ACHIEVING THE PROMISE OF PUBLIC EDUCATION

2019-2020 FCPS Teacher of the Year

Physical education and health teacher Mike Franklin is one example of the amazing teachers in classrooms across FCPS.

“In encouraging students to succeed, there is no more powerful tool than praise,” he says.

A Linganore High School alumnus, Mr. Franklin chairs the Catoctin High School Health and Physical Education Department. He coaches baseball and leads service projects, the Special Olympics Polar Bear Plunge Club and more. Positivity and service in action make him an excellent representative of quality teaching. His practice seeing the good in all students motivates them to do their best.

New! Office of the Ombuds

The Board of Education has hired Sabrina Nail as the school system’s first Ombuds, an impartial, independent, and confidential resource to informally review options for resolving FCPS-related concerns of families, students, employees and county residents. The Ombuds helps people navigate processes, identify resources, and explore strategies to address issues through effective communication and collaboration. Reporting directly to the BOE, the Ombuds tracks and shares trends for continuous improvement. To learn more about this valuable resource for help navigating FCPS, please see page 56.

2019 Maryland Blue Ribbon School

Only high school selected statewide!
Cost per Student — $13,286 per year*

*From the most recent audited financial report, 2017-18

Invested in Your Future

FCPS equips more than 43,000 students with knowledge and skills they will need to succeed in our global society. Of those, we serve more than 11,600 students (26%) eligible for free or reduced-priced meals, 3,540 (8%) who do not speak English as their primary language and 4,800 (11%) who receive Special Education services.

For 11 years in a row, FCPS has earned the highest recognition for accurate and full disclosure in governmental accounting and financial reporting. We are committed to transparency and managing every dime of the taxpayers’ money responsibly.

**Students by Level**

<table>
<thead>
<tr>
<th>Level</th>
<th>Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>19,808</td>
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<tr>
<td>Middle</td>
<td>9,955</td>
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<tr>
<td>High</td>
<td>12,837</td>
</tr>
<tr>
<td>Special</td>
<td>189</td>
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</table>

**Number of Students**

- **Project enrollment**
- **Full-time equivalent positions**

**Employees**

- Teachers and school staff: 2,857
- Teachers: 2,049
- Bus transportation: 456
- Instructional assistants: 924
- Health and student support: 924
- Administration: 68
- Principals: 36
- Assistant principals: 91
- Librarians/media specialists: 61
- Food service workers: 135
- Custodians: 367
- School office staff: 186
- Counselors and psychologists: 152
- Central office and support staff: 704
- Operations: 135
- Full-time equivalent positions: 6,003

**Budget by Category**

- Teachers and school staff: $10,248
- Building operations and maintenance: $1,451
- Bus transportation: $687
- Textbooks and other instructional materials: $302
- Administration: $340
- Health and student support: $258
## Inside This Handbook

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FCPS Goals

Involved families and community members are essential in helping schools deliver on the promise of public education. 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, 7 voting members and 1 nonvoting 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.

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. A sign-up sheet is available 30 minutes prior to the meeting. Individuals may speak for three minutes; an individual representing an organization is allotted five minutes. 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.

Meetings generally begin with afternoon work sessions. Regular meetings typically begin at 6 p.m.

Board of Education

Public Meeting Schedule

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<th>2019</th>
<th>2020</th>
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<td>August 14 &amp; 28</td>
<td>January 8 &amp; 22</td>
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<tr>
<td>September 11 &amp; 25</td>
<td>February 12 &amp; 26</td>
</tr>
<tr>
<td>October 16 &amp; 30</td>
<td>March 11 &amp; 25</td>
</tr>
<tr>
<td>November 13 &amp; 25</td>
<td>April 8</td>
</tr>
<tr>
<td>December 11</td>
<td>May 13 &amp; 27</td>
</tr>
<tr>
<td></td>
<td>June 10 &amp; 24</td>
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</tbody>
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NEW OFFICE OF THE OMBUDS

For help resolving an FCPS-related concern:

Call: 301-696-6852

Email: ombuds@fcps.org

For more information, please see page 56.
ESSENTIAL INFORMATION FOR A SUCCESSFUL YEAR

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! Steps to follow in resolving any concerns are outlined on page 56. Where Board of Education policies and FCPS regulations are referenced, the full text is online: 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.

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.

