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Appendix U: Alternative Education Program

Source: Frederick County Public Schools, May 2018



ALTERNATIVE EDUCATION

Heather Ridge School

Heather Ridge School provides an alternative educational program for students who require a highly structured setting. The school uses individual and group counseling, behavior management services and academics classes to enable students to learn the educational and behavioral objectives necessary for success in a school setting or job site. Heather Ridge offers 4 programs designed to help students with behavioral challenges: middle school, high school, an evening (Twilight) program and the HRS Extension Program which offers courses on line with face to face support if required in the Twilight program.

The Day School serves regular and special education students in the middle school program (grades 6-8) and the high school program serves grades 9 - 12. The middle school program is a Project Based Learning approach to academics. The high school students follow the same block schedule for academic classes as their counterparts in the comprehensive schools and earn the same credits. It is possible to earn a diploma (from the student's home school) upon completion of graduation requirements at Heather Ridge School.

Students needing alternative placement who have severe behavioral issues such as aggression, fighting and use of weapons in an aggressive incident (regardless of age or grade level) or students who need a specialized completer course to graduate participate in the Twilight Program, from 3:15- 6:15 PM, Mondays through Thursdays. Students take 2 academic classes per semester and those who are of age for a work permit are encouraged to work during the day to gain job skills as well as credit towards graduation. In addition, the HRS Extension program serves students who are deemed a safety risk for daily attendance by providing the technology needed to access on line courses and are eligible for one on one assistance by Twilight staff by appointment.

All students in these programs regularly meet with a staff therapist to address behavioral issues in the academic setting. All students carry daily progress reports throughout the school hours and earn points for displaying the expected behaviors. As they earn points over time, students advance through the Behavioral Management system and acquire more independent skills and expectations. The Twilight program also offers the support of a School Resource Officer. Success in all programs is measured by grades, attendance, and improved behavior. Our goal is for students to be productive citizens and have the skills necessary for post-graduate work or job skills upon completion of our program.

Virtual School

The Frederick County Virtual School (FCVS) provides an alternative educational program for a wide variety of high school learners. The office is located on the campus of Governor Thomas Johnson Middle School (GTJMS), where wireless access to computers (10-12 rooms/night) and face-to-face learning sessions with teachers are planned within a master schedule. The cafeteria is frequently utilized to hold mandatory orientation sessions with students and parents. There are 10 full-time staff members for the 2017-2018 school year. The office is staffed with 6 positions while 5 full-time digital learning teachers will serve students in multiple programs. The full-time teachers are provided a comprehensive work space in the classroom next to the office. The school principal has an adjacent office. A small records room secures confidential documents and materials of instruction, and another is utilized for private counseling needs of students and families.

The Virtual School offers seven different programs using a variety of blended learning models; three focused on credit recovery courses and four serving the enrichment needs of students with primarily honors and Advanced Placement courses. One of the credit recovery programs is the Flexible Evening High School, which serves students ages 15-21. The Virtual School also supervises “traditional” face to face high school and middle school summer sessions that meet every day. Last year, more than 1500 high school credits were earned by students in all programs.

The majority of students meet face-to-face with certified FCPS teachers at designated points in time (a condition of participation) at GTJMS. Some students are involved in site-based programs held at comprehensive high schools with additional support from an on-site mentor. Communication between students and teachers occurs during and beyond the school day via email, text, skype, or other methods beyond face- to-face meetings.

FCPS teachers facilitate learning and provide feedback with the online course as the primary instructional resource. Courses available to students reflect the wide range of offerings found in the FCPS Course Guide.

The school programs address student access issues in a variety of ways. The most common reasons students take a course with the Virtual School include:

- 1- Scheduling conflict
- 2- A course of interest is not offered at school
- 3- Internship or work study opportunities
- 4- Want to graduate on time with friends
- 5- Improve a previously earned grade
- 6- Successful learning in an alternate setting
- 7- Schedule school time for specialized courses

Appendix V: Special Education Program Description

Source: Frederick County Public Schools, May 2018



SPECIAL EDUCATION

The Special Education program serves the instructional needs of eligible students with educational disabilities that affect their educational performance from age 3 through the school year that 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, determining 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.

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.

