>	<p><b>7</b></p> <p>NATIONAL TEACHER DAY</p>	<p><b>8</b></p> <p>NATIONAL BIKE &amp; ROLL TO SCHOOL DAY</p> <p>NATIONAL SCHOOL NURSE DAY</p>	<p><b>9</b></p> <p>FCPS OUTDOOR TRACK AND FIELD MEET</p> <p>FCPS TENNIS TOURNAMENT</p>	<p><b>10</b></p> <p>SCHOOL COMMUNICATORS DAY</p> <p>FCPS TENNIS TOURNAMENT</p>	<p><b>11</b></p>
<p><b>12</b></p> <p>MOTHER'S DAY</p>	<p><b>13</b></p> <p>INTERIMS ISSUED</p> <p>ELEMENTARY SCHOOL, GRADES 4 &amp; 5, HUGH B. NOLAN TRACK AND FIELD EVENT (RAIN DATE 5/21)</p>	<p><b>14</b></p> <p>SCHOOLS CLOSED: PRIMARY ELECTION DAY</p>	<p><b>15</b></p> <p>MIDDLE SCHOOL, GRADES 6-8, HUGH B. NOLAN TRACK AND FIELD EVENT (RAIN DATE 5/22)</p> <p>BOARD OF EDUCATION MEETING</p>	<p><b>16</b></p> <p>NATIONAL BIKE TO SCHOOL DAY</p>	<p><b>17</b></p>	<p><b>18</b></p>
<p><b>19</b></p>	<p><b>20</b></p> <p>PTA COUNCIL GENERAL MEETING</p>	<p><b>21</b></p> <p>RAIN DATE - ELEMENTARY SCHOOL, GRADES 4 &amp; 5, HUGH B. NOLAN TRACK AND FIELD EVENT</p>	<p><b>22</b></p> <p>RAIN DATE - MIDDLE SCHOOL, GRADES 6-8, HUGH B. NOLAN TRACK AND FIELD EVENT</p>	<p><b>23</b></p>	<p><b>24</b></p>	<p><b>25</b></p>
<p><b>26</b></p>	<p><b>27</b></p> <p>SCHOOLS AND OFFICES CLOSED: MEMORIAL DAY</p>	<p><b>28</b></p>	<p><b>29</b></p>	<p><b>30</b></p>	<p><b>31</b></p> <p>WORLD NO TOBACCO DAY</p>	

MAY 1-31: ASIAN PACIFIC AMERICAN HERITAGE MONTH  
BETTER HEARING AND SPEECH MONTH  
JEWISH AMERICAN HERITAGE MONTH  
MENTAL HEALTH AWARENESS MONTH  
NATIONAL PHYSICAL FITNESS AND SPORTS MONTH  
NATIONAL CHILDREN'S MENTAL HEALTH AWARENESS MONTH

MAY 1-7: NATIONAL PHYSICAL EDUCATION AND SPORT WEEK  
MAY 5-11: BE KIND TO ANIMALS WEEK  
MAY 5-12: NATIONAL MUSIC WEEK  
MAY 6-10: NATIONAL TEACHER APPRECIATION WEEK  
MARYLAND PUPIL PERSONNEL WORKER WEEK

DATES ARE SUBJECT TO CHANGE

# JUNE 2024

Slip, slap, slop! Protect your skin from the sun:  
www.skincancer.org

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																				
<p>MAY 2024</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>JULY 2024</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<b>1</b>
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<b>2</b>	<b>3</b>	<b>4</b>	<p><b>5</b></p> <p>LAST DAY OF SCHOOL FOR STUDENTS*</p> <p>2-HOUR EARLY DISMISSAL FOR STUDENTS**</p> <p>TEACHER WORK SESSION</p> <p>END OF TERM 4***</p> <p>ELEMENTARY REPORT CARDS GO HOME WITH STUDENTS</p>	<p><b>6</b></p> <p>LAST DAY OF SCHOOL FOR TEACHERS*</p> <p>D-DAY: ANNIVERSARY OF THE 1944 WWII ALLIED INVASION OF NORMANDY, FRANCE</p> <p>(SNOW MAKE UP)</p>	<b>7</b>	<b>8</b>																																																																																				
<b>9</b>	<p><b>10</b></p> <p>(SNOW MAKE UP)</p>	<p><b>11</b></p> <p>(SNOW MAKE UP)</p>	<p><b>12</b></p> <p>SECONDARY REPORT CARDS ISSUED***</p> <p>BOARD OF EDUCATION MEETING</p> <p>(SNOW MAKE UP)</p>	<b>13</b>	<p><b>14</b></p> <p>FLAG DAY</p>	<b>15</b>																																																																																				
<p><b>16</b></p> <p>FATHER'S DAY</p>	<p><b>17</b></p> <p>EID AL-ADHA</p>	<b>18</b>	<p><b>19</b></p> <p>SCHOOLS AND OFFICES CLOSED: JUNETEENTH</p>	<p><b>20</b></p> <p>EARTH AND SPACE SCIENCE LAB: SUMMERFEST, 10 AM, 11 AM, 12 PM, 1 PM, 2 PM</p>	<p><b>21</b></p> <p>FIRST DAY OF SUMMER</p>	<b>22</b>																																																																																				
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>																																																																																				
<b>30</b>			<p>BOARD OF EDUCATION MEETING</p>																																																																																							

\*IF THERE ARE NO DAYS NEEDED FOR EMERGENCY CLOSINGS, THE LAST DAY FOR STUDENTS WILL BE JUNE 5. SUBJECT TO BOE REVISION, FCPS WILL MAKE UP DAYS CLOSED FOR INCLEMENT WEATHER OR OTHER EMERGENCIES IN THE FOLLOWING SEQUENCE: JUNE 6, JUNE 7, JUNE 10, JUNE 11 AND JUNE 12.

\*\*THE 2-HOUR EARLY DISMISSAL WILL TAKE PLACE ON THE LAST DAY OF SCHOOL FOR STUDENTS.  
\*\*\*THE TERM 4 END DATE AND REPORT CARD DATES ARE SUBJECT TO CHANGE IF EMERGENCY-CLOSING DAYS ARE NEEDED.

JUNE 1-30: LGBTQ+ PRIDE MONTH  
CARIBBEAN-AMERICAN HERITAGE MONTH  
GREAT OUTDOORS MONTH  
JUNE-JULY: FIREWORKS SAFETY MONTHS

DATES ARE SUBJECT TO CHANGE

# JULY 2024

Prevent medication misuse:  
Monitor, secure and dispose!  
[www.takebackmylife.org](http://www.takebackmylife.org)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																											
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JUNE-JULY: FIREWORKS SAFETY MONTHS

DATES ARE SUBJECT TO CHANGE

# AUGUST 2024

Family and community engagement matter!  
Stay informed: [www.fcps.org](http://www.fcps.org)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
JULY 2024 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	SEPTEMBER 2024 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30			1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FIRST DAY OF 2024-2025  
SCHOOL YEAR

DATES ARE SUBJECT TO CHANGE

# STAKEHOLDER ENGAGEMENT: FAMILIES AND COMMUNITY

## Get Connected. Stay Engaged.



FCPS Maryland @FCPSMaryland FCPSmaryland youtube.com/user/FCPSMaryland

“Like” FCPS on Facebook, follow us on Twitter and Instagram, subscribe to our YouTube channel, watch FCPS TV, visit fcps.org. FCPS meets our community’s digital needs with communication that not only informs but engages. Share what our students and staff accomplish. Learn about FCPS programs, events and job openings. FCPS posts news you can access – however you want it, whenever you need it. ★

## Parent-Teacher Conferences

Parent-teacher conferences can be scheduled anytime by contacting the child’s school counselor or a school administrator. Elementary and middle schools provide conference dates to assist parents in scheduling specific times to talk to their children’s teachers about questions and concerns or to share insights. Check the calendar on page 6 for schedule details.

Schools will provide appointment information as conference time approaches. There are no formal high school conference dates. FCPS encourages parents to contact the teacher directly as soon as any question or concern arises. Schoology is a great way to stay informed of your child’s progress on a daily basis. ★

## Senior Citizens/FCPS Retirees

FCPS retirees and guests age 60 or older are entitled to free admission, on a space-available basis, to FCPS-sponsored events such as concerts, plays and athletic events. *High school graduations and state-sponsored athletic playoffs are not included.* Refer to Policy 110. ★

## FindOutFirst Email

Get school news from the FCPS FindOutFirst service:

- Emergency closings
- Calendar updates
- School newsletters
- Board of Education action and much more.



Parent FindOutFirst accounts are created from the email address parents enter in the online Student Information Form at [www.fcps.org/forms](http://www.fcps.org/forms). This ensures delivery of the correct school and grade-level news. Log in at [www.fcps.org/fof](http://www.fcps.org/fof) to update your subscriptions for 2023-24. ★

**IMPORTANT:**

***Make sure your Student Information Form has your email address!***

FindOutFirst email delivers most routine FCPS news before other media, but email is not fastest in an emergency. FCPS uses **One Call Now** to send emergency texts and email. Emergency weather notices are also posted at [www.fcps.org](http://www.fcps.org) and via Facebook at FCPSMaryland and Twitter @FCPSMaryland. ★

### Gifts and Ethics Limits

***Reminder to Families and Employees***

We recognize that employees and parents alike wish to show gratitude and appreciation to staff, which can sometimes come by way of a gift. As public school employees, FCPS is governed by the State Ethics Law and Board Policy 109 *Ethics* which states gift limits are to be valued at no more than \$20. For more information on this, as well as exceptions that may apply, see Board Policy 109. ★

## Interpreting Services

FCPS strives to provide **English language interpreting** services to translate information from or to a foreign language for school-related meetings, with at least five business days’ notice. To request an English language interpreter, contact the child’s school. To request a written translation, please email the Multilingual Education Office at [translations@fcps.org](mailto:translations@fcps.org).

**Sign language interpreting** services are provided upon request, in accordance with the Americans with Disabilities Act, for all school-related events and functions of groups in partnership with FCPS. Any FCPS student, staff, family member or community stakeholder may request a sign language interpreter through the school hosting the event. Staff asks for 10 business days’ notice to guarantee service. ★

### Gifts for Education

**T**he Gifts for Education program provides an opportunity for charitable givers to help extend Frederick County Public Schools’ reach beyond normal budgetary limits.

Through contributions to the Gifts for Education fund, held at The Community Foundation of Frederick County, FCPS offers grants to schools to extend and enrich the curriculum. Grants awarded have provided many student-enrichment activities not funded through regular school budgets, such as innovative lab experiences, participation in a stock market game and creating a student art gallery. For a complete list of funds, visit [www.FrederickCountyGives.org](http://www.FrederickCountyGives.org).

Gifts to any fund are fully tax deductible as permitted by law. For more information, contact the Community Foundation, 301-695-7660, or visit [www.FrederickCountyGives.org](http://www.FrederickCountyGives.org). ★

## Student Success and Family Engagement

FCPS encourages students to take full advantage of challenging learning opportunities and to work hard to realize academic goals. Homework, quiz, project and test grades enable students to assess their individual progress in each subject. Parent-teacher conferences offer a helpful avenue for gauging student achievement. For more details about engaging with school staff regarding student performance and progress, contact your school.

Family and community engagement pay huge dividends in a child's education. Every school day, FCPS parents support learning, knowing it takes strong teamwork among teachers, families, community partners and schools to provide the education all children deserve. Serving every child, every day takes all of us working together.

### Help children succeed:

- ✓ Expect students to do their best in school
- ✓ Ask what they learned in class
- ✓ Encourage a growth mindset
- ✓ Provide space, time and materials for homework
- ✓ Ensure nutritious meals, physical activity and rest
- ✓ Read and talk with children about books
- ✓ Limit screen time
- ✓ Champion trustworthiness, respect, responsibility, fairness, caring and citizenship
- ✓ Keep informed and learn about the issues that affect education through conferences, notes, phone calls, newsletters, text messages, FCPS TV and www.fcps.org, which has links to FindOutFirst email, Facebook, Twitter, YouTube and Instagram.

### Parents, to get more involved:

- ✓ Come to school events
- ✓ Chaperone field trips
- ✓ Speak on career days
- ✓ Assist in classrooms
- ✓ Offer to help from home
- ✓ Volunteer time on a school's Improvement Planning Team or PTA
- ✓ Serve on a BOE, FCPS or PTA advisory committee
- ✓ Ask teachers how you can assist
- ✓ Stay in contact with your child's teacher(s)
- ✓ Know that you are an important member of our team.

## Business and community:

Business and community partners play a special role in FCPS by enriching students' education and experience. Partnerships generally fall into one or more of four categories:

1. Volunteering time and expertise as an in-school/classroom volunteer, guest speaker, competition judge, mentor or internship provider
2. Donating goods and services such as student-incentive coupons and certificates, books, surplus supplies, equipment, instruments and workplace tours
3. Providing financial resources directly to schools, via sponsorship, scholarship opportunities to students and staff, and donating to any of several FCPS funds through the Community Foundation of Frederick County
4. Advocating for education by joining advisory councils, serving on school improvement teams, speaking at public hearings and writing to newspapers and public officials.

For more information, contact the FCPS Public Affairs Department.

*For businesses and organizations offering discounts to staff, FCPS exclusively uses Deals4U, powered by Perkspot to communicate offers to employees. For more information visit: <https://www.perkspot.com/merchants/#contact> ★*

## Visit and Volunteer

Schools welcome visitors who want to learn more about our programs, meet staff and tour the facilities. When planning to visit a school, please arrange meetings and classroom visits in advance to be sure the time is appropriate. Upon arriving, use the main entrance buzzer system to state your name. Immediately register at the school office. Visitors are asked to present identification and must wear an FCPS-issued badge while on school property. For more about visiting schools, please see page 43.

We encourage family members and other citizens to lend a helping hand or share their expertise with students through our volunteer program or by serving on school system committees. Most schools have a Parent Teacher Association (PTA), which offers an excellent avenue for becoming involved in school life.

## Volunteer Process

The volunteer training process is automated and incorporated into the FCPS visitor management system (VMS). Schools have the ability to have volunteers participate in a training module on their time alleviating the need for in-school, staff facilitated sessions. This process standardizes the language and safeguards that all of the legal requirements are met. It also ensures consistency in the practices to protect the students, staff members, and school administrators.

The procedure involves a creation of a new account in the FCPS Volunteer Center, electronic consent and confirmation of disclosures including completion of a "YouTube" embedded video, and integration into the VMS via an upload completed daily.

### Individual Volunteer Responsibilities

1. FCPS.org and school websites have hyperlinks for the volunteer training and registration process. The links are located on the school websites under FCPS Links and under Quick Links on FCPS.org.
2. Volunteers should complete this process annually and a minimum of 24 hours in advance of volunteer opportunities.

### School Responsibilities

3. After completing the information, the school the applicant listed as their primary choice is notified of the request.
4. The Principal (or designee) must then access the volunteer information and either approve or deny the application.
  - a. Approved volunteers are then able to volunteer at the school (for that school year).

Please keep in mind, approved volunteer applicants need to present a state issued photo identification (license or ID card) upon their first visit (as a volunteer) to the school during the school year. This photo will be synced with the volunteer record in the FCPS VMS.

The volunteer application process will be required annually, and approval is only good for one school year (July 1st – June 30th). ★

# ADMISSION AND ATTENDANCE AREAS

## Enrolling a Student

FCPS provides free public education to eligible Frederick County students in accordance with Maryland Law. Students are assigned to schools based on the location of their homes.

To register a student, visit [www.fcps.org](http://www.fcps.org) or call and schedule an appointment with the office of the school your child will attend. If you are unsure which schools serve your residence, call the FCPS Student Services Department or visit <https://www.fcps.org/student-services/find-your-feeder-area1>.

FCPS may obtain discipline and expulsion records when a student transfers from another school system. The Superintendent may deny admission to a student who is currently suspended or expelled from another school system, for a period of time equal to the suspension or expulsion.

(Note: Maryland law requires that children ages 5 to 18 attend a school program.) See Policy 430 for more detailed information. ★

## Pre-Kindergarten

Frederick County Public Schools is committed to providing a variety of early childhood programs based upon the diverse needs of our families and students.

FCPS offers programs for students who are 3 and 4 years of age on or by September 1, 2023. Selection for programs is based upon income eligibility requirements or via a child's eligibility for classroom services per their Individualized Educational Plan (IEP). The Pre-K application window typically begins at all elementary schools and online in March.

All Pre-K programs for students who are 4 years old are full-day. Programs for students who are 3 years old are 2.5 hours and offered Monday-Friday.

For more information regarding eligibility criteria, please refer to <https://www.fcps.org/ece/pre-k>. ★

## Kindergarten

All FCPS kindergarten programs are full day, most starting at 9 a.m. and dismissing around 3:30 p.m.

To enter kindergarten this school year, a child must observe his/her 5th birthday on or before September 1, 2023. Whenever possible, parents are encouraged to register their

children well in advance of the first day of school so that schools and teachers are prepared to accommodate enrollment. Kindergarten registration typically begins at all elementary schools and online in April.

Parents who do not wish to enroll a 5-year old in a kindergarten or other approved program may request a 1-year waiver. At the end of the Maturity Waiver year, the student will enter kindergarten rather than 1st grade. For more information, contact the Early Childhood Education Office. ★

## Health Records

Health records help school staff support student needs. The following are required to enroll a student for the first time:

- Verification of all state-required immunizations, recorded on Department of Health and Mental Hygiene (DHMH) form 896.
- Documentation of a recent physical exam, recorded on the Maryland Schools Record of Physical Examination form.
- Pre-k and kindergarten enrollments also require a Maryland DHMH Blood Lead Testing Certificate if the child lives or has ever lived in an area that the Maryland Targeting Plan for Childhood Lead Poisoning has designated “at risk” (see the zip code list on the back of the form).

Lack of these records may cause delayed enrollment or exclusion from school. (See Policy 420 and Regulation 400-64 online.)

School offices have all required health forms and can provide further information. Forms are also available for downloading at [www.fcps.org/forms](http://www.fcps.org/forms). For assistance in getting immunizations or a physical exam, contact the school health room staff or FCPS Health Coordinator.

FCPS encourages medical and dental exams for students entering middle school to help identify health concerns that may affect educational performance. ★

## Interscholastic and Unified Sports

To participate in any try-out, practice or contest of a school team, FCPS requires that a student be examined and certified as physically fit. The examination shall be performed by a licensed physician, certified physician assistant under

the supervision of a licensed physician, or a certified nurse practitioner. To participate in interscholastic or corollary/unified sports activities, students must have the annual physical examination between April 1 and the first day of practice (August 9 for fall sports, November 15 for winter sports and March 1 for spring sports). Physical examinations cover one school year only. ★

## Insurance

FCPS does not have insurance coverage for students' personal property. Students are responsible for their personal property on the bus, in school and during school activities.

Limited student accident insurance may be purchased through a company approved to offer it through Maryland schools. A football accident policy is also available. Visit <https://www.bobmcloskey.com/K12voluntary/>. Before purchasing this insurance, you may wish to consult with your insurance agent to see if policies you already hold provide adequate coverage.

Note that FCPS does not endorse these programs and does not handle claims or associated problems.