Getting to School

FCPS's 430 yellow buses cover more than 42,000 miles every school day. About 31,000 students will be eligible to ride in 2019–20.

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 24.

Medications/Treatments

Students are encouraged to take any needed medication outside the school day. When medication must be administered during school, the parent/guardian must provide a written order from the student's healthcare provider for all prescription and over-the-counter medications. Medications must be transported by an adult and provided to the school 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 at 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 FindOutFirst to send important email from the district and your child's school. Parent email addresses are uploaded to FOF from student eSchool records that school office staff update based on the Student Information Card parents complete. You may add a phone number for text messages, sent when a school is unexpectedly closing, and update your news options: www.fcps.org/fof.

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. Preparing 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 25 and at www.fcps.org/meals.

School Cash Online

The way to pay for field trips, sports 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 more costly than paying with cash or check


IMPORTANT!

STUDENT INFORMATION CARD AND HEALTH FORM

On the first school day, students get important forms for parents to complete and return promptly.

The school needs your child’s updated Student Information Card to reach you anytime there is an emergency, question or concern and to subscribe you to FCPS FindOutFirst email. The Student Information Card is personalized with the most current information in the FCPS database for your child, so you only have to verify and/or correct it. You must return the form even if there is no change!

The Confidential Health Information Form is separate and also easy to fill out. It’s online at www.fcps.org/forms for those who prefer to type, print, sign and send it in.

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 Card, 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 41).
WHAT SCHOOLS DO IN BAD WEATHER AND EMERGENCIES

Occasionally, inclement weather or other safety or health conditions require us to close or delay all or some schools. This decision involves careful evaluation of a variety of factors in a compressed time period. Whenever possible, decisions are made by 5 a.m. for morning closings and delays and by 10 a.m. for early closings. See Regulation 400-2 at 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

FCPS notifies local and regional TV and radio stations when schools must close unexpectedly. It is not possible to guarantee that the media will announce this information promptly or accurately. For the fastest, most reliable information, check the following:

Facebook: FCPSMaryland
Twitter: @FCPSMaryland
Internet: www.fcps.org
Email/Text: FindOutFirst email and emergency-closing phone text messages: www.fcps.org/fof
Television: Cable Channel 18 (Frederick area)

All FindOutFirst (FOF) emergency notices come from the FCPS Central Office. Emergencies include schools closing due to weather, power outage and the like. FCPS does not typically send immediate FOF about precautionary and brief partial lockdowns. 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.

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. This provides half-day pre-k students with equitable instructional time.

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

Career and Technology Center (CTC) Delay Schedule

When schools countywide 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. Lunches are served. Afternoon half-day pre-k and Career and Technology Center (CTC) programs are canceled; CTC students remain at their home schools. Flexible Evening High and Heather Ridge Twilight programs are canceled.

Emergency Procedures

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

Avoid. Deny. Defend.1™ – In the event of violence or the threat 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.

Drop, Cover and Hold – In the event of an earthquake, students and staff drop to the ground, taking cover under a sturdy desk or table and holding onto something sturdy until shaking stops; they carefully exit the building afterward.

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.

Partial Lockdown – Exterior doors remain locked with only authorized access to the building, no students are allowed outside unsupervised, and activities are conducted as usual inside.

Reverse Evacuation – Students and staff are brought back into the building to protect them from a dangerous situation outside.

Severe Weather – During severe weather, such as a tornado, students and staff seek shelter immediately using interior hallways. They are brought in from portables and outside activities. They stay away from windows and doors with glass and avoid rooms with free-span ceilings such as gyms and cafeterias.

Shelter in Place – Exterior doors remain locked; air handling units are turned off to protect students and staff from potential hazards outside.

For more information about school safety, see page 54.
## THE SCHOOL YEAR AT A GLANCE