Rock Creek School

Rock Creek School is a special education day school 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 School works closely with the Arc of Frederick County, Frederick County Developmental Center, Division of Rehabilitative Services and Developmental Disabilities Administration to coordinate services for students and their families. There is a Rock Creek Design Committee in place and the plans for a new facility are ongoing and in the Schematic Design phase.

Challenges Program

Challenges provides integrated support to students with autism and/or severe communication disorders 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. Students are provided with a variety of communication methods as they develop verbal speech and/or a functional communication system. After 3rd grade, most students pursue a High School Certificate of Completion. Graduation status is reviewed annually.

Pyramid Program

Pyramid 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.

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.

SUCCESS Program

SUCCESS 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 4 years in a comprehensive high school, have had work experience and exhibit potential for competitive employment. The program focuses on developing skills for independent living and functional academics and offers students a range of employment opportunities.

Infants and Toddlers Program

This interagency program provides early-intervention services for children with developmental delays ages birth through the beginning of the school year following their 4th birthday. Services are provided during naturally occurring family 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.

Partners for Success/Family Support Services

Partners for Success is a resource center for families and schools, serving 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. FCPS sends FindOutFirst emails about workshops and fun family events to subscribers who select Special Education news as an area of interest. The center is open during the school year.

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 for preschoolers and for school-age students.

Special Education Citizens Advisory Committee (SECAC)

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

Sign Language Interpreting

Sign language interpreting services are provided upon request for all school-related events and functions of groups in partnership with FCPS, with 10 business days' notice. Any FCPS student, staff, family member or community stakeholder may request an interpreter.

Psychological Services

FCPS assigns school psychologists to every school. They provide direct support and interventions to students; consult with teachers, families and other school-employed mental health professionals (i.e., school counselors, school therapists) to improve academic and mental health support strategies; work with school administrators to improve school-wide practices and policies; and collaborate with community providers to coordinate needed services. School psychologists conduct psychological assessments to address potential educational disabilities and plan appropriate academic, social-emotional and behavioral interventions. They participate on Individualized Education Program (IEP), Student Services and Behavior Intervention teams to address student needs.

School psychologists offer short-term individual and groups counseling and provide crisis intervention. They also provide training to school, parent and community groups on a variety of mental health, learning and developmental topics.



Appendix W: Career and Technology Education Program Description

Source: Frederick County Public Schools, May 2018



CAREER & TECHNOLOGY EDUCATION

Career and Technology Education supports state approved programs and the Career and Technology Center and Ten comprehensive high schools. These programs by school are:

Brunswick High School

Agriculture and Horticulture
Business Education
 Accounting
 Admin Services
 Business Management
Career Research and Development
Child Development
Computer Science
Technology Education

Frederick High School

Agriculture and Horticulture
Business Education
 Accounting
 Business Management
 Admin Services
Career Research and Development
Child Development
Computer Science
Commercial Foods
Technology Education
Woodworking

Linganore High School

Agriculture and Horticulture
Business Education
 Accounting
 Admin Services
 Business Management
Career Research and Development
Child Development
Computer Science
PLTW Architecture and Engineering
Technology Education
Woodworking

Oakdale High School

Agriculture and Horticulture
Business Education
Accounting
 Admin Services
 Business Management
Career Research and Development
Child Development
Computer Science

Catoctin High School

Agriculture and Horticulture
Business Education
 Accounting
 Admin Services
 Business Management
Career Research and Development
Child Development
Computer Science
Technology Education
Woodworking

Governor Thomas Johnson High School

Business Education
 Accounting
 Admin Services
 Business Management
Cabinetry and Millwork
Career Research and Development
Child Development
Computer Science
Fashion Merchandising
Technology Education

Middletown High School

Agriculture and Horticulture
Business Education
 Accounting
 Admin Services
 Business Management
Career Research and Development
Child Development
Computer Science
Technology Education
Woodworking

Tuscarora High School

Agriculture and Horticulture
Bio Medical
Business Education
 Accounting
 Admin Services
 Business Management
Career Research and Development
Child Development
Computer Science
Pre-Engineering
Project Lead the Way Engineering
Technology Education
Woodworking