The Frederick County Health Department's Health Care Connection can assist with health insurance needs through resources such as the Maryland Children's Health Program for children up to age 19 and pregnant women of any age from low to average income families. Call 301-600-8888. ★

## Multilingual Students

To enroll an international or multilingual student not yet able to speak English or a student with international or foreign transcripts that FCPS needs to evaluate for high school credits, please make an appointment with the FCPS International Office. For grades kindergarten and 1-8, call 240-236-8761 (Spanish: 240-236-8762). For grades 9-12, call 240-236-8765. Students whose primary language is not English will need to take a placement test to determine their level of English proficiency. See more about Multilingual Education Program (MEP) on page 30. For details, visit [www.fcps.org/student-services/enrolling-a-student](https://www.fcps.org/student-services/enrolling-a-student). ★

# TRANSPORTATION

## Bus Riders and Walkers

Parents are responsible for the transportation of students whose most practical, direct walking route to school is: 1¼ miles or less for grades pre-k through 5 (except at primary schools) and 1¾ miles or less for grades 6-12. For school bus riders, walking distance to the bus stop is no more than ½ mile. The Superintendent has authority to create regulations to allow exceptions in order to avoid unsafe walking conditions for students. Parents of students enrolled in a school outside the attendance area (out of district) are responsible for transportation. See Policy 441 for details: [www.fcps.org/policies](http://www.fcps.org/policies). ★

## Bus Riders

Students may ride only the school bus to which they are assigned. Inviting friends home via the school bus makes it difficult for schools and bus drivers to account for students and can cause bus capacity problems. In an **emergency situation only**, school principals may approve a parental request allowing a child to ride another bus. Bus drivers can honor the request only if they receive a parent note that is also signed/approved by the school administration. Transportation to jobs, social meetings, non-school sporting events or practice remains a parental responsibility.

Parents and guardians are, of course, welcome to transport their children to and from school.

At the end of the school day, should it be necessary for a bus driver to return a student to school for any reason, it is the school's responsibility to notify the parent or guardian.

FCPS is not responsible for personal items left on the school bus.

If you are unsure which bus your child should ride or of the bus stop location, call your child's school or the FCPS Transportation Department or visit [www.fcps.org](http://www.fcps.org). ★

## Concerns and questions

To resolve a transportation concern or question: 301-644-5389 or [Transportation@fcps.org](mailto:Transportation@fcps.org). ★

## At the Bus Stop

Parents are responsible for the safety and conduct of their children from the time the children leave home until they board the school bus or enter school property, and after they leave the bus or exit school property at the end of the day. However, students may be disciplined for misconduct at the bus stop if such conduct jeopardizes the safety of students or causes disruption to school operations (Policy 441).

- Students should be at the designated bus stop at least five minutes before the bus is scheduled to arrive.
- Students should act in a safe manner and stand well back from the roadway until the bus has come to a complete stop. Only then should they move toward the bus.
- While at the bus stop, students are expected to show respect for the property of citizens who live nearby. Rough play, shoving and pushing are not acceptable. Parents are legally responsible for their children at the bus stop and are also liable for any damage they cause.
- Students should get off the school bus only at their designated stops.
- When crossing the roadway to enter or exit a bus, students should walk approximately 10 feet in front of the bus and never behind it and cross only after the driver signals that all is clear.
- Once buses start moving during school dismissal, students are not to chase or attempt to board a bus.
- Students who miss the bus will need to find other transportation. ★

## On the Bus

School bus safety is a shared responsibility that depends upon the cooperation of students, parents, drivers and school officials. Bus transportation is an extension of the school day. FCPS will not tolerate students preventing drivers from doing their jobs or preventing other students from having safe transportation. Video cameras on buses record images and sound, enabling FCPS to document behavior that infringes on others; these cameras and recordings are kept secure by authorized FCPS personnel.

## Safety is a Priority – Students Must Obey the Rules:

- Follow the driver's directions the first time they are given.
- Stay in your seat at all times.
- Keep hands, arms, feet, legs and property inside the bus and to yourself, and keep your voice low.
- No eating, smoking, drinking or vulgar language.
- Do not block the aisles or exits.
- Only those large items that can be held safely on your lap, placed on the window side of the seat beside you or placed on the floor between your feet may be brought onto the bus. Items that are sharp-edged, glass or subject to spillage are not allowed. Animals, skateboards and scooters are not permitted.
- Students may use personal electronic devices on buses, in accordance with FCPS Regulations 400-8 and 400-18.

## Consequences:

- The driver will first give a verbal warning, using the student's name and the action for which the student is being warned.
- The driver then has the right to select and implement, in any order, one or more of the following actions: communication to parents, probation period and/or special seat assignment. Drivers are encouraged and have the authority to assign seats to students.
- A severe incident may call for a bus driver to refer the matter to the principal without taking the above steps.
- Suspension of school bus privileges may be the end-result for students who don't obey the rules.

For more information, please see Policy 441 and Regulation 200-14: [www.fcps.org/policies](http://www.fcps.org/policies). ★

## Transportation to Activities

Schools are required to use FCPS vehicles to transport students from school to school, from school to extracurricular activities and on field trips. With written permission from parents, principals may allow students to travel in vehicles driven by FCPS employees or authorized parents or, in the case of high school students, to drive themselves. Students may not travel to school-sponsored activities in vehicles driven by other students. ★

## SCHOOL MEALS

All Frederick County public schools offer nutritious breakfast, lunch and à la carte items approved by the U.S. Department of Agriculture. Students may also bring lunch from home. To find out what's on the menu, visit [www.fcps.org/meals](http://www.fcps.org/meals) and click "Menus."

Prepaying for meals is timesaving and easy. Pay directly by credit card, debit card or checking account to your school cafeteria via <https://linqconnect.com>, your online portal to track purchases and get convenient low-balance email alerts so you can add money before it runs out. You can also send cash or a check payable to the school cafeteria (ex. Hillcrest Elementary Cafeteria) with your child to the teacher, front office or cafeteria staff; the cash or check will be added to the student's account. There are no fees charged to place money on a student meal account.

### Full-price meals

Breakfast:	\$1.60 elementary
	\$1.85 middle/high
Lunch:	\$2.65 elementary
	\$2.90 middle/high
Milk:	60 cents

Free and reduced-price meals are available to families who qualify. Eligibility is based on family size and income guidelines developed annually by the U. S. Department of Agriculture or by direct certification based on qualifying state and federal programs. Meal Benefit Applications are online at <https://linqconnect.com>. Families who wish to be considered should promptly complete an online application. Only one application per family is required and should include all family members living in the same household and all students even if they go to different schools. A new Meal Benefit Application is required every year. An application can be completed anytime during the school year. FCPS Food and Nutrition Services will notify families of their eligibility status. ★

### *Food Allergies, Sensitivities and Special Needs*

Nutrition facts and allergen information are online at [www.fcps.org/meals](http://www.fcps.org/meals). If your child has a food allergy or sensitivity, please ask your child's healthcare provider to complete the Food Allergy and Sensitivity Form available at [www.fcps.org/forms](http://www.fcps.org/forms). Return it to the school health room. ★



### *When Schools Are Closed*

FCPS will serve free, hot lunches from 11 a.m. – 1 p.m., starting the 3rd consecutive day of school closure due to inclement weather, if buildings are accessible to FCPS staff. Participants must be 18 or younger; they do not have to be FCPS students. Sites are Ballenger Creek Elementary, Hillcrest Elementary, Monocacy Middle, Walkersville Middle and Waverly Elementary.

FCPS also serves breakfast and lunch at no cost during the summer to children 18 years and younger. Summer sites vary. See locations and hours of operation at [www.fcps.org/meals](http://www.fcps.org/meals).

For more information visit [www.fcps.org/meals](http://www.fcps.org/meals) or contact the FCPS Food and Nutrition Services Department.

FCPS is an equal opportunity provider. ★

# GENERAL EDUCATION PROGRAMS

## Elementary School

Elementary schools typically encompass grades kindergarten through five, generally serving students ages 5 to 10. All FCPS schools offer full-day kindergarten. Some elementary schools offer pre-kindergarten programs (see pages 22 & 52-53). In a few areas, elementary schools accommodate grades 3–5, while nearby primary schools serve pre-k through grade 2. The classroom teacher is responsible for most student instruction, including mathematics, English language arts, social studies and science. Other faculty who specialize in teaching art, English learners, health, library media services, music, physical education and special education also support the educational program. Social emotional learning is an important part of the general education program and is led by school counselors and teachers. ★

## Middle School

Middle schools include grades 6, 7 and 8 and are designed to provide a nurturing yet rigorous academic environment for all students between the ages of 10 and 14. This generation of middle school students will live and work in an increasingly interdependent, global society. To do so successfully, students will need to be culturally competent; critical, creative thinkers; and skilled problem solvers. With this in mind, FCPS has developed a middle school program of studies designed to promote:

- Academic Excellence — challenging all students with robust curriculum, instruction, assessment and supports needed to meet rigorous achievement standards
- Cultural and Developmental Responsiveness — creating learning communities of adults and students in which stable, close and mutually respectful relationships support the intellectual, ethical and social growth of all students
- College and Career Readiness — providing a variety of experiences encouraging students to begin to look to their future to explore career options, including Science, Technology, Engineering and Mathematics (STEM) jobs, and preparation necessary to produce high-quality work and achieve success in the world of college and work.

In addition to the core subjects of language arts, mathematics, science, and social studies, middle school provides students with a variety of fine and practical arts courses as well as the opportunity to study a world language. The program also includes:

- Academic supports for students not meeting grade-level standards in reading and mathematics
- Extension activities for students who demonstrate the need for further challenge
- Multiple learning and teaching approaches to meet the needs of all learners
- Access to guidance and support services that promote health and wellness.

Without question, the time period between 10 and 14 years of age is one of incredible growth and change. In supporting children through this crucial developmental stage, it is important to have a strong partnership between home and school.

If you have questions, please visit the Middle School page at [www.fcps.org](http://www.fcps.org) and/or contact your child's principal. ★

## High School

Students in grades 9 to 12 attend one of 10 comprehensive high schools or are enrolled in the Remote Virtual Program. (Academies and Signature Programs available to students are listed on page 30.) Students are required to earn 26 credits to graduate (see page 36 for details).

The mission of the public high school is to challenge and help students grow intellectually, personally and socially. FCPS strives for students to become college and career ready by offering multiple pathways towards advanced coursework and programming, as well as, support pathways. Graduates should be able and willing to take the appropriate first steps into a chosen field of work or study, to act responsibly as citizens and to enjoy a productive life. FCPS strives for students to become college and career ready by offering multiple pathways towards advanced coursework and programming, as well as support pathways.

In addition to a wide range of courses available at the local high school, students may attend classes at the FCPS Career and Technology Center and through the Frederick County Virtual School, participate in work-study programs, internships and apprenticeships, and enjoy a variety of extra-curricular activities. Qualified students may also enroll at local educational institutions, such as Frederick Community College. Counselors meet with high school students and incoming freshmen at least once a year to evaluate and plan course schedules. ★

## Career and Technology Center (CTC)

The CTC is a specialized FCPS high school offering 27 career preparatory programs, and open to students in grades 10-12 who have demonstrated good attendance and met other requirements. Programs include:

- Academy of Health Professions/Medical Assisting
- Academy of Health Professions/Nurse Assisting
- Advanced Web Design and Animation
- Agribusiness
- Architectural Computer-Aided Design (CAD)
- Automotive Technology
- Baking and Pastry Arts
- Biomedical Science
- Carpentry
- CISCO Networking Academy
- Collision Repair
- Computer Technician/Analyst
- Cosmetology
- Culinary Arts
- Dental Assisting
- Digital Design and Printing Methods
- Electricity
- Engineering Computer-Aided Design (CAD)
- Environmental Landscape Design and Management
- Heating, Ventilation, Air Conditioning and Refrigeration, and Plumbing
- Homeland Security/Criminal Justice
- LINUX
- Physical Rehabilitation
- Security +
- Teacher Academy of Maryland
- TV/Multimedia Production
- Welding: Agricultural and Commercial Metals Technology

Most programs require two years, and many prepare students for national and state certification and offer college credits. Visit <https://education.fcps.org/ctc> for details. To apply, contact the high school counselor. ★

## Career and Technology Education

Career and Technology Education (CTE) gives students a head start on college and careers in high-skill, high-wage and high-demand occupations. Students completing both the academic requirements and a CTE program of study have the advantage of graduating from high school prepared for college and the workplace. CTE students are able to earn college credits and industry certifications to give them an extra opportunity after earning their diplomas. ★

### Frederick County Virtual School (FCVS)

FCVS provides blended online courses for high school course credit through multiple supplemental programs and a remote learning option through the High School Remote Virtual Program. Students can take additional courses while enrolled at their home school or enroll full time. All instructors are highly-qualified FCPS teachers with special training in working with students in a virtual setting.

More information is available from your school counselor or visit the FCVS website at <https://edu.fcps.org/fcvs/> to download and view pre-registration forms, synchronous meeting schedules, any associated registration fee, and lists of potential course offerings. ★

### FCPS Remote Virtual Program

Frederick County Public Schools (FCPS) offers a high quality remote learning experience for third through twelfth grade students. FCPS teachers, utilizing the FCPS curriculum, instruct students in a remote learning setting that includes regular live *synchronous* and *asynchronous* learning opportunities. Families are required to submit an application for enrollment.

#### Definitions

- **Synchronous learning:** remote learning that happens in real-time with the interaction between the teacher and students and occurs in a virtual classroom setting. This can also include assessments, office hours, meeting with teachers, guided discussions, teacher-led group discussions, etc.
- **Asynchronous learning:** independent learning time that happens apart from synchronous learning. This can include digital platform instruction, pre-recorded video lessons, assigned readings, independent practice, paper/pencil learning activities and posted assignments.

The Remote Virtual Program (RVP) follows the academic calendar approved by the Board of Education of Frederick County. Students enrolled in the RVP attend live classes daily and have

opportunities to participate in most extracurricular activities offered at their home school. At the high school level, RVP students also have opportunities to participate in athletics.

When deciding on whether to enroll your child in the FCPS RVP, parents and students should consider whether or not this is the best educational model for their particular situation. Students who thrive in a remote learning environment demonstrate certain traits and habits. The following are examples of traits that are emerging in the youngest remote learners and are regularly demonstrated by successful middle and high school remote learners:

- Ability to work independently
- Enjoy reading to learn
- Commitment to attend classes daily and actively participate
- Willingness to ask questions
- Willingness to take advantage of available support
- Ability to self-reflect.

## Remote Virtual Programs

### High School

RVP high school students are expected to complete the required courses, sequences of courses, and credits in order to graduate as outlined in the *High School Course Planning Guide* found here: <https://www.fcps.org/academics/high-school-course-guides1>. Students must earn the required number of credits in order to be promoted to the next grade. Similar to traditional high schools, if the course enrollment is low, some courses may not be offered in the RVP. High School RVP course options can be reviewed on the High School RVP website at <https://edu.fcps.org/hsbvp>. Additional course offerings through the Frederick County Virtual School (FCVS) may be utilized to meet student needs. RVP counselors are available to support students in tracking and monitoring course progression and course selections.

### Grades 6-8

RVP middle school students' (grades 6-8) schedules include: Language Arts, Math, Science, Social Studies, and PE/Health. Sixth and seventh graders are scheduled into one year-long elective and two semester-long exploratory classes. Eighth graders will also be scheduled into two elective courses. See the *Middle School Course Guide* found here: <https://www.fcps.org/academics/middle-school-academics>. The following electives are NOT offered in the MSRVP: Beginning Band, Band, Orchestra, Music



Performance Lab, Theater Arts, Chorus, Technology Exposition, and Pre-Engineering. Daily afternoon Power Blocks during the school day provide time for all students to access tutoring, enrichment, and teacher office hours.

Students are grouped in classes utilizing a cluster grouping model and instructed at their ability level, including identified gifted and talented and Highly-Able Learner (HAL) students. Courses are not designated as grade-level or honors, however, all advanced math courses are offered to qualified students.

### Grades 3-5

Elementary School students (grades 3-5) are scheduled to participate in: Language Arts, Math, Social Studies, Science, PE, Music, Art, Media, SEL (Social/Emotional Learning) and Chips. Chips block is a dedicated instructional block that is embedded into our master schedule where students receive small group personalized instruction. ★



## Work-Based Learning

The Work-Based Learning Coordinator in each high school supervises these programs:

**Apprenticeships** FCPS offers the Maryland Youth Apprenticeship “Earn and Learn” Program. Participating students work during the summer after the junior year and during the senior year in a state-approved industry. They work with a mentor to learn valuable skills and earn industry credentials and high school credit.

**Internships** provide opportunities for seniors to work with a mentor to gain valuable experience in the student’s career pathway. The student earns high school credit but is typically not paid. Many internships are highly competitive, so students should contact their school’s Work-Based Learning Coordinator in the fall of their junior year to express interest.

**Work Study** provides a smooth transition into the world of work. Students participate in two high school *Career, Research and Development* courses to build valuable skills while holding a job in the community. They are able to earn high school credit, and the employer pays them. Eligible 12th grade students may spend a half day in classes and a half day on the job. ★

# SPECIAL EDUCATION PROGRAMS

## Special Education

The Special Education Program serves the instructional needs of eligible students with educational disabilities that affect their educational performance from age three through the school year in which the student reaches age 21. Priorities are to identify students with disabilities, provide proper evaluation and, with parents, make decisions regarding appropriate instruction through an Individualized Education Program (IEP) team process.

Students receive services in the least restrictive environment. A small percentage of students with disabilities are educated in special day settings, and a very small number require private placement outside the public school system. Extended School Year services are available for eligible students as determined by the school IEP team.

Every Frederick County public school has an IEP team that determines a student's eligibility for special education and related services. In addition, the team follows the process of developing IEPs for eligible students, determines services required to implement IEPs, and makes recommendations for the students' programs and placements. Parents are invited and encouraged to participate in IEP team meetings. A separate county-level IEP team reviews cases that are referred by local schools whose existing staff and resources cannot meet students' needs.

For more information, contact the Department of Special Education at 301-644-5281 or email [specialeducation@fcps.org](mailto:specialeducation@fcps.org) and/or visit [www.fcps.org](http://www.fcps.org). ★

## Child Find Services

Child Find is the process for screening, evaluating and identifying all children from birth through age 21 who are suspected of having an educational disability. Parents who suspect their child may have an educational disability should speak with staff at the child's school. If a child is 2 years, 9 months or older and not enrolled in FCPS, parents should contact the Child Find Office at 301-644-5292 for preschoolers and 301-644-5003 for school-age students. The Frederick County Infants and Toddlers Program, 301-600-1612, has information regarding the Child Find process for children younger than 2 years, 9 months. ★



## Expressions

Expressions provides integrated and enhanced special education supports for students with functional communication needs. Students are provided with a variety of communication methods as they develop verbal speech and/or a functional communication system in a small, structured classroom with opportunities for inclusion also provided. The program uses a variety of instructional strategies and evidence-based practices, including principles aligned with Applied Behavioral Analysis. Programs are staffed with a high adult-to-student ratio.

Students work on the Essential Elements of the Maryland College & Career Readiness Standards, adaptive, self advocacy, life and functional communication skills. Students pursue a High School Certificate of Completion and graduation status is reviewed annually beginning in third grade. ★

## Infants and Toddlers Program

This interagency program provides early-intervention services for children ages birth to three with developmental delays and disabilities. There is an option to extend services until the beginning of the school year following the child's 4th birthday. Services are provided during naturally occurring daily routines. Services address each family's unique priorities for their child in areas such as social relationships; using knowledge and skills (reasoning, problem solving, early literacy and math skills); and taking action to meet needs (feeding, dressing, self-care and following health and safety rules).