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<td>2-Hour Early Dismissal for Students</td>
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<tr>
<td>December 23 (Monday)</td>
<td>Schools* and Offices Closed</td>
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<td>December 24-25 (Tuesday-Wednesday)</td>
<td>Schools** and Offices Closed</td>
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<td>December 26-31 (Thursday-Tuesday)</td>
<td>Schools** Closed</td>
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<td>Schools** and Offices Closed</td>
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<td>January 20 (Monday)</td>
<td>Schools** and Offices Closed</td>
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<td>January 29 (Wednesday)</td>
<td>Schools* Closed</td>
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<td>February 14 (Friday)</td>
<td>2-Hour Early Dismissal for Students</td>
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<td>February 17 (Monday)</td>
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<td>March 4 (Wednesday)</td>
<td>2-Hour Early Dismissal for Students</td>
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<td>April 8 (Wednesday)</td>
<td>2-Hour Early Dismissal for Students</td>
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<td>April 9 (Thursday)</td>
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<td>April 10-13 (Friday-Monday)</td>
<td>Schools** and Offices Closed</td>
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<td>April 28 (Tuesday)</td>
<td>Schools** Closed</td>
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<td>May 25 (Monday)</td>
<td>Schools** and Offices Closed</td>
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<tr>
<td>June 22*** (Monday)</td>
<td>2-Hour Early Dismissal/Last Day of School for Students</td>
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*BOE Determined  
**State Mandated (See page 40)  
***This calendar includes 8 days for snow or other emergency closings. FCPS will make up days closed for inclement weather or other emergencies in the following sequence: June 11, 12, 15, 16, 17, 18, 19, and 22. If no snow days are used, the last day for students is Wednesday, June 10. The June 2-hour early dismissal will occur on the last day of school for students. If some but not all days are needed, the school year will be shortened by the number of unused days to 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  
- Select FindOutFirst email calendar updates and emergency-closing text messages: [www.fcps.org/fof](http://www.fcps.org/fof)

See the Calendar Handbook months pages
**AUGUST 2019**

**NEW TEACHER REPORT TO WORK:**
- New-hire symposium

**EVENTS:***
- Eid Al-Adha
- First Day for Fall Sports
- Board of Education Meeting
- Teacher Training and Preparation
- Textbook Review Week (through August 12)
- C. Burr Artz Library

**RESOURCES:**
- Explore the health-learning link: www.ascd.org/wscc

**AGENDA:**
- Teachers Report to Work: Training and Preparation
- Teacher Training and Preparation
- Teacher Training and Preparation
- Teacher Training and Preparation
- Teacher Training and Preparation
- Teacher Training and Preparation

**MORE:**
- August 1-31: Children’s Eye Health and Safety Month
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<td>PATRiot Day: Anniversary of 2001 attack</td>
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<td>Cross Country Meet (Rain Date: October 2)</td>
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**SEPTEMBER 1-30: Library Card Sign-up Month**
**September 8-14: National Arts in Education Week**
**September 15-October 15: National Hispanic Heritage Month**
**September 17-23: Constitution Week**

Learn about drug abuse – Before it’s too late: [http://beforeitstoolate.maryland.gov](http://beforeitstoolate.maryland.gov)
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**OCTOBER 2019**

- **1**  Child Health Day  
  Rain Date for Pappy Lorenzen Elementary Cross Country Meet  
  Rosh Hashanah (Ends at Sunset)
- **2**  International Walk to School Day  
  Rain Date for Pappy Lorenzen Middle Cross Country Meet
- **3**  
- **4**  
- **5**  SAT and Subject Tests
- **6**  
- **7**  
- **8**  Mid-Term  
  Elementary Interims Issued  
  2-Hour Early Dismissal for Students:  
  Teacher Work Session  
  Yom Kippur (Begins at Sunset)
- **9**  Schools Closed  
  Yom Kippur (Ends at Sunset)
- **10**  National Ombuds Day
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National Ombuds Day is this month. Learn more: www.fcps.org/ombuds

Make a new friend this month: www.stopbullying.gov

Madeline Ashbury, Grade 1  
Alexis Fleming, Grade 10
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**November 2019**

- **NOVEMBER 1-30**: National Native American Heritage Month
- **NOVEMBER 10-16**: Geography Awareness Week
- **NOVEMBER 18-22**: American Education Week
- **NOVEMBER 24-30**: National Family Week

Avery Shackleford, Grade K  
Christina Corchado, Grade 12  
Madelyn Tribbitt, Grade 7
<table>
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<tr>
<th>SUNDAY</th>
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<td>Textbook Review Week (through December 9): C. Burke Artz Library</td>
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<td>SAT and Subject Tests</td>
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<td>Planetarium Shows 6 and 7 PM</td>
<td>Board of Education Meeting</td>
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<td>Planetarium Shows 6 and 7 PM</td>
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<td>Mid-Term Elementary Interims Issued</td>
<td>First Day of Winter</td>
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<td>Schools Closed: Winter Break Hanukkah (Ends at Sunset) Kwanzaa</td>
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Schools are closed Monday, December 23, 2019 through Wednesday, January 1, 2020. Schools re-open Thursday, January 2, 2020. Have a safe and happy winter break!
JANUARY 2020