Urbana High School

Agriculture and Horticulture
Business Education
 Accounting
 Admin Services
 Business Management
Career Research and Development
Child Development
Computer Science
Technology Education
Woodworking

Walkersville High School

Agriculture and Horticulture
Business Education
 Accounting
 Admin Services
 Business Management
Career Research and Development
Computer Science
PLTW Architecture and Engineering
Technology Education
Woodworking

Career and Technology Center

This specialized high school offers 21 career preparatory programs, most open to students in grades 10-12 who have demonstrated good attendance and met other requirements. Most programs require two years, and many prepare students for national and state certification and offer college credits. Programs include:

- Agricultural and Commercial Metals Technology
- Advanced Web Design and Animation
- Automotive Technology
- Biomedical Technology
- Computer-Aided Design (CAD)/Architectural
- Computer-Aided Design (CAD)/Engineering
- Carpentry
- CISCO Computer Networking Academy (Dual Enrollment offered)
- Collision Repair
- Computer Technician/Analyst
- Construction Electricity
- Cosmetology
- Culinary Arts
- Academy of Health Professions
- Digital Design & Printing Methods
- Environmental Landscape Management and Design and Advanced Floral
- HVACR/Plumbing
- Homeland Security and Criminal Justice
- Security +
- TV/Multimedia Production (Dual Enrollment offered)
- Teacher Academy of Maryland

The Career and Technology Center and each high school offer programs for students who have identified specific interests in post-secondary employment, further career education or both. Many programs offer college credit through agreements with Frederick Community College and other post-secondary institutions.



Appendix X: Staffing Ratios

Source: Frederick County Public Schools, May 2018



ELEMENTARY SCHOOLS

Classroom Teacher (Tier I):	Kindergarten: 1.0 teacher position per 23.0 full-time equivalent students Grades 1 - 5: 1.0 teacher position per 24.8 full-time equivalent students
Classroom Teacher (Tier II):	Grades K - 2: 1.0 teacher position per 22.0 full-time equivalent students Grades 3 - 5: 1.0 teacher position per 24.8 full-time equivalent students
Art/Music/PE Teacher:	3.0 specials teachers for every 15 classroom teachers in grades K-5
Instrumental Music:	0.4 FTE per elementary school
English Learner Teacher:	1.0 teacher position per 30 students based on the English Language projection for June 30 of the prior year.
Special Education:	1.0 teacher per 10-15 special education students

MIDDLE SCHOOLS

Classroom Teacher:	Calculation uses a value of 25.8 full-time equivalent students adjusted by a factor of 0.746 to allow for teacher planning time. This results in a student-teacher ratio of 18.5 full-time equivalent students per teacher.
English Learner Teacher:	1.0 teacher position per 30 identified students
Special Education:	1.0 teacher per 15-20 special education students

HIGH SCHOOLS

Classroom Teacher:	Calculation uses a value of 23.51 full-time equivalent students adjusted by a factor of 0.90 to allow for teacher planning time. This results in a student-teacher ratio of 20.25 full-time equivalent students per teacher.
English Learner Teacher:	1.0 teacher position per 30 identified students
Special Education:	1.0 teacher per 15-20 special education students

Elementary School Staffing Formula

	Enrollment of Fewer than 350 Students	Enrollment of 351 - 449 Students		Enrollment of 450 - 699 Students		Enrollment of 700 - 899 Students		Enrollment of 900 or More Students	
		Tier 1	Tier 2	Tier 1	Tier 2	Tier 1	Tier 2	Tier 1	Tier 2
Principal	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Principal	0.00	0.00	0.00	1.00	1.00	1.00	2.00	2.00	3.00
Secretary (12 month)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Secretary (10 month)	0.00	1.00	1.00	1.00	1.00	1.00	1.00	2.00	2.00
Administrative Totals	2.00	3.00	3.00	4.00	4.00	4.00	5.00	6.00	7.00