Early-intervention experts assist families in knowing their rights to services, communicate with people who work with the child and family, and help the child develop and learn. Services are provided at no cost. The Frederick County Health Department is the lead agency, working with FCPS, the Frederick County Department of Social Services and Maryland School for the Deaf. For information, call the Frederick County Developmental Center, 301-600-1612. ★

## Learning for Life

Learning for Life provides integrated support to students with a variety of developmental and cognitive disabilities in a small, structured classroom with opportunities for inclusion with non-disabled peers, as appropriate. Students learn functional academic and life skills and receive instruction in modified Common Core Standards. After 3rd grade, students pursue a High School Certificate of Completion. Graduation status is reviewed annually. ★

## Partners for Success/ Family Support Services

Partners for Success is a resource center for families and schools. During the school year it serves families and educators of children with disabilities ages 3-21. The center seeks to increase parental involvement in the special education decision making process, provide information and resources about disabilities and community services and increase collaborative relationships through workshops and training. For more information, visit [www.fcps.org](http://www.fcps.org) under "Academics." FCPS sends FindOutFirst emails about workshops and fun family events to subscribers who select Special Education news as an area of interest. ★

## Pyramid Program

The Pyramid Program provides integrated support to students with significant social and emotional needs. Intensive special education and therapeutic services are provided in a small, structured setting within a general education school. Students have opportunities for inclusion in general education classes with non-disabled peers, as appropriate and most are pursuing a high school diploma. ★

## Responsive Interventions for Student Excellence (RISE)

The RISE Program is a collaborative effort between the Sheppard Pratt Health System (SPHS) and FCPS designed to assist students with autism spectrum disorders, emotional disabilities or other appropriate disabilities. Based at Hillcrest Elementary, the program serves up to 10 students in grades 1-5 expected to earn a high school diploma. The Frederick County curriculum is the basis for instruction. SPHS provides support services while FCPS provides classroom space, materials and access to general and special education resources. ★

## Rock Creek

Rock Creek is a special education day-program that serves diverse functional academic, medical and behavioral needs, as appropriate, for students ages 3-21 who have significant cognitive disabilities and are working on a Maryland High School Certificate of Completion. While there is an emphasis on functional academics, instruction is also based on the Maryland College and Career-Ready Standards. Communication, decision-making, interpersonal, career/vocational, recreational/leisure and community-based skills as well as other IEP needs

are addressed, as appropriate. Related services may include adapted art, music and physical education, assistive technology, occupational and physical therapy, and hearing, vision and speech/language services.

Rock Creek works closely with the Arc of Frederick County, the Frederick County Developmental Center, and the Division of Rehabilitative Services and Developmental Disabilities Administration to coordinate services for students and their families. For more information, see [www.fcps.org](http://www.fcps.org). ★

## Special Education Citizens Advisory Committee (SECAC)

The Frederick County SECAC represents the interests of students with disabilities. SECAC works in collaboration with students, families, staff and the community to advise the FCPS Department of Special Education and Board of Education. Meetings are open to the public. New members are solicited each year. ★

## Special Education Pre-Kindergarten

Based upon children's needs, students ages 3-5 may require support through an inclusive special education pre-k classroom. Inclusive pre-k classes educate all students using academic standards while implementing Individualized Education Programs (IEPs) for eligible children who have been identified with a disability. Participation in this program provides opportunities for all students to strengthen their social and academic skills through an inclusive preschool setting. ★

## SUCCESS Program

The SUCCESS Program is a transition-education program for students ages 18-21 who have an IEP and are pursuing a Maryland High School Certificate of Completion. Students considered for the program have completed at least four years in a comprehensive high school, have had work experience and exhibit potential for competitive employment. The program focuses on developing functional academics and skills for independent living and offers students a range of employment opportunities. ★

### IMPORTANT:

See page 42 regarding retention of special education records.

# ADDITIONAL EDUCATION PROGRAMS

## Academic Intervention

In addition to current grade-level instruction, FCPS offers a multi-tiered system of academic supports to address student skill gaps to promote academic success. The goal is to accelerate learning to help students meet grade-level standards as quickly as possible. ★

## Advanced Academics

FCPS is committed to addressing the individual needs of all students, including those who are academically advanced or who are identified as gifted and talented. Universal screening of students for gifted and talented services occurs during Grades 2 and 5. A multi-faceted, ongoing identification process – which includes measures of ability, performance and potential – ensures that the needs of advanced/gifted and talented learners are considered throughout a student's schooling.

Students with outstanding capabilities and/or specific academic aptitudes participate in accelerated and extended-learning opportunities at elementary, middle and/or high school levels. Advanced-level offerings are designed to increase the essential curriculum's depth and complexity. During grades PreK-2, lessons to identify and develop specific abilities at the primary grades are delivered to all students through the Primary Talent Development Program known as GEAARS: Growing Elementary Advanced Academics Readiness in Students. All elementary schools have access to resources that deepen student learning at any grade. Students with specialized advanced academics needs, based on demonstrated readiness or gifted and talented identification, may be cluster grouped. Teachers of advanced and gifted and talented students work with Advanced Academics Teacher Specialists to implement specially-designed modules and other resources for English language arts and math.

Advanced Academics services extend to the secondary level. Every middle school offers individual, small-group, whole-class, and schoolwide differentiation and enrichment opportunities through its advanced academics specialist. Middle schools assign identified advanced/gifted and talented students to the Grades 6-8 FCPS Highly Able Learner (HAL)

Program in language arts, math, science and/or social studies. The HAL Program uses a cluster group model within the classroom to provide academic challenges for advanced and gifted students. The HAL Program addresses students' domain-specific strengths by striving to meet advanced academic needs in specific subject areas. Placement is determined when students transition from elementary school or enroll in middle school. Further, upon entrance to Grade 9, students are reviewed for placement in honors-level coursework, which is available in every high school. Additional advanced-level options include Advanced Placement courses, Dual Enrollment, Career Technology Education (CTE) courses, independent study and internships; or International Baccalaureate courses at Urbana High School. ★

## Articulated Credit

Through agreements with various post-secondary institutions, the FCPS Articulated Credit program is an opportunity for students to earn college credit for certain high school classes in which they achieve a grade of "B" or better. A list of qualifying courses can be found on the FCPS website <https://www.fcps.org/academics/files/documents/ArticulationAgreement.pdf>. For more information, contact the school counseling office. ★

## Community Pre-K Program Options

Additional state funded Pre-K seats for 3 and 4-year-olds are available at The Learning Bee. For additional information please see their website located at <https://thelearningbee.com/>. ★

## Dual Enrollment

FCPS partners with Frederick Community College to offer Dual Enrollment programs that allow high school students to enroll in college classes and earn college credits at no cost for tuition, books or fees. Programs include High School Based, Open Campus, Career Pathways and Early College. Information about Dual Enrollment is online at [www.frederick.edu/de](http://www.frederick.edu/de). Students can also see a school counselor for details about the programs and a Dual Enrollment Participation Form. ★

## Earth and Space Science Laboratory/Ausherman Planetarium

The Earth and Space Science Laboratory/Ausherman Planetarium (ESSL) is across from Lincoln Elementary School. All first through fifth grade students and certain middle and high school classes visit the lab to experience unique, innovative programs that extend learning, encouraging students to think, question, wonder and dream. Planetarium programs are open to the public on select dates; see calendar pages and [www.fcps.org/special-programs](http://www.fcps.org/special-programs) for details. ★

## Health Education

The health curriculum provides factual, sequential, age-appropriate information to assist students in gaining knowledge and skills that will lead to health literacy. It includes family life and human development, sexual abuse and violence prevention, HIV & AIDS, substance-abuse prevention: including opioids and fentanyl, mental health, nutrition, and fitness, all with an emphasis on teaching skills.

Family life program topics include physical and emotional maturation, reproduction, physical and sexual abuse, sexually transmitted infections, and information on pregnancy prevention with emphasis on abstinence.

A Family Life Advisory Committee, with representation from parents and community members of all Frederick County feeder schools as well as local health education professionals, reviews curricular and instructional materials related to family life lessons and other topics.

Substance-Abuse Prevention education is provided to students from kindergarten through 12th grade. ★

## Heather Ridge School

Heather Ridge School is an educational program that provides a temporary alternative to the traditional school. The structured environment, with additional therapeutic and behavioral staffing, makes Heather Ridge a supportive environment for students to practice skills for academic, behavioral and emotional growth. Students, families and staff work collaboratively to set goals and develop skills that will enable students to make choices that will positively impact their educational careers. ★

## High School Academies and Signature Programs

The following are available to students countywide at the high schools listed. Out-of-district students must provide their own transportation, and enrollment may be limited. For more information, contact the school counseling office.

### Academies

**Academy for the Fine Arts:** Governor Thomas Johnson

**Navy Junior ROTC (NJROTC) Academy:**  
Governor Thomas Johnson

**Project Lead the Way – Biomedical Sciences:**  
Career and Technology Center and Tuscarora

**Teacher Academy of Maryland:**  
Career and Technology Center

### Signature Programs

**International Baccalaureate Academy (IB):** Urbana

**Leadership Program:** Oakdale

**Pre-Engineering Program:** Oakdale

**Project Lead the Way – Pre-Engineering Academy:**  
Linganore (Civil), Tuscarora (Computer Integrated Manufacturing) and Walkersville (Aeronautical) ★

## Judy Center

Through a combination of free high-quality educational experiences and comprehensive family services, the Judy Center prepares the youngest children for academic success in school. Families living in the Butterfly Ridge, Hillcrest, Lincoln, Monocacy and Waverley school districts with a child from birth to 5 years old are eligible for services. For more information, contact the Judy Center staff in any of the five schools. See page 54. ★

## Linking Youth to New eXperiences (LYNX)

At Frederick High, with supportive business and community partnerships, LYNX is an innovative approach to high school education offering highly individualized Student Success Plans that provide flexibility in meeting academic goals. See [www.fcps.org/lynx](http://www.fcps.org/lynx). ★

## Multilingual Education Program

The primary goal of the Multilingual Education Program (MEP) is advancing the academic language development and academic achievement of its Multilingual Learners (MLs). Educating this student population is a collaborative effort among all FCPS staff members. ML educators use the World Class Instruction, Design and Assessment (WIDA) English Language Development (ELD) Standards to help students learn English as quickly as possible. The standards represent the social, instructional and academic language that students need to engage with peers, educators and the curriculum in schools. ★

## Online Resources

School library media specialists provide students with credentials for home access to resources that have focused, reliable, age-appropriate and up-to-date information. Access to these resources and the Public Access Catalog (PAC) is provided on every school's library media center webpage.

Look for Library Media Services under Academics at [www.fcps.org](http://www.fcps.org), where you'll find links to: Britannica, Gale, Student Resources in Context, Learn 360 and more. Click on the link "You See More" to search for resources in your school's library media center. ★

## Outdoor School

Outdoor School is a part of the FCPS grades 5 and 6 science curriculum. At each of these grade levels, students participate in a two-day, out-of-school study at points of interest in and around Frederick County. Earth systems and geology are the focus for grade 5, with ecosystems and their interdependence the focus for grade 6. Both programs incorporate science, technology, engineering and math (STEM) activities. For more information, call the Outdoor School teacher specialist. See page 54. ★

## Public Charter Schools

A public charter school functions as a unique public school authorized by the Board of Education to operate with its own governance and instructional design. Educational achievement is measured against the same performance standards used by the local and state boards of education. Students enrolled in the public charter high school are required to meet the state and systemic graduation requirements. Public charter school staff members are FCPS employees, and the school's administration reports to the Superintendent. For more information, read the Board of Education of Frederick County Public Charter Schools Policy 440 online at [www.fcps.org/policies](http://www.fcps.org/policies) or get a copy by calling the FCPS Legal Services Division.

FCPS opened Maryland's first public charter school in September 2002. To learn more about FCPS charter schools, please use the directory listings on page 52. ★

## Summer Sessions

FCPS offers summer programming each year. Some programs target support and enrichment opportunities for elementary and middle school students, while summer opportunities may be available to secondary students who need to repeat a course or earn course credit in their pathway. High school students can make up a failing grade, have an opportunity to improve a previously earned grade or take an additional course for credit. Summer offerings vary year to year depending on enrollment, teacher availability, overall program needs and resources. Information about courses, locations and fees is available in the spring from school counselors. ★

# HOMWORK

## Purpose

The purpose of homework is to provide students with opportunities to do one or more of the following learning strategies:

- Practice – The student refines and strengthens skills previously taught in class.
- Prepare – The completion of this type of assignment makes the next day's lesson more meaningful and easier to master. The flipped classroom and preparatory reading assignments are examples of this type.
- Apply – Successful completion of the assignment requires coordinating and combining several skills and concepts. This type requires more time and a greater variety of resources.
- Extend – This is the application of skills and concepts to more complicated situations. It requires a higher level of thinking skills, problem-solving and use of abstract ideas. Short essays, projects, and reports are examples of this type.

When assigning homework, teachers should help their students to:

- See the relationship of their homework to intended learning objectives
- See meaning in their assignments
- Have a clear understanding of the procedures and due dates
- Understand how their homework is evaluated
- Understand how they can use feedback on homework to improve understanding
- Understand the purpose of assignments and how they connect to classroom learning. ★

## Homework Guidelines

- High Schools – No more than two (2) hours of homework per night for combined subjects.
- Middle Schools –
  - Grade 6: No more than 60 minutes per night for all combined subjects.
  - Grades 7 – 8: No more than 75 minutes per night for all combined subjects.
- Elementary Schools –
  - PreK – Grade 3: Since research shows that homework is not as beneficial for students in these grades as it is for older learners, teachers should use discretion in assigning homework.
  - Grades 4 – 5: No more than 45 minutes of homework per night for combined subjects.
- Accommodations – Classwork and homework accommodations must be provided in accordance with a student's IEP and Section 504 Plans. ★

## Unsure About Your Homework Assignment?

Check with your teachers in advance to learn the best way to get homework assignments in case you are absent or miss the information during class. Teachers have different homework policies and procedures: Make sure you know what they are!

- Call a classmate who is dependable about homework.
- In the event of a long-term absence, communicate with your teacher via phone, email or notes to keep pace with assignments.
- Some teachers post assignments to the FCPS learning-management system (LMS), Schoology (links are provided at [www.fcps.org](http://www.fcps.org)). ★

## Homework Pointers

### For Students

- Accept responsibility for completing your homework.
- Establish a regular routine to work on assignments.
- Be prepared to submit homework on the date it is due.
- For long-term projects, plan ahead and use your time wisely so you won't have to rush at the last minute.
- If absent from class, be responsible for completing the homework assignments you missed.
- Inform your teachers about your homework load assigned by other teachers so they can assist with deadlines and due dates.

### For Parents

- Create a home environment that makes studying each night a priority.
- Provide necessary supplies.
- Set and maintain a daily homework time.
- Help your child establish a system for recording assignments and organizing materials so they are easy to locate at home and at school.
- Help in organizing class notes and notebooks.
- Help your child plan an order of study. For example, save the most enjoyable study until last, take breaks and use a timer to segment tasks.
- Encourage a buddy system to get homework when absent from class.
- Communicate with your child's teacher when you have questions or concerns about homework assignments.
- Provide praise, support and assistance when appropriate. ★

# REPORT CARDS AND ACHIEVEMENT

## Report Cards and Interim Reports

Report cards are issued four times during the year to communicate students’ term grades and other classroom achievement information. Interim reports may be issued between report cards and at any time throughout the year to notify students and parents about a significant decline or improvement in performance or to indicate a unique problem that may require attention. Parents or guardians must sign and return interim reports of unsatisfactory or declining performance within five days. Important 2023-2024 dates for each term are listed below:

<b>Term 1</b>	
Mid-Term	September 22
Interims Issued	October 4
Term Ends	October 26
Report Cards Issued	November 8
<b>Term 2</b>	
Mid-Term	December 1
Interims Issued	December 12
Term Ends	January 12
Report Cards Issued	January 30
<b>Term 3</b>	
Mid-Term	February 16
Interims Issued	February 28
Term Ends	March 21
Report Cards Issued	April 10
<b>Term 4</b>	
Mid-Term	May 2
Interims Issued	May 13
Term Ends	June 5-June 12
Report Cards Issued**	June 12*

\*Elementary report cards are issued the last day of school.  
 \*\*For high school students taking biology and government end of course assessments, their report cards will be issued once scores are received from the state (approximately 3 weeks later).

All dates may change due to school closings. ★

## Grades Online

FCPS uses the Schoology learning management system for access to elementary, middle and high school grades from any internet-connected device. After grading and entering assignments and assessments, both the student and parents can view grades in the Grade Report screen. Schoology organizes data for convenient online viewing. Parents/students can sign up for timely notifications via email or text message about student progress. ★

**HELP PREPARE YOUR CHILD FOR SUCCESS**

- ★ **Let your child know you expect high achievement in school.**
- ★ **Stay in touch with your child’s teachers via Schoology, email, phone or conference.**
- ★ **Read and write together, and make books part of everyday family life.**
- ★ **Provide a comfortable place for studying.**
- ★ **Show an interest in your child’s school activities; ask your children what they are learning.**
- ★ **Learn about the issues that affect your child’s education and health.**
- ★ **Champion the character attributes that build better citizens and a better society: trustworthiness, respect, responsibility, fairness, caring and citizenship.**

## The Health-Learning Link

The academic success of America’s youth is strongly linked with their health. In turn, academic success is an excellent indicator for the overall well-being of youth and a primary predictor of adult health, according to the Centers for Disease Control and Prevention (CDC).

Recognizing the strong link between health and learning, FCPS has adopted a wellness regulation and works with the state-mandated School Health Council to provide a forum for discussion among school and community members representing diverse interests, opinions and values within Frederick County. The Council provides school guidelines regarding the components the CDC identified for a Whole School, Whole Child, Whole Community initiative:



Physical fitness, health sustaining nutrition, appropriate sleep and positive attitudes lead to higher levels of attendance and academic performance and lower levels of anxiety, stress and illness in children. Schools are one place where children develop life-long habits and where all are afforded equal access to nutritious meals and physical activity. Schools also link parents and community members to resources for promoting a healthy lifestyle.

For more information, see Policies 316, 409 and 505 and Regulation 400-82 and/or contact the FCPS health specialist. ★

# TESTING

## Local Assessment Programs

FCPS uses a variety of tools and instructional strategies to observe and analyze how students are performing on their enrolled grade-level curriculum. Curricular expectations are monitored formally and informally through assessments, quizzes, assignments and conferencing with students about their progress. Based on these measures, instruction is modified and refined to support student needs towards mastery of Maryland College and Career-Ready Standards. Local assessment includes required and optional assessments that teachers select to assist with identifying and closing gaps in achievement, ensuring equity in instruction and informing strategies to increase performance across all student groups. For details, please see Regulation 500-26. ★

## State Assessment Programs

The Maryland Comprehensive Assessment Program (MCAP) encompasses all state assessments and is designed to provide information that helps strengthen instruction and improve performance so that graduates are ready to move into the workforce or postsecondary studies.

## English Language Arts/Mathematics Assessments

The English Language Arts and Literacy and Mathematics assessments are given toward the end of the school year for students in grades 3 through 8. For students taking high school courses, English 10 and either Algebra 1, Algebra 2, or Geometry are administered near the completion of instruction. The results of these assessments are used in the Every Student Succeeds Act (ESSA) accountability reporting. English 10, Algebra 1 & 2, and Geometry are also College and Career Ready (CCR) assessments.

For the English Language Arts and Literacy assessment, students read literary and informational passages from published texts as well as engage in multi-media such as video or audio pieces. Students demonstrate their reading comprehension through written responses as well as demonstrating their knowledge of the conventions of English.

For mathematics, students solve multi-step problems that require reasoning and address real-world situations. This type

of solving requires students to reason mathematically, make sense of quantities and their relationships, in order to solve logistical problems, and show their understanding.

Alternative assessments in these two content areas are designed to measure academic content that is aligned to and derived from Maryland content standards. They support alternative learning outcomes and are administered to students with significant cognitive disabilities. These assessments are given in grades 3-8 and 11.