1
SCHOOLS AND OFFICES CLOSED: NEW YEAR'S DAY
Kwanzaa

2

3
SCHOOLS AND OFFICES RE-OPEN

4
FREDERICK COUNTY MATHCOUNTS OPEN
(SNOW DATE: JANUARY 11)

5

6
Textbook Review Week (through January 13):
C. Burr Artz Library

7
CHRISTMAS DAY (ORTHODOX)

8
MIDDLE/HIGH INTERIMS ISSUED
BOARD OF EDUCATION MEETING

9
FCPS DR. MARTIN LUTHER KING JR.
CELEBRATION
(SNOW DATE: JANUARY 16)

10
ACADEMIC TOURNAMENT MATCHES

11
SNOW DATE FOR FREDERICK COUNTY MATHCOUNTS OPEN

12

13

14

15

16
STUDENT BOE CANDIDATE FORUM
(SNOW DATE: JANUARY 23)
SNOW DATE FOR FCPS
DR. MARTIN LUTHER KING JR.
CELEBRATION

17
ACADEMIC TOURNAMENT MATCHES

18
FCPS MARYLAND SCIENCE OLYMPIAD
(SNOW DATE: JANUARY 25)
FCPS INDOOR TRACK AND FIELD MEET

19

20

21

22
FCPS WINTER CHEERLEADING COMPETITION
BOARD OF EDUCATION MEETING

23
SNOW DATE FOR STUDENT BOE CANDIDATE FORUM

24
ACADEMIC TOURNAMENT MATCHES

25
ALL-COUNTY HIGH SCHOOL MUSIC FESTIVAL
(SNOW DATE: JANUARY 27)
SNOW DATE FOR FCPS MARYLAND SCIENCE OLYMPIAD
CHINESE NEW YEAR

26

27
SNOW DATE FOR ACADEMIC TOURNAMENT MATCHES
SNOW DATE FOR ALL-COUNTY HIGH SCHOOL CONCERT
PTA COUNCIL GENERAL MEETING: MONOCACY MIDDLE, 7 PM

28
END OF FIRST SEMESTER AND TERM 2

29
SCHOOLS CLOSED FOR STUDENTS: TEACHER WORK DAY
EARTH AND SPACE SCIENCE LAB: WINTERFEST 10 AM-3 PM

30
SECOND SEMESTER AND TERM 3 BEGINS
FCPS UNIFIED BOCCE TOURNAMENT

31
ACADEMIC TOURNAMENT MATCHES

JANUARY 27-31: CIVILITY WEEK KINDNESS CHALLENGE
**February 2020**

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<td>Textbook Review Week (through February 10): C. Burr Artz Library</td>
<td>Planetarium Shows 6 and 7 PM</td>
<td>Public Hearing: Superintendent’s Recommended Fiscal Year 2021 Operating Budget, 7 PM</td>
<td>FCPS德拉明笔会</td>
<td>报告卡发出</td>
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- **February 1-29**: National African American History Month
- **February 3-7**: National Children’s Dental Health Month
- **February 22-29**: National FFA Week

*Love has many definitions; abuse isn’t one of them: [www.loveisrespect.org](http://www.loveisrespect.org)*
# March 2020

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**1st March 2020**

- Read Across America Day
- Textbook Review Week (through March 9): C. Burke Artz Library
- Mid-Term Elementary Interims Issued
- 2-Hour Early Dismissal for Students: Teacher Work Session
- Youth Art Month Reception Delaplane Visual Arts Center (Exhibit Ends March 29)

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**8th March 2020**

- Daylight Saving Time Begins
- All-County Elementary Music Festival (Show Date: March 11)
- Planetarium Shows 6 and 7 PM
- Snow Date for All-County Elementary Music Festival
- Middle/High Interims Issued
- Board of Education Meeting

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**15th March 2020**

- St. Patrick’s Day
- First Day of Spring
- Naw-Ruz

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**22nd March 2020**

- World Water Day
- PTA Council General Meeting: Monocacy Middle, 7 PM
- School Day SAT for Juniors
- Board of Education Meeting