	Enrollment of Fewer than 350 Students		Enrollment of 351 - 449 Students		Enrollment of 450 - 699 Students		Enrollment of 700 - 899 Students		Enrollment of 900 or More Students	
	Tier 1	Tier 2	Tier 1	Tier 2	Tier 1	Tier 2	Tier 1	Tier 2	Tier 1	Tier 2
School Counselor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Behavior Support*	0.00	0.00	0.00	1.00	0.00	1.00	0.00	1.00	0.00	2.00
Media Specialist**	1.00*	1.00	1.00	1.00	1.00	1.00	1.20	1.20	1.20	1.20
Academic Support***	2.00	2.00	3.00	3.00	3.00	4.00	5.00	6.00	5.00	6.00
Instructional Assistant/User Support Specialist	2.00	2.00	2.00	2.00	2.00	3.00	2.00	3.00	4.00	4.00
Student Support Staff Total	6.00	6.00	7.00	7.00	7.00	10.00	9.20	12.20	11.20	14.20

*Behavior support positions may include a counselor, behavior support specialist, psychologist or social worker.

**Media specialists assigned to schools with fewer than 300 students will be a 0.8FTE.

***Academic support represents intervention teachers, and literacy and math specialists.

Middle School Staffing Formula

	Enrollment of 500 - 699		Enrollment of 700 - 899		Enrollment of 900 - 1199		Enrollment of 1200 - 1500	
	Students	Tier 1	Students	Tier 1	Students	Tier 1	Students	Tier 1
Principal	1.00		1.00		1.00		1.00	
Assistant Principal	2.00		2.00		2.00		2.00	
Secretary (12 month)	1.00		1.00		1.00		1.00	
Secretary (10 month)	1.00		1.00		1.00		2.00	
Registrar (10 month)	1.00		1.00		1.00		1.00	
Administrative Totals	5.00	6.00	6.00	7.00	6.00	7.00	8.00	9.00

	Enrollment of 500 - 699		Enrollment of 700 - 899		Enrollment of 900 - 1199		Enrollment of 1200 - 1500	
	Students	Tier 1	Students	Tier 1	Students	Tier 1	Students	Tier 1
School Counselor (11 month)	1.00		1.00		1.00		1.00	
School Counselor (10 month)	2.00		2.00		2.00		3.00	
Behavior Support*	1.00		1.00		1.00		1.00	
Media Specialist	1.00		1.00		1.00		1.00	
Academic Support**	4.50		3.50		4.50		3.50	
Instructional Assistant/ User Support Specialist	2.00		2.00		3.00		4.00	
Student Support Staff Total	9.50	11.50	10.50	11.50	11.50	12.50	13.50	15.00

*Behavior support positions may include a counselor, behavior support specialist, psychologist or social worker.

**Academic support represents intervention teachers, and literacy and math specialists.

Updated 5/11/2018



High School Staffing Formula

	Enrollment of 900 - 1199 Students		Enrollment of 1200 - 1499 Students		Enrollment of 1500 - 1799 Students		Enrollment of 1800 - 2100 Students	
Principal	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Principal	2.00	3.00	3.00	4.00	4.00	5.00	5.00	5.00
Secretary (12 month)	1.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Secretary (10 month)	3.00	4.00	4.00	5.00	5.00	6.00	6.00	6.00
Registrar (12 month)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Totals	8.00	11.00	11.00	13.00	13.00	15.00	15.00	15.00

	Enrollment of 900 - 1199 Students		Enrollment of 1200 - 1499 Students		Enrollment of 1500 - 1799 Students		Enrollment of 1800 - 2100 Students	
	Tier 1	Tier 2	Tier 1	Tier 2	Tier 1	Tier 2	Tier 1	Tier 2
School Counselor (11 month)	2.00		2.00		2.00		2.00	
School Counselor (10 month)		1.00		2.00		3.00		4.00
Behavior Support*	0.00	1.00	0.00	1.00	0.00	1.00	0.00	1.00
Media Specialist	1.00		1.00		1.00		1.00	
CCR Specialist	1.00		1.00		1.00		1.00	
Academic Support**	1.00	2.00	1.00	3.00	1.00	3.00	1.00	4.00
Instructional Assistant/User Support Specialist	6.00		7.00		9.00		10.00	
Student Support Staff Total	12.00	14.00	14.00	17.00	17.00	20.00	19.00	23.00

*Behavior support positions may include a counselor, behavior support specialist, psychologist or social worker.
 **Academic support represents intervention teachers, and literacy and math specialists.