## Maryland Integrated Science Assessment (MISA)

The Maryland Integrated Science Assessment (MISA) is designed to meet federal testing requirements for grades 5 & 8. MISA exams measure content aligned to Maryland science standards. The results of these assessments are used in the Every Student Succeeds Act (ESSA) accountability reporting.

The alternative assessment in Science is designed to measure academic content that is aligned to and derived from Maryland content standards. It supports alternative learning outcomes and is administered to students with significant cognitive disabilities. These assessments are given in grades 3-8 and 11.

## Maryland Social Studies Assessment

The Maryland Social Studies Assessment is given to 8th graders in May to measure student knowledge of United States History from 1763-1890.

## Government & Life Science Maryland Integrated Science Assessment (LS MISA)

The Government and Life Science MISA are state-level, end-of-course exams that measure content standards that prepare students to compete in the workplace and post-secondary education. Students typically take these exams at the conclusion of their high school Government and Biology courses, and results contribute to 20% of the course grade.

## Kindergarten Readiness Assessment

The Kindergarten Readiness Assessment (KRA) is administered to kindergartners, measuring school readiness in four developmental domains: social foundations, physical well-being and motor development, language and literacy, and

mathematics. The KRA identifies children's individual needs, enabling teachers to make informed instructional decisions.

## English Language Proficiency Assessment

English language proficiency assessments are administered to Multilingual learners in grades kindergarten through 12 upon their entry into the school system and annually during a testing window in the second semester. The assessments measure a student's English language proficiency in the areas of listening, speaking, reading, writing, comprehension and literacy. The results of these assessments are used in the Every Student Succeeds Act (ESSA) accountability reporting. See page 55.

## Dates for State Assessments

Schools select test dates from within allowable state- and FCPS-determined windows. FCPS posts the Testing Calendar online, and schools communicate their testing dates to parents/guardians. ★

## National Testing Programs

### Advanced Placement (AP) Exams

AP is a program of college-level courses available at all high schools. National exams administered by the College Board allow students to potentially earn college credit for high scores. FCPS strongly urges students to challenge themselves by taking AP classes and the exams. Beginning in school year 2023-2024, there is no cost to students for the first AP test taken per class.

### College Entrance Exams

FCPS offers opportunities for high school students to take the optional SAT, ACT and PSAT, a preliminary exam. Registration and other college-entrance information are available in high school counseling offices and online. Registration deadlines are typically a month before the test date. Students may use the mathematics score on the SAT exam for College and Career Readiness or ESSA requirements.

All testing dates for local, state and national assessments are posted on fcps.org on the Calendar page. ★

# ACADEMIC PERFORMANCE

## Placement and Promotion

Student placement and promotion decisions are based on student achievement and a careful review of student records. Decisions are made through a collaborative process involving school staff and parents.

Parents may request conferences with teachers at any time to discuss concerns regarding placement and progress related to their child’s instructional program.

In elementary school, students are promoted from one grade to the next as they progress through the essential curriculum toward the attainment of the essential goals in all subject areas.

In grades 6-8, FCPS promotes a student who passes at least three of the four core (major) subjects for the year.

High school students must show progress toward meeting state and local graduation requirements. Student promotion to the next grade is based on the number of credits earned as of the start of the school year. The minimum number of credits that must be earned for promotion is as follows:

- Promotion to grade 10: 6 credits
- Promotion to grade 11: 12 credits
- Promotion to grade 12: 18 credits
- Students who do not have the required number of credits by the end of the school year may earn an additional credit in summer school.

In some cases, the Individualized Education Program team, which includes parents, may be responsible for placement and promotion decisions regarding special education students.

See Regulation 500-10: [www.fcps.org/policies](http://www.fcps.org/policies). ★

## Honor Roll

The Honor Roll, a sign of excellence, recognizes students who have demonstrated outstanding academic achievements.

In order to be included on the local school’s academic honor roll, the student must meet certain criteria:

- The student must not have earned an I or below a C.
- The student must have earned no more than one C.
- Any C must be balanced by an A, course for course.
- All students, except seniors, must be enrolled for a minimum of six credits.

All courses are weighed equally. The principal sets up a procedure and assigns staff to establish the honor roll. The honor roll is validated and published by the principal.

The honor roll has two categories:

- First Honors - students earning all “A” grades.
- Second Honors - the remainder of honor roll students.

See Regulation 400-14: [www.fcps.org/policies](http://www.fcps.org/policies). ★

## Maryland Scholars

The Maryland Business Roundtable, a coalition of major Maryland employers, promotes rigorous course completion and college/career readiness. High school seniors who have successfully completed a specific course of study and earned the designated GPA qualify for Maryland Scholars recognition.

Specific requirements are in the FCPS High School Planning Guide. ★

## Graduation Honors

Each high school recognizes graduating seniors who meet one of three tiers of exemplary achievement according to weighted grade point averages: Honors (3.5-3.74), High Honors (3.75-3.99) and Highest Honors (4.0 or greater).

Academic courses described as Advanced Placement, International Baccalaureate, honors English, honors math, honors science, honors social studies, accelerated math and select advanced elective courses are weighted to determine graduation honors. The regular 4-point system is modified for the weighted ranking. The following points are awarded:

Grade	Regular	Weighted
A	4 points	5.00 points
B	3 points	3.75 points
C	2 points	2.50 points
D	1 point	1.25 points
F	0 points	0.00 points

For details contact your high school counselor or see Regulation 400-27 online at [www.fcps.org/policies](http://www.fcps.org/policies). ★

## National Honor Society

Every Frederick County high school has a chapter of the National Honor Society. To be a member, a student must have a minimum 3.5 cumulative weighted grade point average and strong service, leadership and character, as rated by school staff. Additional information is available in Regulation 400-25 and from school principals or counselors. ★



# Extracurricular Eligibility

## ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES – (Reference BOE Regulation 500-24)

To participate in extracurricular activities, a high school student must earn at least a 2.00 grade point average (GPA) and no “F” or “WF” grades in the term or semester as identified in the FCPS Academic Eligibility Chart. ★

### FCPS ACADEMIC ELIGIBILITY CHART

Note 1: Frederick County Virtual School (FCVS) grades impact eligibility in the term or semester the courses are completed as indicated on the FCPS Academic Eligibility Chart below.

Note 2: Dual enrollment/dual credit grades impact eligibility in the semester the courses are completed as indicated on the FCPS Academic Eligibility Chart below.

Note 3: A summer session grade may substitute for the lowest second semester final grade (for determining fall eligibility purposes only).

Note 4: Except for impacting final semester GPA calculation, single term 1 and 3 course grades of F or WF will not factor into academic eligibility for end of semester 1 or 2. Single term 2 and 4 course grades will factor into the Final Course Grades for the semester taken.

ACADEMIC ELIGIBILITY	Interim Report Term 1	Term 1 Report Card	Interim Report Term 2	Term 2 Report Card	Final Course Grade Semester 1	Interim Report Term 3	Term 3 Report Card	Interim Report Term 4	Term 4 Report Card	Final Course Grade Semester 2	Summer Sessions
<b>Become ELIGIBLE</b> Min. 2.0 GPA No “F” grades No “WF” grades	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	No	Yes	Yes
<b>Become INELIGIBLE</b> Below 2.0 GPA OR “F” grades “WF” grades	No	Yes	No	No	Yes	No	Yes	No	No	Yes	No

Initial eligibility for fall extracurricular activities is based on the final second semester course grades from the previous school year. The policy becomes effective for ninth grade students at the term 1 report card eligibility/ineligibility date. The student may practice during an ineligibility period, but may not accompany the team/group or be excused from any class for the extracurricular activity concerned. When a student believes that a procedural error has occurred through a miscalculation, omission or an inaccurate reporting in the awarding of a grade, an appeal may be made to the school principal.

Extracurricular Activities are school-sponsored activities beyond regular class activities in which the student represents the school, such as athletics, clubs/organizations, or class/club officers.

# GRADUATION REQUIREMENTS

## Graduation Requirements

### State Requirements

1. To be awarded a diploma, a student who entered the 9th grade class in the 2020-2021 school year or earlier shall be enrolled in a Maryland public school system and shall have earned a minimum of 21 credits that include the following specified credits:

Subject	Credits
• English	4
• Science <i>(laboratory based; must include Biology)</i>	3
• Mathematics <i>(1 must be Algebra &amp; 1 must be Geometry)</i> <i>* Mathematics is required for every year of attendance, up to 4 years</i>	3*
• Social Studies <i>(Government, United States History &amp; World History)</i>	3
• Fine Arts	1
• Technology Education	1
• Physical Education	½
• Health	½
• Advanced Technology <i>OR World Language</i> <i>OR State-Approved CTE program</i>	2**
• Electives	3**

\*\* These 5 credits must include ½ credit for Personal Financial Literacy for students entering 9th grade for the first time during or after the 2012-2013 school year.

### State Credit Requirements 21

#### Additional Local Requirements

- Mathematics 1  
*(1 add'l elective beyond the state minimum of 3)*
- Electives 3  
*(student selected career pathway electives)*

**Total Local Additions 4 credits**

2. Beginning with students entering the 9th grade class in the 2021-2022 school year, to be awarded a diploma, a student shall be enrolled in a public school system and shall have earned a minimum of 22 credits that include the following specified credits:

Subject	Credits
• English	4
• Science <i>(laboratory based; must include Biology)</i>	3
• Mathematics <i>(1 must be Algebra &amp; 1 must be Geometry)</i> <i>*Mathematics is required for every year of attendance, up to 4 years</i>	4*
• Social Studies <i>(Government, United States History &amp; World History)</i>	3
• Fine Arts	1
• Computer Science, Engineering or Technology Education	1
• Physical Education	½
• Health	1
• World Language <i>OR State-Approved CTE program</i>	2**
• Electives	2.5**

\*\* These 4.5 credits must include ½ credit for Personal Financial Literacy for students entering 9th grade for the first time during or after the 2012-2013 school year.

### State Credit Requirements 22

#### Additional Local Requirements

- Electives 3  
*(student selected career pathway electives)*

**Total Local Additions 3 credits**

See FCPS Policy 405 for more information. ★

## College and Career Readiness

In addition to high school graduation, the FCPS goal is to ensure that all students meet the standards for College and Career Readiness (CCR) before the end of 10th grade and no later than the time each student graduates from high school, in alignment with The Blueprint for Maryland's Future. A student is considered College and Career Ready when the student meets the standard in English language arts and mathematics; is prepared for participation in post-CCR pathways during grades 11 and 12; and is fully prepared for enrollment in entry-level, credit-bearing courses or postsecondary education training at a state community college. ★

## Student Service Learning



FCPS has an approved service-learning program that meets the Maryland graduation requirement. The program integrates service learning into specific courses in grades 6-12. It encourages student involvement in service beyond the classroom through recognition for meritorious service. Each middle and high school has a coordinator to facilitate implementation of the service-learning program. The high school Service-Learning Coordinator is the contact for students interested in working with community agencies and/or serving as tutors. ★

The high school Service-Learning Coordinator is the contact for students interested in working with community agencies and/or serving as tutors. ★

## Transcripts

A high school transcript reflects a student's curriculum history and other educational experiences. Transcripts are official records of high school credit courses taken, final grades and credits earned. Each student's cumulative weighted and unweighted Grade Point Average (GPA) and class rank are included. ★

**Class of 2024 End-of-Year Schedule and Graduation Dates will be released in the fall.**

# STUDENT SUPPORT SERVICES

## Community Agency School Services (CASS)

Community Agency School Services (CASS) Coordinators are certified social workers with clinical licensure, and there is one Coordinator assigned to each FCPS feeder. CASS Coordinators promote student success through connecting with families, schools, agencies, and the students themselves to meet the needs of the whole child. Unmet needs, like access to mental health treatment or secure housing and food, contribute to student and family distress, making it hard for students to focus on learning. CASS Coordinators respectfully assist families to navigate connections to the school and community resources that will help. CASS Coordinators specialize in connecting students and families with behavioral health treatment providers and other community-based services. They manage the FCPS-approved community agency partnerships that increase the access of hundreds of students each year to mental health treatment, often via therapy sessions provided at school during the school day. As licensed mental health clinicians, CASS Coordinators also provide crisis support to schools and short-term counseling with identified middle and high school students who are waiting for longer-term services to begin. They extend their reach by establishing agreements with community specialists to provide in-school groups, such as bereavement support, for students. CASS Coordinators value a multidisciplinary approach to student success, joining student support teams and other meetings to collaborate with other staff to help build opportunities that support bright futures for FCPS students. ★

## Community Schools

Community Schools with an identified poverty level of 65% or greater are identified by MSDE and provided with funding to become a Community School. Community Schools are funded by the state's Concentration of Poverty program. The poverty level for identification will decrease by 5% each year until it reaches 55%. ★

## Counseling

School counselors support the educational, social-emotional and personal growth of all students through individual conferences, small-group sessions and classroom instruction. All students are provided with instruction and educational opportunities that reinforce social and learning skills necessary for success. Students and their parents/guardians can rely on the school counselors for help with class schedules, improving grades, studying and organizational skills, interpersonal/peer relations, understanding emotions, bullying, testing information, educational options within FCPS, post-secondary planning, graduation and scholarship information. School counselors coordinate with community agencies and share knowledge of various resources available to students and their families. Each school has at least one counselor who provides services to students, parents/guardians and staff members through educational activities, individual planning and responsive services. ★

## Health Services

### School Health Staff

Through a cooperative agreement with the Frederick County Health Department and FCPS, health services are offered in all schools. The Health Room Technician (HRT) or Licensed Practical Nurse (LPN) provides first aid treatment for accidents and illnesses, administers medications and performs selected treatments under the supervision of a Registered Nurse (RN). In addition to supervising health room technicians and LPNs at multiple schools, RNs perform in-depth health assessments, make referrals for medical or other services, and serve as a resource to school personnel regarding health concerns. They are part of a multi-disciplinary school team whose purpose is to maximize the health and learning of each student.

There is no charge for school health services. Schools invite parents and staff to contact the school nurse or the Frederick County Health Department's School Health Program regarding health questions or concerns.

## Health Screening Services

Schools conduct vision and hearing screening for students in pre-kindergarten, kindergarten (if not previously screened in pre-k), 1st and 8th grades. School health staff notify parents if screening results indicate a need for follow up care. Schools also provide language, speech and psychological screening when concerns are identified. ★

## Home and Hospital Teaching

Home and Hospital Teaching (HHT) provides instructional services to students who are unable to attend their school of enrollment due to a physical or emotional condition as verified by a qualified medical or mental health treatment provider. Medical conditions must be verified by a Medical Doctor, Physician's Assistant or Nurse Practitioner. Emotional conditions must be verified by a treating Psychiatrist, Licensed Psychologist or Certified School Psychologist. HHT may be full time, part time or provided on an intermittent basis. HHT is not intended for brief, consecutive absences nor for long-term placements. The services are short-term and provided in an attempt to keep eligible students abreast of their courses so that upon their return to school they will be able to make a smooth transition back to their mainstream courses. It is available for any eligible high school student who cannot attend regular school for a minimum of ten (10) consecutive days and any eligible elementary and middle school student who cannot attend regular school for twenty (20) consecutive days. HHT, whether full-time or part-time, is subject to re-verification from the treating provider within 60 days. Students with chronic health conditions (physical or emotional) causing intermittent absences throughout the school year may be considered for intermittent HHT. If approved, instructional support can be requested anytime the student accrues 2 or more absences in the same school week, as needed, for the remainder of the school year. Parents/Legal guardians should contact the Pupil Personnel Worker at their child's school of enrollment for more information and to obtain the appropriate recommendation forms. Additional information about HHT can be found in FCPS Regulation 400-37. ★

*continued on page 38*

## Pregnant and Parenting Students

FCPS students who are parents or pregnant are protected under Title IX of the Educational Amendment of 1972, a civil rights law that prohibits discrimination on the basis of sex, including pregnancy and parental status, in educational programs and activities. FCPS recognizes its responsibility to provide appropriate educational programs for pregnant and parenting students, as well as compliance with federal and state law. See Regulation 400-99. ★

## Psychological Services

Every FCPS school has a school psychologist assigned to it. They provide direct support and interventions to students, consult with teachers, families and other school-based mental health professionals (i.e., school counselors, school therapists) and community-based professionals to improve the academic, behavior, and mental health functioning of all students. In addition, school psychologists work with school administrators to improve school-wide climate, practices and policies; and collaborate with community-based providers to

coordinate and align services. School psychologists are part of the Behavioral Threat Assessment and Management Team in each school. Additionally, they complete psychological assessments to address potential educational disabilities and plan appropriate academic, social-emotional and behavioral interventions. They participate in the Individualized Education Program (IEP), Student Services and Behavior Intervention teams to address student needs. School psychologists offer short-term individual and group counseling and provide crisis intervention. They also provide professional learning to school staff and parent and community groups on a variety of mental health, learning and developmental topics. Some school psychologists are assigned to only one school but many of them are assigned to two to three schools. ★

## STAR Schools/Title I

Stellar teaching and learning occur across FCPS, and our STAR – Serving Together, Achieving Results – schools are no exception. The federal Title I funding they receive supports innovative instruction, community engagement and technology upgrades that boost student success. See pages 52-53. ★

## Substance-Abuse Assessments

The Frederick County Health Department (FCHD) provides free substance-abuse screenings and assessments for students. Screenings identify youth who may have a substance-use disorder. A comprehensive assessment can confirm the presence of a disorder and help identify other issues associated with substance use. Parents, school counselors and other FCPS staff may make referrals to the FCHD's Behavioral Health Services Division. Contact information is on page 54. ★

## Tutoring

FCPS maintains lists of current and retired employees with appropriate credentials who offer private tutoring services, virtual or in person, outside the regular school day. Each tutor is certified in certain subject areas at specific levels. Tutors for SAT, ACT and GED can also be found. See contact information under "Tutors" on page 54. ★

# SELECTED POLICIES, PROCEDURES AND REGULATIONS

*Complete BOE policies and FCPS regulations are online: [www.fcps.org/policies](http://www.fcps.org/policies).*

## Absences from School

Parents are encouraged to notify the school on the day their child is absent. An absence for any portion of the day, for any reason, is presumed to be unlawful unless a note stating the reason is submitted and approved by the principal/designee within the same term of the absence. Students have the right to make up classwork missed and to have this work reviewed and evaluated by the teacher. Students have the responsibility to request and complete missed work within the term of the absence.

Absences considered lawful and therefore excused, as described in the Public School Laws and Code of Bylaws of the Maryland State Board of Education, are:

- Illness of the student (doctor's verification may be required)
- Death in the immediate family
- Court summons

A student is considered present for a full day of attendance if the student is attending an instructional program approved by the state, local school system and/or school for greater than half of the school day.

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

A student is considered "present" for a partial day of attendance (½ day) if the student is attending school for 10%-50% of the school day.

A student is considered "absent" if the student is not physically present on school grounds or is participating in instruction or instruction-related activities at an approved off-grounds location for less than 10% of the school day.

*Example: A student scheduled for a two-hour block of time will be counted present for a full day if the student is in attendance for that entire block of time. If the student is absent for that entire block of time, the student will be counted absent for a full day. A student scheduled for a two-hour block of time will be counted present for ½ day if the student is in attendance for one hour. ★*

## Child Abuse and Neglect

Maryland law requires that every employee and volunteer of the local school system who has reason to believe that a child has been subjected to physical abuse, sexual abuse, mental injury or neglect shall immediately report it to the local department of social services or appropriate law enforcement agency. The oral report must be made as soon as reasonably possible. At the same time, the employee shall also notify the school principal/designee or immediate supervisor if the person is not school based. See Regulation 400-47. ★

## Corporal Punishment

Corporal punishment, defined as any intentional physical contact used in the act of disciplining a child, is prohibited. ★

## Distributing Materials in Schools

Guidelines for distributing and posting materials in schools are online at [www.fcps.org](http://www.fcps.org) in Regulation 400-30. ★

- Hazardous weather condition
- Work or activity accepted by the school authorities
- Observance of religious holiday up to three days
- State emergency
- Suspension
- Lack of authorized transportation
- Health exclusion
- Other emergency (judgment of Superintendent or designee)

Students who take trips with parent/guardian approval may be excused a maximum of five days per school year with prior written notice to the principal or designee.

Absences other than those cited as lawful are presumed to be unlawful and may constitute truancy.

A note from a doctor, dentist, court official or counselor may be required for all absences beyond 10 days.

The responsibility for regular, daily, punctual attendance is shared by the community, the home, students and school personnel. School staff monitors all students' attendance. Concerns about attendance are communicated to parents/guardians.

#### **Educational Impact of Absences**

When absent, students are missing important instruction which may impact academic achievement.

1. Unsatisfactory academic progress may result in non-promotion of a student.
2. Students who were absent have the right to make up class work missed and to have this work reviewed and evaluated by the teacher to be included in the grade. Students have the responsibility to request and complete missed work.

#### **Options for Secondary Students**

Students at risk, or who have failed/lost credit required for high school graduation due to poor attendance, will be offered the opportunity to demonstrate mastery of course content, as approved by the principal/designee. When a student has accumulated 5 unlawful absences per term (9-week grading period), 10 unlawful absences per semester or 20 unlawful absences per year, the principal/designee may develop an attendance contract with the student and parents. The student who successfully meets the requirements of the contract, as determined by the principal/designee, will receive earned credit.

The goal of an attendance contract is to target essential learning missed due to student absences and provide opportunities for students to demonstrate mastery of required content and performance standards.

## *Bring Your Own Device (BYOD)*

FCPS is dedicated to assisting students and staff in creating a digital-learning environment. Bring Your Own Device (BYOD) is one tool schools may use for greater access to online resources. Students bringing their own devices must adhere to the technology-conduct responsibilities described in Regulation 400-73: *Responsible Use of Digital Technology - Students and Regulation 400-18 Electronic Devices – Student Use*. Whether students may use their devices is a site-based decision at elementary schools. Check with your principal for the school's policy. Middle and high school student use requires that the student and parent/legal guardian accept the terms outlined on the "Device Permission Form" the school provides. Staff reserves the right to revoke privileges associated with this use. ★

## *Bullying/Intimidation/Harassment*

Everyone has the right to feel respected and be treated with dignity. Schools must be safe, provide an optimal environment for achievement and be free from violence.

It is not helpful to simply tell a child to ignore bullying or encourage a child to fight the bully. Children need a trusted adult to turn to when they feel threatened. Therefore, it is important to contact the school counselor, administrator or classroom teacher to report bullying because it may not stop without help.

In addition to students reporting incidents themselves, anyone may report bullying, harassment or intimidation on behalf of a student. Regulation 400-48 and reporting forms are available in schools and via [www.fcps.org](http://www.fcps.org).

If bullying happens outside of school, families can call:

- 211 for community resource information
- Law enforcement if threats or physical harm occur. ★

## *Cheating and Plagiarism*

The nature of the schooling experience demands the highest standards of integrity on the part of all involved. Cheating is disseminating or receiving answers, data or other information by any means other than those permitted by the teacher as part of any academic exercise. Plagiarism is deliberately presenting work, words, ideas, theories, etc. derived in whole or in part from a source external to the student as though they are the student's own efforts. In addition, any incident of such behavior will be subject to the guidelines of Regulation 400-8. ★

## *Dress Codes*

The BOE is committed to providing a safe, productive and positive educational environment that reinforces the mission of the school system while respecting students' First Amendment rights.

The Board provides standards for dress, recognizing that school administrators may impose additional standards specific to the needs of their individual schools, provided such standards balance the students' First Amendment rights with the school's need to maintain a safe and orderly school environment, and consideration is given to input from the school community. Standards are to be consistently and fairly applied to all students regardless of gender and are outlined in Policy 439.

Attire is defined as articles or aspects of personal appearance including, but not limited to: clothing, footwear, head gear, face mask/face covering, jewelry, bookbags, body art, tattoos, or sunglasses.

School administrators shall grant exceptions to the dress code based on disability, health reasons or for sincerely held religious beliefs unless deemed a safety concern.

The school administrator may approve exceptions for spirit week celebrations or extracurricular and athletic-related purposes. ★

## *Drugs, Alcohol, Tobacco*

The Board of Education desires to maintain a safe, healthy and productive environment free of alcohol, tobacco – tobacco includes smokeless cigarettes, e-cigarettes, vaporizers, dip, chew, snuff in any form – and other drugs. The possession, distribution, sale or use of alcohol, tobacco or any illegal or illicit drug, in any form, on school property at any time is prohibited. This prohibition does not apply to individuals providing an educational unit on the effects of tobacco, alcohol or drugs.

Although under Maryland law individuals may be issued written certifications for medical cannabis, under the Federal Controlled Substances Act medical cannabis remains classified as a Schedule 1 drug with no accepted medical use. For more, see Policy 112.

Exceptions for a student who is a qualifying medical cannabis patient as outlined in FCPS Regulation 400-23 *Medication Administration* will be made as required per Maryland law. ★

## Environmental Concerns

Maryland law requires an Integrated Pest Management (IPM) program to identify and control pest problems inside and outside schools. FCPS utilizes staff training, IPM inspection, and sanitation practices to minimize or eliminate the need for pesticide use.

The law requires schools to notify parents, guardians and staff 24 hours before pesticides are to be applied. At the elementary level, parents/guardians of all students must be notified. At the middle and high school levels, schools must notify only those parents, guardians or staff who have requested notification. Individuals can obtain a notification form at each middle or high school office. The form must be updated each school year.

FCPS uses IPM best practices (monitoring and exclusion) to minimize use of pesticides. If an application is warranted, safety data sheet information is provided to the school.

Address questions about the IPM program to the FCPS Custodial Services Manager, 301-644-5215.

FCPS conducts regular inspections of school facilities to determine the location and condition of any asbestos-containing building material which may be present. An asbestos-management plan for each building is available for review at the school or at the FCPS Maintenance and Operations Office.

Please direct any questions about environmental concerns, such as indoor air quality, hazardous materials, lead in water, radon or asbestos management plans to FCPS Environmental Compliance and Occupational Health Manager Laura Olsen, 301-644-5162. See Regulation 200-3. ★

## Equity

All students deserve an education that prepares them for lifelong learning and success. Educational equity means (1) valuing unique identifiers of every student such as ability (cognitive, social emotional and physical), age, ethnicity, family structure, gender, gender expression, gender identity, language, nationality, national origin, race, religion, sexual orientation and socioeconomic; (2) students have access to the resources and educational rigor they need at the right moment; and (3) appropriate academic, social and economic supports are in place so that personal and social identifiers are not barriers or obstacles to accessing educational opportunities.

Educational equity provides all students with opportunities to participate in all aspects of the educational process. For every program, practice, decision or action we make, FCPS

tions, students and parents are encouraged to work with the teacher, counselor or administrator to find alternative ways to obtain essential equipment or supplies and for waiving other fees that may prevent a student from participating. See Regulation 500-33. ★

## Field Trips

School-sponsored field trips to enhance the curriculum are permitted at each grade level. Teachers may schedule additional trips in accordance with Regulation 400-5. Parents must give permission for students to participate; forms will be sent to parents prior to each trip. Further information is available at school offices. ★

## Firearms and Weapons

Possession of any firearm or other weapon by a student on school property, including in vehicles parked on school property, is strictly forbidden. Look-alike weapons are also prohibited.

It is a serious offense for employees (except security personnel), volunteers, substitutes and visitors to possess any rifle, gun, knife or deadly weapon of any kind on any school property in Maryland. Offenders face criminal penalties and severe personnel consequences up to and including termination.

The school system's prohibition on carrying or possessing a weapon on school property applies to loaded and unloaded weapons. Exceptions are provided for persons who display or engage in historical demonstrations using weapons or replicas of weapons for educational purposes; prior approval from the Superintendent or designee is required. Exemptions are provided for staff who use knives in the performance of their duties or staff who elect to carry a pen knife or a pocket knife.

See FCPS Regulation 300-39. ★

## Holidays

Maryland law requires that public schools be closed:

- Thanksgiving and the day after
- December 24 through January 1
- Martin Luther King Jr. Day
- Presidents' Day
- Good Friday and the Monday after Easter
- Memorial Day
- State/federal primary and general election days

The local Board of Education may also designate other days as holidays for valid educational-related reasons such as anticipated high levels of student absenteeism.

## Military Recruiter Access to Student Information

Federal law requires school systems that receive assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters and institutions of higher education, upon request, access to secondary students' names, addresses and telephone listings. The requirement may be waived under the following conditions.

Secondary school students or their parents who do not wish this information released to military recruiters must annually:

- Deny permission on the Student Information Form and
- Return the completed and signed card to the school by September 30 or within 30 days of enrollment at that high school. ★

## Notice of Non-Discrimination

The Board of Education of Frederick County (Board) does not discriminate in its employment, programs or activities based on race, religion, color, ancestry, national origin, age, marital status, disability, pregnancy, sexual orientation, gender identity, sex or genetic information.

The Board is committed to providing students, staff and the community with a safe and supportive environment that fosters mutual respect, equity, inclusion and acceptance of the rich diversity that makes up our community.

Relevant Board policies and Frederick County Public Schools (FCPS) regulations which outline expectations and processes for filing complaints are outlined below:

Policy 116 *Title IX Sexual Harassment*

Policy 309 *Discrimination and Harassment – Employees / Applicants / Community Members*

Policy 437 *Bullying – Harassment - Intimidation / Students*  
Regulation 400-48 *Bullying – Harassment – Intimidation Complaint Process for Students*

Regulation 400-66 *Section 504 of the Rehabilitation Act of 1973 – Implementation Guidelines*

Policy 443 *Creating Welcoming and Affirming Schools for Transgender and Gender Nonconforming Students*

Regulation 400-36 *Creating Welcoming and Affirming Schools for Transgender and Gender Nonconforming Students*

uses an equity lens to ensure the impact on all students and staff is addressed; this enables us to provide every student access to quality culturally responsive instruction and challenging curricular programs.

An equitable learning environment enables students to become empowered learners and to understand and appreciate our community's various cultures. It prepares students to live, learn and participate productively in our diverse society. Being culturally aware is a continuous, integrated, multi-ethnic, multi-disciplinary process necessary for all students to become college and career ready.

FCPS expects all students and staff to exhibit behavior based on respect for the individual. Acts of discrimination related but not limited to color, disability, ethnicity, gender, national origin, race, religion, or sexual orientation will not be tolerated and will be investigated and responded to according to BOE policy and FCPS regulation.

FCPS promotes understanding and respect among students and staff, provides training and resources, and expects equity in educational programs and human resources practices. Activities encourage appreciation of various heritages and differences and endeavor to strengthen community connections.

## Section 504 of The Rehabilitation Act

No qualified person with a disability shall be excluded from participation in, denied the benefits of or otherwise subjected to discrimination under any program or activity that receives or benefits from federal financial assistance. *The Section 504 coordinator responsible for issues involving students is the Supervisor of Middle Schools & 504. Contact information can be found at: <https://www.fcps.org/academics/section-504>.* The Section 504 coordinator responsible for issues involving employees, community members and/or organizations is the FCPS legal counsel. See Regulation 400-66. ★

## Fees for Supplies and Activities

Schools may request that students provide specific school supplies and may charge fees for materials, workbooks, newspapers and other materials that will become the student's personal property when the course or project is completed. However, there will be no penalty or other consequences for students who do not purchase the supplies, and students will not be denied admission to programs based on inability to pay. Students will not be denied access to any FCPS-sponsored course or activity or their instructional program due to their financial situation. In the event of financial or other restric-

Reasonable accommodations may be available for students who wish to participate in traditional and customary observances of their religion on days when schools are open. A student who does not attend school for this reason is considered lawfully absent for the day, or any portion of the day, if the school receives a written request from a student's parent or guardian. For more information about absences for religious reasons, please contact the school office. ★

## Instructional Materials

The *Frederick County Guidelines for the Review and Evaluation of Instructional Materials* are online. Additionally, the two regulations that guide the selection and review of textbooks and library books are: Reg 508-38, 500-39. ★

## Internet Use

Regulation 400-73 provides students and parents with guidelines for acceptable technology use and conduct while on the Internet. Use of internet access in Frederick County public schools is limited to school-related academic activities, and staff members are responsible to ensure appropriate training and supervision of students. FCPS employs the Children's Internet Protection Act (CIPA) compliant technologies to limit student access to inappropriate content; however, due to the nature of the Internet, FCPS cannot control or censor all inappropriate content that may be available through access to the internet.

Students are responsible for using school internet accounts in an ethical, responsible and legal manner, and for school-related tasks only. Students have no reasonable expectation of privacy while using FCPS provided technology resources. Misuse of an internet account may result in denial of a student's access privilege and may also subject the student to disciplinary action in accordance with the FCPS disciplinary code and criminal violations if warranted.

Many schools rely on the expertise of volunteers for computer assistance. Regulation 400-76 provides guidelines for how computer technology volunteers work under the management and direction of an FCPS employee.

FCPS has established student data privacy standards in Policy 442 and Regulations 400-20 and 400-96 to ensure student information is protected and students are not used for targeted advertising based on data collected through online services. ★

Questions about policies and regulations identified above may be referred to: [EEO-TitleIX@fcps.org](mailto:EEO-TitleIX@fcps.org). This email is monitored regularly by the Department of Human Resources.

Discrimination or harassment complaints may be filed as noted below:

### 1) Employee/Applicant/Community Member Allegation \*\*

Director of Human Resources / Title IX Coordinator  
Frederick County Public Schools  
191 South East Street  
Frederick, MD 21701  
301-644-5081

Per Policy 309, complainant may use the form attached to the Policy.

### 2) Student Allegation

Per Regulation 400-48, a student complainant may use the form in the regulation to file a complaint with his/her Principal:

Student Bullying, Harassment or Intimidation Reporting Form. ★

## Title IX: Sexual Harassment Complaints

It is the policy and expectation of the Board of Education of Frederick County (Board) to maintain a learning and working environment that is free from sexual harassment. The Board believes that sexual harassment is offensive and morally wrong.

Under Title IX, sexual harassment is defined as including the following categories of offenses:

- 1) *Quid Pro Quo*
- 2) Hostile School Environment
- 3) Sexual Violence (including sexual assault, dating violence, domestic violence, stalking)

Policy 116 Title IX *Sexual Harassment*

Any Title IX questions may be referred to the Director of Human Resources or via email: [EEO-TitleIX@fcps.org](mailto:EEO-TitleIX@fcps.org). This email is monitored regularly by the Department of Human Resources. The complaint form is linked within Policy 116.

Complaints of discrimination may also be filed with:

U.S. Equal Employment Opportunity Commission  
U.S. Department of Education, Office of Civil Rights  
Maryland Commission on Civil Rights ★

## Title IX: Complaints Regarding Equity in Athletics

The Board of Education of Frederick County (Board) supports provisions of Title IX and the implementation of the athletic program to reflect equity in funding, scheduling and access to program and facilities. In accordance with Board Policy 509 *Extracurricular and Co-Curricular Activities*, complaints regarding inequity or discrimination in interscholastic high school athletics may be submitted to Kevin Kendro, Supervisor of Athletics and Extracurricular Activities, 301-696-6845, kevin.kendro@fcps.org.

### Discipline

Employees in violation will be subject to disciplinary action up to and including termination. Disciplinary measures shall, at a minimum, be designed to end the sexual harassment.

Non-employees in violation are subject to consequences up to and including the loss of their privilege to continue doing business with the school system.

Students in violation will be subject to disciplinary action up to and including expulsion.

### Confidentiality

The school system will respect the confidentiality of the complainant, witnesses and the individual against whom the complaint is filed to the extent possible, consistent with the school system's legal obligation and the necessity to investigate allegations based on harassment, and to take disciplinary action when harassment has occurred. ★

## Title IX Training

The document linked below represents training on the U.S. Department of Education's New Title IX Regulations that was received by designated staff that have Title IX Coordinator, investigative, or decision-making responsibilities as outlined under the new Title IX Regulations.

<https://www.fcps.org/non-discrimination>

\*\*Note: Based on an individual being engaged in an FCPS program or activity ★

## Public Information Act

To request a public record from FCPS, please contact Michelle Dauksha, Legal Services (see page 51) or visit [www.fcps.org/centraloffice/Legal-Services](http://www.fcps.org/centraloffice/Legal-Services). ★

## Student Records and Information

Student records are accumulated and maintained by teachers and other school officials who have a legitimate professional interest in student educational records as determined by FCPS and in accordance with federal regulation, state law, Board policy and FCPS regulation. Confidentiality of free and reduced-price meals eligibility information is strictly enforced, with access to information provided strictly on a need-to-know basis for assessment and evaluation purposes as required by designated federal programs.

Requests for access to records will be granted within 45 days after a written request has been made and at the mutual convenience of the parent or qualified student and the principal. Unless otherwise prohibited by law or court order, parents have the right to inspect and review all official school records of their children. Eligible students 18 years of age or older may review their own records.

The Family Educational Rights and Privacy Act (FERPA) requires that public schools, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a student's education records. However, FCPS may disclose appropriately designated "directory information" without written consent, unless the parent has advised the school to the contrary in accordance with FCPS procedures. The primary purpose of directory information is to allow FCPS to include this type of information from student records in certain school publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, federal law requires local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters (see page 40) or an institution of higher education, upon request, access to three directory information categories for high school students – names, addresses and telephone listings – unless parents have advised the school that they do not want their child's information disclosed without their prior consent.

Parents who do not want directory information from their child's education records to be disclosed by their child's school must notify the school in writing by September 30 or within 30 days of the date of enrollment. FCPS has designated the following as directory information:

dissemination of surveys, collection and use of information for marketing purposes, and certain physical exams. While FCPS does not conduct such surveys or require invasive physical examinations, this federal PPRA legislation requires all districts to provide parents and students with annual notice of their rights. Parents or eligible students may inspect, upon request and before the administration or use of, instruments used to collect personal information from students for marketing, sales or other distribution purposes, and instructional materials used as part of the educational curriculum. Details of the specific protections afforded to parents and students are online at [www.fcps.org](http://www.fcps.org), Regulation 400-67. ★

## Teacher Qualifications

Families have the right to ask for and receive information about the professional qualifications of their child's classroom teacher, including:

- the college or university degrees or certifications held by the teacher,
- the subject area of the teacher's degree or certification,
- whether the teacher is certified by Maryland to teach a particular grade level or subject area,
- whether the teacher holds a conditional certificate, and
- whether the child is served by paraprofessionals and, if so, the qualifications of the paraprofessionals.

To receive such information, please write to the school principal, who will provide it within 30 business days. ★

## Use of Animals in Instruction

The scientifically appropriate use of animals in the classroom laboratory under qualified adult supervision is encouraged for learning purposes. Animal dissection is used to develop an understanding of living processes and must include a concern for the humane and proper treatment and use of animals, particularly vertebrate animals.

Animal dissection may be a part of the biology and life science program. However, in some instances dissection may be objectionable to a student. Students wishing to be excused from dissection activities on ethical or moral grounds should make their request known to their teacher in advance and will not be required to participate in dissection activities. Teachers are asked to work with students to identify alternative assignments, such as viewing a tape or film about dissection or using diagrams, models of animal anatomy or computer simulation software. These assignments should be agreed upon early enough to allow sufficient time for proper planning and

## Religious Expression

Religious expression in a public school environment is governed by the U.S. Constitution and Supreme Court decisions relating to the First Amendment and separation of church and state and freedom of expression. Rights of students and staff members are specifically outlined in Policy 427. ★

## Searches on and off School Property

The continuing effort to keep Frederick County Public Schools drug, alcohol and tobacco free is not directed against students, but against illegal substance abuse. At unannounced and randomly selected times, police canine units may visit schools to inspect locker areas, other areas of the buildings and cars in the school parking lot. A principal or assistant principal may make a search of the physical plant of the school including the lockers of students.

A principal or assistant principal may make a reasonable search of a student on the school premises if there is a reasonable belief that the student is in possession of an item, the possession of which is a criminal offense under the laws of this state, or a violation of any other state law or an FCPS rule or regulation. On a school-sponsored trip, teachers designated in writing by the principal and trained to conduct searches may act in the absence of an administrator.

Strip searches by school personnel are prohibited. See Regulation 400-59. ★

## Social Media

The Board of Education is committed to responsible use of social media to facilitate community engagement, encourage collaborative communications, and enhance the education process. It is an expectation that employees and students use social media in a civil, respectful, and safety-conscious manner that is consistent with the school system's mission and does not infringe on the rights of others. To promote school safety, FCPS recommends: *Report It, Don't Repeat It*. For details, see Policy 115 and Regulation 100-08. ★

- student's name, school, grade level, teacher/class assignment and attendance dates
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- photographic, video or electronic images
- roles in drama or music productions
- honors and awards received.

Additionally, the school system will forward educational records on request to a school system in which a student seeks or intends to enroll. Prior parental or student consent is not required. For a comprehensive overview of law and school system practices regarding student records, see Regulation 400-20.

## Process to Amend Name/Gender

Requests for name and/or gender changes on official school records are honored when the parent/legal guardian submits a:

- a. new amended birth certificate with name and gender change;
- b. court order changing the student's name; or
- c. statement signed, under penalty of perjury, by a health-care practitioner who treated or evaluated the student for gender-identity issues, requesting name and/or gender change be made on the "official school record" and explaining the health-related reason(s) for the request.

Changing an official student record under option "c" does not involve a court order or court action and is applicable for FCPS and Maryland State Department of Education student record purposes only. Other agencies (i.e. state, federal, college institutions) may still require a court order to recognize an official name change.

## Special Education Records

Special education students' confidential records are considered obsolete and will be destroyed six years following the completion of the students' FCPS education. Persons wishing to obtain records prior to destruction should contact the special education department of the school the student last attended.

## Student Data Privacy

The Board and FCPS have established student data privacy standards in Policy 442 and Regulation 400-96 to ensure student information is protected and students are not used for targeted advertising based on data collected through online services.

## Surveys and Collection of Information

The Protection of Pupils' Rights Amendment (PPRA) affords parents and students who are 18 years of age or emancipated minors certain rights regarding public schools'

completion. Students exercising alternative assignments will not be penalized in any way.

FCPS encourages opportunities for students to observe living organisms in their natural settings, and for teachers to emphasize respect for living things. ★

## Using Athletic Fields and Schools after Hours

FCPS encourages public use of school facilities when they are not in use for the primary purpose of educating students. Use of school facilities, inside and outside, must be approved through the FCPS use of facilities process.

Application procedures, fee structure and regulations governing the use of public schools and athletic fields are found online in Regulation 100-01. Directions concerning the use of facility online application form are at [www.fcps.org/uof](http://www.fcps.org/uof). ★

## Visitors to Schools

All visitors are required to use the main-entry buzzer system and register at the main office, asked to show identification, and required to wear an FCPS-issued identification badge while on school property. Media representatives must receive approval from the school office to interview, photograph or videotape students before proceeding to the activity they are covering. A building administrator may limit or refuse visitor access to school property to ensure student or employee safety or confidentiality or to minimize interruption. Persons who enter school buildings or grounds without reporting to the office or who disturb or interfere with school activities will be considered unauthorized and will be dealt with as trespassers under the law. See Regulation 200-29. ★

## Withdrawal Process

To allow adequate time for copying and transferring student records, schools prefer a minimum of two weeks' written notice before a student transfers to another school district. When the student's new school is out of state, the new school must formally request that FCPS send student records, and FCPS retains the originals. When students transfer within Frederick County or to another Maryland county, FCPS sends the original student records and retains a copy. In either case, upon written request and at a reasonable charge, parents may also receive copies to hand carry to the new school. For additional information, see Regulation 400-7. ★

# DISCIPLINE



## Philosophy

All schools will have a safe, positive, healthy and inviting environment: one that fosters respect, responsibility, trustworthiness, fairness, caring and good citizenship. It is the responsibility of everyone associated with the school — staff, students, parents and community members — to teach, promote and model self-discipline in order to preserve the quality of our educational environment.

FCPS discipline philosophy is based on the goals of fostering, teaching and acknowledging positive behavior. Discipline is designed to teach appropriate behavior, encourage more effective habits of conduct and promote the development of self-discipline.

Consistent with the belief that we continuously teach by example and that training is important in developing good citizens, the school system adopts the principles of cultural competency, fairness, equity, continuous improvement and conflict resolution. In order to maintain a positive, safe and inviting school climate where desired learning and citizenship will occur, all individuals are expected to exemplify this philosophy. ★

## Disciplinary Regulations

FCPS posts Discipline Regulation 400-08 at [www.fcps.org/policies](http://www.fcps.org/policies).

In any dispute, updates to the Regulation in effect at the time of the incident will govern and will supersede language in this handbook.

The school administrator has responsibility for taking action based on knowledge of the facts of an incident and student needs. Some violations are criminal offenses about which administrators need to inform legal authorities.

Note: Special education students are disciplined in accordance with provisions of federal law. ★

# STUDENT RIGHTS AND RESPONSIBILITIES

## Student Rights and Responsibilities

The following policy governs school system relationships among students, teachers, and administrators.

### I. Basic Philosophy

- A. Students are individuals with rights guaranteed by the Bill of Rights and the due process amendment of the U.S. Constitution.
- B. The school is not a shelter from the law; students must obey local, state, and federal laws within the school.
- C. For every right, students should accept a related responsibility.
- D. Constitutional rights do not allow behavior which will create unhealthy or unsafe conditions within the school or disrupt the normal school process.
- E. Authority must exist for rights to be guaranteed. The control and supervision of the classroom rests with the teacher; the control and supervision of the building rests with the principal.
- F. The procedures developed to implement the items in the document will differ among the school communities in Frederick County.
- G. Assuring students their citizenship rights within schools will result in student understanding of the process as well as the content of our democratic society.
- H. A procedure is necessary to assure rights.
  - I. This document is not intended to reduce the recognized legal rights of parents.

### II. Implementation

- A. The Superintendent shall ensure that the document entitled *Student Rights and Responsibilities* is annually distributed to students and is available to the school community, administrators, staff and parents/guardians.
- B. The document shall apply to all students in Frederick County Public Schools. However, in view of recognized differences in maturity among students of different ages, procedures contained herein could not uniformly apply to all students.
  1. High School – The procedures should be fully implemented.
  2. Middle School – In view of the great and varying degree of change in students' maturation, flexibility in the application of procedures is needed. Effective instructional activities should precede any and all implementation.
  3. Elementary School – Students should be exposed to the general ideas in the document in instructional settings. They should be introduced to the concepts of responsibilities and rights within the society at large and in the school setting.
- C. The document and its implementation shall be reviewed periodically.

### III. Due Process

Due process rights as they relate to student discipline are outlined in Regulation 400-04 "Suspension and Expulsion," online at [www.fcps.org/policies](http://www.fcps.org/policies).

Each secondary school shall establish a procedure for consideration of student grievances.

- A. A student grievance is an alleged violation of a provision of this document.
- B. The grievance procedure shall be developed with substantive student participation.
- C. Each school shall design a model for its review procedure. Suggested models are a panel of:
  1. Students, representative of the total school population;
  2. Faculty members chosen by the student body;
  3. Equal number of students, faculty, and parents selected by the student body;
  4. Equal number of students, faculty, and parents selected by the respective three groups.



## IV. Student Rights and Responsibilities

### Rights

#### A. Academic

1. Students have the right to attend school until graduation from high school or until age 21.
  - a. Suspension or expulsion can result from inappropriate behavior.
  - b. Students have the right to appeal an extended suspension or expulsion.
2. Students have the right to be free of interference from other students.
3. Students have the right to programs designed to develop their abilities and talents.
4. Students have the right to be informed by the teacher of the specific objectives that are expected of the student before a unit of study begins.
5. Students have the right to be informed by the teacher what they must do to receive a particular grade before they begin a unit of study.
6. Students have the right to programs appropriate to their ability level in required courses of instruction.
7. Students have the right to ask reasonable questions at appropriate times concerning the school curriculum.
8. Students have the right to be assigned textbooks in good condition.

#### B. Constitutional Rights

##### 1. Non-Discrimination

Students have the right not to be unlawfully discriminated against on the basis of race, national origin, marital status, sex, sexual orientation, gender identity, gender expression, religion, ancestry, physical attributes, socioeconomic status, familial status, physical or mental ability or disability.

- a. Students have the right to report any type of discrimination to a school staff member immediately.
  - b. Students have the right to counseling if subjected to any type of discrimination.
  - c. Students have the right to be informed that FCPS has a regulation (400-48) that specifically outlines the procedures that must be followed when bullying, harassment or intimidation occur.
- ##### 2. Rights of Expression – Student Publications
- a. Student publications are recognized forms of expression and are to be encouraged as learning experiences. As such, they shall have qualified faculty advisors.
  - b. All members of the school shall have equal opportunity to contribute to school publications.

##### 3. Rights of Expression – Non-school Publications

Students have the right to distribute or display non-school literature subject to legal limitations and principal review.

- a. Students have the right to expect the review to be done according to published guidelines.
- b. Students must receive approval or disapproval within three school days of the principal's receipt of material.

### Responsibilities

#### A. Academic

1. Students have the responsibility to attend school regularly until age 18 and to follow local school regulations.
2. Students have the responsibility not to interfere with the education of other students.
3. Students have the responsibility to take advantage of the learning opportunities at the school and in the community.
4. Students have the responsibility to know the specific objectives that are expected of them before a unit of study begins.
5. Students have the responsibility to know what they must do to receive a particular grade before they begin a unit of study.
6. Students have the responsibility to consider professional judgment concerning their placement in required courses.
7. Students have the responsibility to consider reasonable answers to their questions concerning curriculum.
8. Students have the responsibility to return textbooks in good condition. If the textbook is not returned or is returned in a damaged condition beyond normal use expectancy, students will be informed of the replacement cost of the book.

#### B. Constitutional Rights

##### 1. Non-Discrimination

Students have the responsibility not to discriminate on the basis of race, national origin, marital status, sex, sexual orientation, gender identity, gender expression, religion, ancestry, physical attributes, socioeconomic status, familial status, physical or mental ability or disability.

- a. Students have the responsibility to understand that any type of discrimination will be reported to a school staff member.
- b. Students have the responsibility to understand that counseling may be beneficial to victims of discrimination.
- c. Students have the responsibility to know school procedures for dealing with any type of discrimination.

##### 2. Rights of Expression – Student Publications/Student Journalists

- a. Student publications must conform with standards consistent with the Canons of Journalism of the American Society of Newspaper Editors and Policy 436.
  - (1) Student publications must work toward financial and editorial independence.
  - (2) Students have the same responsibilities under the law as other persons concerning the matters of libel and obscenity.
- b. Editors of each student publication will create procedures whereby members of the school who are not on the staff may submit articles.

##### 3. Rights of Expression – Non-school Publications

Students must recognize that the principal has the legal right to prior review of any non-school publication they wish to distribute on school property.

- a. The publication(s) should carry the name of the sponsoring organization or individual.
- b. The time and place for distribution will be cooperatively established with the principal to avoid disruption of normal educational activities.
- c. Students distributing literature will be responsible for removing litter resulting from their activities.

4. Right to Petition  
Students have the right to petition for redress of grievances.
5. Patriotic and Religious Exercises
  - a. Schools will provide a flag salute and other patriotic exercises, but shall not require participation in these exercises of any student who objects to them.
  - b. Students shall not be required to participate in religious exercises of any kind.
6. Right to Assemble  
Students have the right to organize and assemble.
7. Dress and Symbolic Expression
  - a. Students have the right to choose their manner of dress and grooming unless these present a “clear and present” danger to the student’s health and safety, or interfere with class work or school order, or are in conflict with Board Policy 439 *Dress Code for Students*.
  - b. Students may wear or display buttons, armbands, flags, decals, and badges of symbolic expression, unless the manner of expression interferes with the orderly process of the school or is legally libelous or obscene, or are in conflict with Board Policy 439 *Dress Code for Students*.
8. Search and Seizure  
Students, their personal property, and the school property assigned to them shall not be subjected to unlawful search and seizure.
9. Police Questioning on School Property  
Students have the right not to be questioned by police on school grounds except under the conditions stated in COMAR 13A.08.01.13 and FCPS Regulation 400-59.

C. Student Involvement

1. School Policy and Curriculum
  - a. Students shall be guaranteed a procedure that they have helped develop by which they may present their evaluations and suggestions of curriculum.
  - b. Students shall have the right to participate in the development of school rules and regulations on conduct and disciplinary procedures. (These rules and regulations shall be published and given to all students.)

4. Right to Petition  
The time and place for circulation of petitions will be cooperatively established between the petitioner(s) and the principal.
5. Patriotic and Religious Exercises
  - a. Students who decline to participate in patriotic exercises will respect the rights of participants.
  - b. Students will acknowledge that materials with a religious theme may be used in educational studies.
6. Right to Assemble  
The time, place, and purpose for student assemblage shall be arranged through procedures cooperatively developed by the administration, faculty, and students within each school.
7. Dress and Symbolic Expression
  - a. Students have the responsibility to dress and groom themselves in a manner that is safe, healthy, and non-disruptive of classroom and school procedures.
  - b. Students have the responsibility to not wear or display buttons, armbands, flags, decals, and other badges of symbolic expression that disrupt the orderliness of the school or are legally libelous or obscene.
8. Search and Seizure  
Students must recognize as legal the search and seizure practices described in the Public School Laws of Maryland, Section 7-308 and FCPS Regulation 400-59.
  - a. Authority to search student
    - (1) A principal, assistant principal, or school security guard of a public school may make a reasonable search of a student on the school premises or on a school-sponsored trip if there is a reasonable belief that the student is in possession of an item, the possession of which is a criminal offense under the laws of this state or a violation of any other state law or a rule or regulation of the county board.
    - (2) The search shall be made in the presence of a third party.
  - b. Authority to search school
    - (1) A principal, assistant principal, or school security guard of a public school may make a search of the physical plant of the school and its appurtenances including the lockers of students.
    - (2) The right of the school official to make a search of the locker shall be announced or published previously in the school.
  - c. Rules and regulations  
The Maryland State Department of Education shall adopt rules and regulations relating to the searches permitted under this section.
9. Police Questioning on School Property  
Students must recognize that questioning by police at school is lawful “concerning a crime committed on the premises or in connection with an investigation which if not immediately permitted would compromise the success of that investigation or endanger the lives or safety of the pupils or other persons, provided however, that a school official be present throughout that questioning.”

C. Student Involvement

1. School Policy and Curriculum
  - a. Students shall utilize to their fullest potential the agreed-to procedure for curriculum evaluation.
  - b. Students shall abide by published school rules and regulations.

## Rights

2. School Assemblies  
Students shall have the right to participate with the school staff in planning, implementing, and evaluating assembly programs.
  3. Student Government
    - a. All students are entitled to adequate, responsible, and effective representation.
    - b. Students shall have the opportunity for determining the organizational form through which their voice will be communicated.
    - c. The duly constituted student government organization shall cooperate with the administration in selecting an advisor from the school professional staff.
    - d. The student government shall have the right to meet regularly during the school day.
  4. Student Activities
    - a. All students have the right to form and maintain organized groups in accordance with school system regulations.
      - (1) The school must recognize any group organized in accordance with published procedures established cooperatively by the school administration, faculty and students.
      - (2) Submission of a membership list may be a requirement for becoming or remaining recognized. However, information essential to holding a meeting during the school day shall be provided to the school administration.
      - (3) An organization shall be banned after a full hearing if it has failed to abide by the terms under which it was approved, or because its activities present a clear threat to the health or safety of members of the school community.
    - b. The administration shall seek recommendations for advisors of each organization from the students of the organization. The appointment of the advisor shall be made by the administration.
    - c. With the principal's approval, the student groups will be allotted or allowed to raise the funds necessary to carry out their stated purposes, and will share in the control and disbursement of those funds.
    - d. Student groups will have reasonable access to the use of school facilities and shall share in drawing up procedures for organizational use of school facilities.
- D. Personal Counseling
1. Students have the right to direct communication with counselors, teachers, and administrators.
  2. Students have the right to confidential communication with a counselor, teacher, or administrator concerning information to overcome drug abuse.
  3. No data intended for the students' cumulative record files may be collected from the students unless they have been informed as to the uses and known implications of the material being collected.
  4. Students must be informed as to the uses and known implications of standardized tests, and consent to the testing.

## Responsibilities

2. School Assemblies  
Students attending assemblies shall respect the rights of others in attendance and those involved in the assembly program.
  3. Student Government
    - a. Students will utilize duly constituted student governance organizational structures for involvement within the school.
    - b. Students must provide a written statement defining the nature and role of the student governance organizational structure subject to the approval of the school administration.
    - c. The student government shall consult and work with the appointed advisor.
    - d. Regular meetings of the student government shall be at intervals cooperatively arranged with the principal and teachers.
  4. Student Activities
    - a. The activities of organized student groups will contribute to the intellectual and social development of the students.
      - (1) The group must submit to the principal a list of members designated as contacts, a constitution and bylaws or written statement of purpose, and report any changes in same.
      - (2) Membership must be open to all students, except where the purpose of the activity requires qualifications which directly relate to the purpose of the organization.
      - (3) The organization has the responsibility to adhere to its submitted purpose(s), and if banned for not so doing, shall respect and accept this decision until the time of the hearing.
    - b. The students in each organization shall utilize and work with the appointed advisor.
    - c. Student groups must assume responsibility for budgeting, recording, and justifying their expenditures according to procedures agreed upon by the administration, student advisors, and students.
    - d. Students must cooperate with the administration and faculty in establishing and maintaining procedures that ensure the orderly use of school facilities based on a priority of requests and the needs of the total school community.
- D. Personal Counseling
1. Students may confer with counselors, teachers, and administrators at times mutually agreeable.
  2. Students will recognize that communications with professional educators concerning information to overcome drug abuse are protected by 7-412, Education Article, Annotated Code of Maryland.
  3. Students have the responsibility to cooperate with the reasonable collection of data.
  4. Students have the responsibility to cooperate with the reasonable collection of data.

5. The school must record only the information specified in the Maryland Student Records System Manual of Instructions and handle the types of information in the following manner:
    - a. Students' permanent record files shall contain only personal, family, attendance, and subject performance information.
    - b. A student file, to be destroyed by the time the student is age 21, shall be maintained which includes standardized test, school enrollment, non-subject performance and physical health information.
    - c. Confidential information, such as psychological and physical evaluations, must be kept in locked files accessible only to the principal and those designated by him/her.
  6. Students and their parents have the right to an interpretation of the data contained in the students' files by professionally trained personnel.
    - a. Intelligence quotient data and psychological reports shall be excepted. These may be withheld from the students (though not their parents if the students are minors or unemancipated) at the discretion of the school authority in collaboration with the parent or guardian.
    - b. The records and files may not be disclosed to any person or agency outside the school except in case of a court order or with the parents'/guardians' written permission. If the student has attained 18 years of age or is attending an institution of post-secondary education, the student's written permission rather than the parents'/guardians' written permission is required. COMAR 13A.08.02 shall control the release and disposition of records.
  7. Eligible students have the right to apply for special programs for disabled students. (COMAR 13A.05.01)
5. Students must recognize that specific information must be kept in school records.
  6. Students have the responsibility to obtain permission for the release of information contained in their files to outside agencies.
  7. Non-applicable

**MAIN ADMINISTRATIVE OFFICE**

191 S. EAST STREET • FREDERICK, MARYLAND 21701  
**301-644-5000**

# FCPS

## CENTRAL OFFICE DIRECTORY

**EMAIL ADDRESSES**

To contact FCPS staff via email: [firstname.lastname@fcps.org](mailto:firstname.lastname@fcps.org) ([john.public@fcps.org](mailto:john.public@fcps.org))  
 Or for employees with the same first and last names: [firstname.middleinitial.lastname@fcps.org](mailto:firstname.middleinitial.lastname@fcps.org)  
 ([john.q.public@fcps.org](mailto:john.q.public@fcps.org))

**Dr. Cheryl L. Dyson, Superintendent**

301-696-6910 Fax 301-696-6961

**Dr. Michael Markoe, Deputy Superintendent**

301-696-6860 Fax 301-696-6961

**Dr. Sarah Sirgo, Chief of Staff**

301-696-6963 Fax 301-696-6961

### ATHLETICS AND EXTRACURRICULAR ACTIVITIES

**Kevin Kendro, Supervisor of Athletics & Extracurricular Activities**

301-696-6845 Fax 301-696-6956

### CURRICULUM, INSTRUCTION AND INNOVATION DEPARTMENT

**Dr. Kevin Cuppett, Chief Academic Officer**

301-644-5125 Fax 301-644-4139

**Scott Murphy, Curriculum Director**

301-696-6826 Fax 301-644-5241

**Dr. Katherine Gull, Curriculum Director**

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**Advanced Academics**

Dr. Jessica Reinhard, Supervisor

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**Arts: Visual and Performing**

Susan Thomas, Elementary Curriculum Specialist

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Kim Hirschmann, Secondary Curriculum Specialist

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**Career and Technical Education**

Dr. Kristine Pearl, Supervisor

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Eric Bokinsky, Coordinator

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Norman McGaughey, Coordinator

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**Dual Enrollment**

Diana Sung, Coordinator

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**Early Childhood Education and Judy Centers**

240-236-8835 Fax 301-644-4139

Leslie Frei, Supervisor

Kathy Allen, Coordinator

Lauren Perry, Coordinator

**FISCAL SERVICES DIVISION****Leslie Pellegrino, Chief Financial Officer**

301-644-5009 Fax 301-644-5010

**Accounting**

Amanda Baugher, Manager

301-644-5032 Fax 301-644-5054

**Accounts Payable**

Christie Williams, Officer

301-644-5049 Fax 301-644-5054

**Accounts Receivable**

Christa Summers, Specialist

301-644-5051 Fax 301-644-5054

**Payroll**

TBD, Officer

301-644-5059 Fax 301-644-5033

**Budget**

Heather Clabaugh, Director

301-644-5034 Fax 301-644-5010

**Business Services Technology**

Mark Payne, Technology Systems Administrator

301-644-5321 Fax 301-644-5010

**Financial Reporting**

Melissa Rollison, Manager

301-644-4008 Fax 301-644-5010

**Food and Nutrition Services**

Robert Kelly, Director

301-644-5061 Fax 301-644-5071

**Purchasing**

Bill Meekins, Manager

301-644-5116 Fax 301-644-5213

**Warehouse**

David Stine, Manager

301-644-5336

**HUMAN RESOURCES DEPARTMENT**

301-644-5100

**Julia Nguyen, Director**

301-644-5086 Fax 301-644-5105

**Employee Benefits & Wellness**

Sarah Minnick, Senior Manager

301-644-5112 Fax 301-644-5122

**Employee & Labor Relations**

Timothy Thornburg, Senior Manager

301-644-5091 Fax 301-644-5101

**PUBLIC AFFAIRS DEPARTMENT****Dr. Eric Louérs-Phillips, Associate Superintendent**

301-696-6900 Fax 301-696-6962

**Communications**

Brandon Oland, Communications Manager

301-696-6905 Fax 301-696-6962

Randall Gray, Communication Coordinator

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**Community Engagement**

Tiana Haile, Coordinator

301-696-6902 Fax 301-644-5114

**Family and Community Involvement**

Ivania Amador, Coordinator

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**FCPS Website**

Lisa Newcomer, Web Content Coordinator

301-696-6898 Fax 301-644-5114

John Henderson, Web Content Coordinator

301-644-5062 Fax 301-644-5114

**Multimedia Graphics**

Kyle Raines, Coordinator

301-644-5018 Fax 301-644-5114

**Printing Coordination**

Brent Smith, Document Production Specialist

301-644-5197 Fax 301-644-5114

**Social Media**

Madison Bateman, Web Experience Coordinator

301-696-6903 Fax 301-644-5114

**Video and TV Services**

Jeremy Eccard, Video Production Manager

301-644-5017 Fax 301-644-5114

### SPECIAL EDUCATION AND STUDENT SERVICES DEPARTMENT

**Jennifer Bingman, Associate Superintendent**

301-696-6925 Fax 301-644-5303

**Partners for Success:** Rachel Spicer, Coordinator

240-236-8744 Fax 301-644-5305

**Partners for Success:** TBD, Coordinator

TBD Fax 301-644-5305

**Specialized Programs and Supports:**

Troy Keller, Director

301-644-5281 Fax 301-644-5304

**Elementary–Specialized Programs:**

Shannon Pisculli, Supervisor

301-644-5289 Fax 301-644-5304

**Health Services**

Jenifer Waters, Health Specialist

301-644-5286 Fax 301-644-5020

Kerri Griffin, Health Coordinator

301-644-5258 Fax 301-644-5020

**Home/Hospital Teaching**

Faye Zimmerman, Administrative Secretary

240-236-8888 Fax 240-236-2480

**Home Schooling**

Daniel Fleming, Teacher/Home School Monitor

301-644-5244 Fax 301-644-5246

Maribel Gonzalez, Teacher/Home School

Monitor

301-644-4012 Fax 301-644-5246

**Homeless Education Program**

Keri-Ann Henson, Coordinator

301-644-5290 Fax 301-644-5020

**Mental Health and Student Supports**

Kimberly Muniz, Supervisor

301-696-6882 Fax 301-644-5020

Lynn Davis, Coordinator

301-644-5306 Fax 301-644-5020

**Next Steps Program**

C. Ashley Nelson, Coordinator

240-236-8051

**Pupil Personnel Workers**

Kristi Bender, Wendy Gill, Corrina Nobis, Jason

Senuta, Penny Storey

240-236-2493 Fax 301-644-5020

Helen Golibart, Jonathan Jarrett, Duane McNairn,

Sara Mullenix, Danny Renn, Dwight Williams,

Michelle Wilms, LeighAnn Young

301-644-5239 Fax 301-644-5020

**Restorative Practices and****Community Engagement**

Jeneen Stewart, Supervisor of Student Supports

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**School Counseling Supports**

Ryan Defbaugh, Coordinator

301-644-5301 Fax 301-644-5020

**School Psychology**

Emily Tex, Coordinator

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### **Innovation Team**

Eric Haines, Supervisor  
301-696-6826 Fax 301-644-4139  
Amy Cordes, Supervisor  
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### **Language Arts/English**

Jennifer Ralston, Elementary Curriculum Specialist  
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Elizabeth Matheny, Secondary Curriculum Specialist  
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### **Mathematics**

Debbie Myers, Elementary Curriculum Specialist  
301-644-5057 Fax 301-644-4139  
Stacey Sisler, Secondary Curriculum Specialist  
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### **Multilingual Education Program (MEP)**

Dr. Kaitlin Moore, Supervisor  
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### **Physical Education and Health**

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### **Science**

Dr. Chris Horne, Elementary Curriculum Specialist  
301-644-5267 Fax 301-644-4139  
Colleen Beall, Secondary Curriculum Specialist  
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### **Social Studies**

Kim Day, Elementary Curriculum Specialist  
301-644-5133 Fax 301-644-5241  
Dr. Colleen Bernard, Secondary Curriculum Specialist  
301-644-5264 Fax 301-644-5241

### **World Languages**

Dr. DeWayne Cash, Curriculum Specialist  
301-644-5264 Fax 301-644-5119

## **EQUITY AND ORGANIZATIONAL DEVELOPMENT DEPARTMENT**

### **Dr. Keith Harris, Chief of Equity &**

**Organizational Development**  
301-644-5270 Fax 301-696-6848

### **Dr. Carrie Artis, Director**

301-644-5271 Fax 301-696-6848

### **Margaret Lee, Director**

301-644-4132 Fax 240-236-8836

#### **Induction and Professional Learning**

Amy Struntz, Supervisor  
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#### **Leadership Development**

Dr. Karine Myers, Supervisor  
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### **Talent Acquisition**

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Rob Wedge, Senior Manager (Support Staff)  
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### **Verification of Employment**

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## **LEGAL SERVICES DIVISION**

### **Steven N. Blivess, Esq., Chief Legal Counsel**

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Michelle Dauksha, Esq., Staff Attorney  
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Michael DuBey, Esq., Staff Attorney  
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## **LIBRARY MEDIA SERVICES**

### **Mary Jo Richmond, Supervisor**

301-644-5134 Fax 301-644-4139

## **OPERATIONS DIVISION**

### **Dr. Paul Lebo, Chief Operating Officer**

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#### **Capital Programs**

Adnan Mamoon, Director  
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#### **Facilities Planning**

Elizabeth Pasierb, Supervisor  
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#### **Maintenance and Operations**

Robert Wilkinson, Director  
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#### **Safety and Emergency Management**

Scott Blundell, Director  
301-696-6808 Fax 301-696-6958

#### **Technology Infrastructure**

Edward K. Gardner, Director  
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#### **Networks and Security**

Chris Bohner, Supervisor  
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#### **Technology Support**

Doug Favorite, Supervisor  
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#### **Transportation Department**

Fred Punturiero, Director  
301-644-5366 Fax 301-644-5382

### **Secondary-Specialized Programs:**

Lauren Regalia, Supervisor  
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### **Speech-Language/Related Services:**

Christopher Klein, Supervisor  
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### **Non-Public Placements:**

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### **Behavior Analyst:** Matthew Blazek, Supervisor

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### **504 Plans:** Melissa Huntsberry, Coordinator

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## **Special Education Instruction and Student**

### **Performance (K-12):** TBD, Director

301-644-5281 Fax 301-644-5304

#### **Elementary:** Stefanie Lavin, Supervisor

301-644-5292 Fax: 301-644-5305

#### **Elementary:** TBD, Supervisor

301-644- Fax 301-644-5303

#### **Elementary:** Emily Quinlan, Supervisor

301-644-5289 Fax 301-644-5303

#### **Middle:** TBD, Supervisor

301-696- Fax 301-644-5304

#### **High:** Christie Flayhart, Supervisor

301-696-5295 Fax 301-644-5304

#### **Child Find:** Terri Ridenour, Coordinator

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#### **Interpreting Services:** Amy Brooks, Coordinator

301-644-5192 Fax 301-644-4005

#### **Student Services:** Dana Falls, Director

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#### **Behavioral Health and Student Supports**

Janet Shipman, Supervisor  
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#### **Behavioral Intervention**

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Tammy Haller, Coordinator  
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#### **Community Agency School Services**

#### **(CASS) Coordinators**

Pamela A. Miller  
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Kristen Spear  
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## **SYSTEM ACCOUNTABILITY AND SCHOOL ADMINISTRATION DEPARTMENT**

### **Dr. Jamie Aliveto, Chief of Schools & Accountability**

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#### **School Administration and**

#### **Instructional Leadership Directors**

##### **Elementary:**

Kristen Canning, Angie Corrigan, Mark Pritts  
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##### **DELTA Program Supervisor:** Rachel Eversole

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##### **Middle:** Tom Saunders

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##### **High:** Dr. Afie Mirshah-Nayer

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##### **Charter Schools:**

Dr. Daniel Lippy, School Management Director

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##### **Title 1:** Angie Corrigan

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Mariza Frazier, Business Manager

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Chelsey Shaw, Coordinator

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##### **Community School Programs Supervisor**

Dr. DeVeda Coley

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##### **School Management Director:** Dr. Daniel Lippy

301-696-6810 Fax 301-696-6801

##### **System Accountability and School Improvement**

##### **Kyle Barnette, Acting Director**

301-644-5218 Fax 301-696-6956

##### **Accountability, Improvement and**

##### **Innovative Programs**

Kimberly Seiss, Supervisor  
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##### **Data Analysis and Research**

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##### **Local Assessment and Intervention**

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##### **Student Information**

Kyle Barnette, Supervisor  
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# DIRECTORY OF SCHOOLS

## ELEMENTARY

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Frederick, MD 21703  
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<https://edu.fcps.org/bces/>
2. **Blue Heron** ■▶● 240-566-0700  
7100 Eaglehead Drive  
New Market, MD 21774  
Fax 240-566-0701  
<https://edu.fcps.org/bhes/>
3. **Brunswick** ■ 240-236-2900  
400 Central Avenue  
Brunswick, MD 21716  
Fax 240-236-2901  
<https://edu.fcps.org/bes/>
4. **Butterfly Ridge** ■▶●◆★▲ 240-566-0300  
601 Contender Way  
Frederick, MD 21703  
Fax 240-566-0301  
<https://edu.fcps.org/bres/>
5. **Carroll Manor** ■▶● 240-236-3800  
5624 Adamstown Road  
Adamstown, MD 21710  
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<https://edu.fcps.org/cmcs/>
6. **Centerville** ■▶● 240-566-0100  
3601 Carriage Hill Drive  
Frederick, MD 21704  
Fax 240-566-0101  
<https://edu.fcps.org/ces/>
7. **Deer Crossing** ■ 240-236-5900  
10601 Finn Drive  
New Market, MD 21774  
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<https://edu.fcps.org/dces/>
8. **Emmitsburg** ■ 240-236-1750  
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Emmitsburg, MD 21727  
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<https://edu.fcps.org/ees/>
9. **Glade** ■▶● 240-236-2100  
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10. **Green Valley** 240-236-3400  
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<https://edu.fcps.org/gves/>
11. **Hillcrest** ■★▲ 240-236-3200  
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<https://edu.fcps.org/hes/>
- B) Woodsboro** ■ 240-236-3700  
Grades Pre-K–2  
101 Liberty Road  
Woodsboro, MD 21798  
Fax 240-236-3701  
<https://edu.fcps.org/woes/>
22. **North Frederick** ■▶◆★ 240-236-2000  
1010 Fairview Avenue  
Frederick, MD 21701  
Fax 240-236-2001  
<https://edu.fcps.org/nfes/>
23. **Oakdale** ■ 240-236-3300  
5830 Oakdale School Road  
Ijamsville, MD 21754  
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<https://edu.fcps.org/oes/>
24. **Orchard Grove** ■ 240-236-2400  
5898 Hannover Drive  
Frederick, MD 21703  
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<https://edu.fcps.org/oges/>
25. **Parkway** ■ 240-236-2600  
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Fax 240-236-2601  
<https://edu.fcps.org/pes/>
26. **Spring Ridge** ■▶◆ 240-236-1600  
9051 Ridgefield Drive  
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27. **Sugarloaf** 240-566-0500  
3400 Stone Barn Drive  
Frederick, MD 21704  
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<https://edu.fcps.org/sues/>
28. **Thurmont** 240-236-0900  
Grades 3–5  
805 East Main Street  
Thurmont, MD 21788  
Fax 240-236-0901  
<https://edu.fcps.org/tes/>
29. **Thurmont Primary** ■ 240-236-2800  
Grades Pre-K–2  
7989 Rocky Ridge Road  
Thurmont, MD 21788  
Fax 240-236-2801  
<https://edu.fcps.org/tps/>
30. **Tuscarora** ■ 240-566-0000  
6321 Lambert Drive  
Frederick, MD 21703  
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## Middle (continued)

42. **Governor Thomas Johnson** 240-236-4900  
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Frederick, MD 21701  
Fax 240-236-4901  
<https://edu.fcps.org/gtjms/>
43. **Middletown** 240-236-4200  
100 Martha Mason Street  
Middletown, MD 21769  
Fax 240-236-4250  
<https://edu.fcps.org/mms/>
44. **Monocacy** ★ 240-236-4700  
8009 Opossumtown Pike  
Frederick, MD 21702  
Fax 240-236-4701  
<https://edu.fcps.org/gtjhs/>
45. **New Market** 240-236-4600  
125 West Main Street  
New Market, MD 21774  
Fax 240-236-4650  
<https://edu.fcps.org/nmms/>
46. **Oakdale** 240-236-5500  
5810 Oakdale School Road  
Ijamsville, MD 21754  
Fax 240-236-5501  
<https://edu.fcps.org/oms/>
47. **Thurmont** 240-236-5100  
408 East Main Street  
Thurmont, MD 21788  
Fax 240-236-5101  
<https://edu.fcps.org/tms/>
48. **Urbana** 240-566-9200  
3511 Pontius Court  
Ijamsville, MD 21754  
Fax 240-566-9201  
<https://edu.fcps.org/ums/>
49. **Walkersville** 240-236-4400  
55 West Frederick Street  
Walkersville, MD 21793  
Fax 240-236-4401  
<https://edu.fcps.org/wms/>
50. **West Frederick** ★ 240-236-4000  
515 West Patrick Street  
Frederick, MD 21701  
Fax 240-236-4050  
<https://edu.fcps.org/wfms/>
51. **Windsor Knolls** 240-236-5000  
11150 Windsor Road  
Ijamsville, MD 21754  
Fax 240-236-5001  
<https://edu.fcps.org/wkms/>
52. **Brunswick** 240-236-8600  
101 Cummings Drive  
Brunswick, MD 21716  
Fax 240-236-8601  
<https://edu.fcps.org/bhs/>

## HIGH

53. **Catoctin** 240-236-8100  
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Thurmont, MD 21788  
Fax 240-236-8101  
<https://edu.fcps.org/chs/>
54. **Frederick** 240-236-7000  
650 Carroll Parkway  
Frederick, MD 21701  
Fax 240-236-7015  
<https://edu.fcps.org/fhs/>
55. **Governor Thomas Johnson** 240-236-8200  
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Frederick, MD 21701  
Fax 240-236-8201  
<https://edu.fcps.org/gtjhs/>
56. **Linganore** 240-566-9700  
12013 Old Annapolis Road  
Frederick, MD 21701  
Fax 240-566-9701  
<https://edu.fcps.org/lhs/>
57. **Middletown** 240-236-7400  
200 Schoolhouse Drive  
Middletown, MD 21769  
Fax 240-236-7450  
<https://edu.fcps.org/mhs/>
58. **Oakdale** 240-566-9400  
5850 Eaglehead Drive  
Ijamsville, MD 21754  
Fax 240-566-9401  
<https://education.fcps.org/ohs/>
59. **Tuscarora** 240-236-6400  
5312 Ballenger Creek Pike  
Frederick, MD 21703  
Fax 240-236-6401  
<https://edu.fcps.org/th/>
60. **Urbana** 240-236-7600  
3471 Campus Drive  
Ijamsville, MD 21754  
Fax 240-236-7601  
<https://edu.fcps.org/uhs/>
61. **Walkersville** 240-236-7200  
81 West Frederick Street  
Walkersville, MD 21793  
Fax 240-236-7250  
<https://edu.fcps.org/whs/>
62. **Career and Technology Center** 240-236-8500  
7922 Opossumtown Pike  
Frederick, MD 21702  
Fax 240-236-8501  
<https://edu.fcps.org/ctc/>
63. **Carroll Creek Montessori Public Charter School** 240-566-0600  
7215 Corporate Court  
Frederick, MD 21703  
Fax 240-566-0601  
<https://carrollcreekmontessori.org/>
64. **FCPS Remote Virtual Program**  
c/o Deer Crossing ES  
10601 Finn Drive  
New Market, MD 21774  
**Elementary/Middle** 240-236-8970  
Fax 240-236-8971  
<https://edu.fcps.org/emsvrp/>  
**High** 240-236-8450  
c/o GTJMS  
1799 Schifferstadt Boulevard  
Frederick, MD 21701  
Fax 240-236-8451  
<https://edu.fcps.org/hsrvp/>
65. **Frederick Classical Charter School** 240-236-1200  
8445 Spires Way, Suite CC  
Frederick, MD 21701  
Fax 240-236-1201  
<https://frederickclassicalcharterschool.org/>
66. **Frederick County Virtual School** 240-236-8450  
c/o GTJMS  
1799 Schifferstadt Boulevard  
Room 116  
Frederick, MD 21701  
Fax 240-236-8451  
<https://edu.fcps.org/fcv/>
67. **Heather Ridge School** 240-236-8000  
1445 Taney Avenue  
Frederick, MD 21702  
Fax 240-236-8001  
<https://edu.fcps.org/hrs/>
68. **Monocacy Valley Montessori Public Charter School** 240-236-6100  
64 Thomas Johnson Drive  
Frederick, MD 21702  
Fax 240-236-6101  
<https://mvmpcs.org/>
69. **Rock Creek School** 240-236-8700  
55B West Frederick Street  
Walkersville, MD 21793  
Fax 240-236-8701  
<https://edu.fcps.org/rcs/>
70. **Sabillasville Environmental Charter School** 240-236-6000  
16210-B Sabillasville Road  
Sabillasville, MD 21780  
Fax 240-236-6001  
<https://edu.fcps.org/ses/>

## SPECIALIZED SCHOOLS & PROGRAMS

- |   |  |
|---|--|
| 12. <b>Kemptown</b> ■●● 240-236-3500<br>3456 Kemptown Church Road<br>Monrovia, MD 21770<br>Fax 240-236-3501<br><a href="https://edu.fcps.org/kes/">https://edu.fcps.org/kes/</a>  | 31. <b>Twin Ridge</b> ■●● 240-236-2300<br>1106 Leafy Hollow Circle<br>Mt. Airy, MD 21771<br>Fax 240-236-2301<br><a href="https://edu.fcps.org/tres/">https://edu.fcps.org/tres/</a>    |
| 13. <b>Lewistown</b> ■●● 240-236-3750<br>11119 Hessong Bridge Road<br>Thurmont, MD 21788<br>Fax 240-236-3751<br><a href="https://edu.fcps.org/les/">https://edu.fcps.org/les/</a>   | 32. <b>Urbana</b> ■●● 240-236-2200<br>3554 Urbana Pike<br>Frederick, MD 21704<br>Fax 240-236-2201<br><a href="https://edu.fcps.org/ues/">https://edu.fcps.org/ues/</a>                 |
| 14. <b>Liberty</b> ■ 240-236-1800<br>11820 Liberty Road<br>Frederick, MD 21701<br>Fax 240-236-1801<br><a href="https://edu.fcps.org/libes/">https://edu.fcps.org/libes/</a>   | 33. <b>Valley</b> ■ 240-236-3000<br>3519 Jefferson Pike<br>Jefferson, MD 21755<br>Fax 240-236-3001<br><a href="https://edu.fcps.org/vses/">https://edu.fcps.org/vses/</a>              |
| 15. <b>Lincoln</b> ■★▲ 240-236-2650<br>200 Madison Street<br>Frederick, MD 21701<br>Fax 240-236-2651<br><a href="https://edu.fcps.org/lnes/">https://edu.fcps.org/lnes/</a>   | 34. <b>Walkersville</b> ■ 240-236-1000<br>83 West Frederick Street<br>Walkersville, MD 21793<br>Fax 240-236-1050<br><a href="https://edu.fcps.org/wes/">https://edu.fcps.org/wes/</a>  |
| 16. <b>Middletown</b> 240-236-1100<br>Grades 3-5<br>201 East Green Street<br>Middletown, MD 21769<br>Fax 240-236-1150<br><a href="https://edu.fcps.org/mes/">https://edu.fcps.org/mes/</a>                                | 35. <b>Waverley</b> ■★▲ 240-236-3900<br>201 Waverley Drive<br>Frederick, MD 21702<br>Fax 240-236-3901<br><a href="https://edu.fcps.org/waves/">https://edu.fcps.org/waves/</a>         |
| 17. <b>Middletown Primary</b> ■●● 240-566-0200<br>Grades Pre-K-2<br>403 Franklin Street<br>Middletown, MD 21769<br>Fax 240-566-0201<br><a href="https://edu.fcps.org/mps/">https://edu.fcps.org/mps/</a>                  | 36. <b>Whittier</b> ■●● 240-236-3100<br>2400 Whittier Drive<br>Frederick, MD 21702<br>Fax 240-236-3101<br><a href="https://edu.fcps.org/whes/">https://edu.fcps.org/whes/</a>          |
| 18. <b>Monocacy</b> ★▲ 240-236-1400<br>7421 Hayward Road<br>Frederick, MD 21702<br>Fax 240-236-1401<br><a href="https://edu.fcps.org/moes/">https://edu.fcps.org/moes/</a>  | 37. <b>Wolfsville</b> ■ 240-236-2250<br>12520 Wolfsville Road<br>Myersville, MD 21773<br>Fax 240-236-2251<br><a href="https://edu.fcps.org/wfes/">https://edu.fcps.org/wfes/</a>       |
| 19. <b>Myersville</b> 240-236-1900<br>429 Main Street<br>Myersville, MD 21773<br>Fax 240-236-1901<br><a href="https://edu.fcps.org/myes/">https://edu.fcps.org/myes/</a>  | 38. <b>Yellow Springs</b> ■ 240-236-1700<br>8717 Yellow Springs Road<br>Frederick, MD 21702<br>Fax 240-236-1701<br><a href="https://edu.fcps.org/yses/">https://edu.fcps.org/yses/</a> |
| 20. <b>New Market</b> ■ 240-236-1300<br>93 West Main Street<br>New Market, MD 21774<br>Fax 240-236-1301<br><a href="https://edu.fcps.org/nmes/">https://edu.fcps.org/nmes/</a>  |  |
| 21. <b>New Midway-Woodsboro</b><br><b>A) New Midway</b> 240-236-1500<br>Grades 3-5<br>12226 Woodsboro Pike<br>Keymar, MD 21757<br>Fax 240-236-1501<br><a href="https://edu.fcps.org/woes/">https://edu.fcps.org/woes/</a> |  |
|   | 39. <b>Ballenger Creek</b> 240-236-5700<br>5525 Ballenger Creek Pike<br>Frederick, MD 21703<br>Fax 240-236-5701<br><a href="https://edu.fcps.org/bcms/">https://edu.fcps.org/bcms/</a> |
|   | 40. <b>Brunswick</b> 240-236-5400<br>301 Cummings Drive<br>Brunswick, MD 21716<br>Fax 240-236-5401<br><a href="https://edu.fcps.org/bms/">https://edu.fcps.org/bms/</a>                |
|   | 41. <b>Crestwood</b> 240-566-9000<br>7100 Foxcroft Drive<br>Frederick, MD 21703<br>Fax 240-566-9001<br><a href="https://edu.fcps.org/cms/">https://edu.fcps.org/cms/</a>               |

## MIDDLE



## KEY

- Gen Ed 4-year-old Full Day Pre-K
- ▶ Inclusive Program 3-year-old Half Day Pre-K
- Inclusive Program 4-year-old Full Day Pre-K
- ◆ Self Contained Special Education Full Day Pre-K
- ★ STAR Schools
- ▲ Judy Center Schools



# FCPS GLOSSARY: COMMONLY USED ABBREVIATIONS AND EDUCATION TERMS

**ADVANCED ACADEMICS** – FCPS maintains a commitment to educating highly able and gifted learners through a variety of programming using acceleration, enrichment and extension of instruction to meet the needs of students who require specialized gifted and talented instruction, or exhibit demonstrated academic needs.

**AP: ADVANCED PLACEMENT** – A program of challenging college-level courses available to high school students. National exams administered by the College Board allow students to earn college credit for high scores. FCPS strongly recommends that students enrolled in AP classes take these exams.

**ASYNCHRONOUS INSTRUCTION:** Learning that occurs online or otherwise without real-time interaction or instruction by an educator. Examples may include but are not limited to pre-recorded video lessons, resource videos, assigned readings and posted assignments.

**BLOCK SCHEDULE** – FCPS high school students attend two semesters per school year, completing four 80 minute “blocks” or classes each semester. Semesters contain two terms each.

**BYOD** – Bring Your Own Device (See page 39.)

**CAREER AND TECHNOLOGY CENTER (CTC):** Offers career preparatory programs for grades 10-12 (see page 25).

**CCR: COLLEGE AND CAREER READY** – Maryland legislature passed the College and Career Readiness and Completion Act of 2013. It requires assessing students before the end of 11th grade to determine if they are CCR, providing a transition-education experience in 12th grade if they are not and re-assessing them after the transition experience. The new Maryland Blueprint legislation is redefining this expectation such that students will be assessed by the end of 10th grade, with many post CCR pathways, and support pathways available dependent upon performance.

**CLUSTER GROUPING:** Cluster grouping is a research-informed model for gifted and talented service delivery. Gifted “cluster groups” are grouped within the general education classroom. Cluster grouping ensures that advanced and gifted and talented students have “idea mates.” Advanced and gifted and talented students are better able to cope with the process of grappling with more challenging material when clustered with a peer group that shares similar academic, social and emotional needs.

**COMAR** – Code of Maryland Regulations

**CRITERION-REFERENCED TEST** – Designed to report whether students’ achievement meets an established standard or threshold of performance. Scores are usually reported in two forms: a numeric scale score and the student’s proficiency status, using such terms as basic, proficient, advanced, or pass/fail.

**EOP** – Emergency Operations Plan

**ESSA: EVERY STUDENT SUCCEEDS ACT** – A federal law that passed in December 2015 and governs K-12 public education policy. The law established state accountability requirements and requires testing every child in grades 3 through 8 and 10 to ensure progress toward curriculum standards. Maryland’s ESSA accountability plan will report on academic achievement, academic progress (or high school graduation rate), English language proficiency, school quality/student success, and readiness for post-secondary success.

**FARM: FREE AND REDUCED-PRICE MEALS** – Category of students who meet the U.S. Department of Agriculture’s guidelines to qualify them for school lunch and breakfast at no cost.

**FEEDER AREA** – The high school and those elementary and middle schools whose students will ultimately attend (“feed into”) that high school. Provides FCPS a way to coordinate and improve delivery of instruction and other services such as bus transportation.

**HAL** – The FCPS Highly Able Learner program serves advanced and gifted and talented students at elementary and middle schools. (See pages 29.)

**IB: INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME** – A challenging 2-year high school curriculum that leads to a qualification that is widely recognized by the world’s leading universities, offered at Urbana High School.

**INTERMEDIATE GRADES** – Upper elementary grades 3-5.

**JROTC:** Junior Reserve Officer Training Corps (Navy) instruction is offered at Gov. Thomas Johnson High School.

**LSEP:** Local School Emergency Plan

**LYNX: LINKING YOUTH TO NEW EXPERIENCES** – At Frederick High, with supportive business and community partnerships, LYNX is an innovative approach to high school education offering highly individualized Student Success Plans that provide flexibility in meeting academic goals. See [www.fcps.org/lynx](http://www.fcps.org/lynx).

**MEP** – Multilingual Education Program classes are provided at Frederick High, Gov. Thomas Johnson High, Tuscarora High, Ballenger Creek Middle, Crestwood Middle, Gov. Thomas Johnson Middle, Monocacy Middle, Walkersville High, Walkersville Middle and West Frederick Middle schools. All elementary MEP instruction is provided to students in their home schools.

**NORM-REFERENCED TEST** – Designed to compare students’ current achievement with that of a group who previously took the same test. Scores are usually reported in percentiles to illustrate how individuals and groups compare to their counterparts in the state and nation.

**POLICIES** – The Board of Education of Frederick County sets *policies* as guidelines for the successful and efficient functioning of our school system: [www.fcps.org/policies](http://www.fcps.org/policies).

**PRIMARY GRADES** – Elementary grades pre-k through 2.

**PSAT** – See SAT below.

**PTD: PRIMARY TALENT DEVELOPMENT** – An advanced academics program designed to develop and identify students for advanced-level services.

**REGULATIONS** – The FCPS Superintendent authorizes *regulations* to specify school-system procedures for carrying out BOE policies: [www.fcps.org/policies](http://www.fcps.org/policies).

**SAT** – A national college-entrance examination designed to measure critical reading, writing and mathematical reasoning skills. The PSAT is a Preliminary SAT that provides practice before taking the SAT and determines some opportunities for student scholarships and awards.

**SCHOOL PROFILE** – Web-accessible information about each Frederick County public school, features “fast facts” about enrollment and demographics.

**SIP: SCHOOL IMPROVEMENT PROCESS** – A group of employees, students, parents, business partners and/or other representatives of a school responsible for developing and facilitating an improvement plan for that school site. Each plan includes a comprehensive needs assessment, root cause analysis, strategic goals aligned to system goals, evidence informed strategies and progress monitoring.

**SRO: SCHOOL RESOURCE OFFICER** – Sworn law enforcement officers assigned to each high school and its feeder-area schools.

**STEM** – Science, Technology, Engineering and Mathematics.

**SYNCHRONOUS INSTRUCTION:** Remote learning that happens in real-time with the interaction between the teacher and students occurring in a face to face environment or in a virtual classroom setting, i.e. access from home via web conferencing.

**VMS** – Visitor Management System

## Parents: Follow These Steps to Informally Resolve Concerns

During the school year, issues and/or concerns may develop for families, students, employees or community members relating to any number of issues. If you have a concern or disagree with a decision made about your child or other matter, FCPS is ready to work with you to resolve the issue. FCPS is committed to resolving concerns, in a timely manner, by collaborative, informal discussions, beginning with the school or department involved. Communication is essential during this process so that the involved parties may better understand the reasons behind each other's positions and explore options for resolution.

**Parents, students, community members** – Please use this printable checklist to help guide your progress through the informal community concern process, <https://www.fcps.org/student-services/questions-or-concerns>. ★

## Office of the Ombuds

The Office of the Ombuds can work with you to navigate, collaborate and explore options to resolve an FCPS related concern, understand an FCPS process, provide resources and share communication strategies to support a fair process.

In accordance with Policy 107, the Ombuds provides an independent, confidential resource for students, families, employees, and community members who are seeking informal help to answer questions, review options for resolution, and voice concerns. The Ombuds shares information with the BOE and staff for continuous improvement. As a neutral resource, the Ombuds fosters collaborative, positive school system relationships while advocating for fairness, equity, and consistency. Communication with the Ombuds is confidential, and information is not shared without the individual's consent (exceptions may apply). Visit [www.fcps.org/ombuds](http://www.fcps.org/ombuds) for details. For contact information, see the directory on page 54. ★

# EMERGENCY PREPAREDNESS

## Are You and Your Family Prepared for Emergencies?

Frederick County's emergency preparedness partners encourage you to take four steps to prevent, prepare for and respond to an emergency.

### Get Informed:

- Monitor changing weather and road conditions, and know when travel is unsafe.
- Tune in to regional TV and radio news, watch your social media feeds, and check trusted websites.
- Listen and watch for official emergency messages communicated through the Emergency Alert System on local radio, Frederick County Government Cable Channel 19 and Frederick City Cable Channel 99.
- Sign up for Alert Frederick County, the government's free, official source for information about emergency events including weather alerts: [FrederickCountyMD.gov/Alert](https://FrederickCountyMD.gov/Alert).

### Make a Plan:

- Develop an emergency plan and discuss it with your family.
- Decide how you will find out if family members are safe and let them know you are okay.
- Plan alternative ways to communicate with family members and others in case routine communications are disrupted.
- Plan for the possibility that you may need to leave your home: Know what you will need to take with you, steps to secure your home before you leave and where you might go.

### Build a Kit:

- Prepare a supply kit that will sustain you and your family for three days.
- Include the essentials: water, food, important documents and personal identification, warm clothing, blankets, flashlight and radio with batteries, and medications.
- As you plan for your family, develop a plan and kit for your pet(s) as well.

### Get Involved:

- Remember: Emergencies don't seem as devastating when you have a support system.
- Get to know your residential and business neighbors, the people in your school and community groups, faith-based congregation members and the parents of your child's friends.
- Volunteer your time and services to organizations in Frederick County — at schools, with fire/rescue units, at the hospital, through the Red Cross, organized blood drives and more.

The Frederick County Department of Emergency Preparedness has developed a strong partnership with FCPS to build a stronger, safer Frederick County. For more information, contact the Department of Emergency Preparedness: 301-600-1746 or visit [FrederickCountyMD.gov/4541/READY\\_Frederick\\_County](https://FrederickCountyMD.gov/4541/READY_Frederick_County).

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# Look inside for more than a calendar!

- ✓ Directories and map
- ✓ What schools do in emergencies
- ✓ Meals and bus essentials
- ✓ Answers to frequently asked questions

## Select

your FindOutFirst news:

[www.fcps.org/fof](http://www.fcps.org/fof)

- ★ Emergency closing emails
- ★ Calendar updates
- ★ School newsletters
- ★ Job openings
- ★ BOE action
- ★ News releases
- ★ TV/Video programs
- ★ More

## Follow

FCPS on Social Media:



FCPS Maryland



@FCPSMaryland



[youtube.com/user/FCPSmaryland](https://youtube.com/user/FCPSmaryland)



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## Watch

FCPS TV

Live on Comcast 18 and at [www.fcps.org/TV](http://www.fcps.org/TV)

- ★ Learn about snow closings and emergency bulletins
- ★ View Board meetings
- ★ Explore news for children and teens
- ★ See inside the classroom

## Visit

[www.fcps.org](http://www.fcps.org)

- ★ Calendar, menus, bus schedules, news
- ★ Emergency bulletins
- ★ Career options
- ★ Student forms
- ★ School profiles



## Engage

with your child's school

- ★ Visit the school's website
- ★ Select your school's FindOutFirst email news options
- ★ Monitor grades, attendance and assignments
- ★ Attend conferences
- ★ Reach teachers via phone and email
- ★ Volunteer

## Receive

One Call Now info:

- ★ Emergency texts and calls
- ★ Student attendance communications

## Learn More

FCPS Public Affairs Department

301-696-6900

The FCPS Public Affairs Department produces this Calendar Handbook.

FCPS does not discriminate based on ancestry, age, color, disability, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex or sexual orientation.



Frederick County Public Schools

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PLEASE return unneeded copies to your child's school. We can use them!

AT THE END OF THE SCHOOL YEAR



PLEASE RECYCLE

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