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**29th March 2020**

- March 1-31: American Red Cross Month
- Irish American Heritage Month
- Middle Level Education Month
- Music in Our Schools Month
- Social Work Month
- March 1-31: Women’s History Month
- Youth Art Month
- March 2-6: National Foreign Language Week
- National School Breakfast Week
- National School Social Work Week

**March 15-21: National Poison Prevention Week**

**Make the grade! Start every day with breakfast:**

[www.choosemyplate.gov](http://www.choosemyplate.gov)
### April 2020

#### Events

**April 1-30:** National Poetry Month  
**April 1: Sunday**  
**April 2:** Monday  
**April 3:** Tuesday  
**April 4:** Wednesday  
**April 5:** Thursday  
**April 6:** Friday  
**April 7:** Saturday  

**April 1-30:** School Library Month  
**April 19-24:** Administrative Professionals Week  
**April 20-24:** Public School Volunteer Week  

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**April 30:**  

**School Library Month**  
**Administrative Professionals Week**  
**Public School Volunteer Week**  

**Key Dates:**  
- **April 1:** Easter Day  
- **April 7:** Passover (Ends at Sunset)  
- **April 12:** Passover (Begins at Sunset)  
- **April 16:** Earth Day  
- **April 18:** First Day of Ramadan  
- **April 20:** Passover (Begins at Sunset)  
- **April 21:** Holocaust Remembrance Day (Begins at Sunset)  
- **April 22:** Holocaust Remembrance Day (Ends at Sunset)  
- **April 23:** International Dance Day  
- **April 25:** First Day of Ramadan  
- **April 28:** Holocaust Remembrance Day (Begins at Sunset)  
- **April 29:** Holocaust Remembrance Day (Ends at Sunset)  

**Holiday Observances:**  
- **April 19:** Orthodox Easter  
- **April 21:** Passover  
- **April 27:** Easter Day  
- **April 30:** Orthodox Easter  

**Calendar Days:**  
- **1:** End of Term 3  
- **2:** 2-Hour Early Dismissal for Students  
- **3:** Board of Education Meeting  
- **4:** Passover  
- **5:** Schools Closed for Students  
- **6:** Spring Break  
- **7:** Teacher Work Day  
- **8:** Spring Break  
- **9:** Teacher Work Day  
- **10:** Good Friday  
- **11:** Schools and Offices Closed  
- **12:** Spring Break  
- **13:** Teacher Work Day  
- **14:** Term 4 Begins  
- **15:** Spring Break  
- **16:** Spring Break  
- **17:** Teacher Work Day  
- **18:** Spring Break  
- **19:** Spring Break  
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- **28:** Teacher Work Day  
- **29:** Spring Break  
- **30:** Teacher Work Day  

**General Information:**  
- **Keep schools safe:**  
  - See something, say something:  
  - [www.safeschoolsmd.org](http://www.safeschoolsmd.org)
### May 2020

<table>
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<th>Monday</th>
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<td><strong>Advanced Placement Exams</strong></td>
<td><strong>National Teacher Day</strong></td>
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<td><strong>School Lunch Hero Day</strong></td>
<td><strong>All-County Jazz Festival &amp; Subject Tests</strong></td>
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<td><strong>Hugh B. Nolan Middle Track Meet (Rain Date: May 26)</strong></td>
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<td><strong>Eid-al-Fitr</strong></td>
<td><strong>Schools and Offices Closed: Memorial Day</strong></td>
<td><strong>Rain Date for Hugh B. Nolan Elementary Track Meet</strong></td>
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**May 1-31:** Asian Pacific American Heritage Month  
**May 4-10:** National Children’s Book Week  
**May 1-7:** National Physical Education and Sport Week  
**May 3-10:** National Music Week  
**May 4-8:** Teacher Appreciation Week  

**Get 60 minutes of daily physical activity:**  
[www.shapeamerica.org](http://www.shapeamerica.org)
**JUNE 2020**

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**Board of Education Meeting**

**Flag Day**

**Last Day of School for Students**

**Father’s Day**

**Last Day of School for Teachers**

**SAT and Subject Tests**

**First Day of Summer**

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*Includes 8 days for snow or other emergency closings. If there are no days needed for emergency closings, the last day for students will be June 10. Subject to BOE revision, FCPS will make up days closed for inclement weather or other emergencies in the following sequence: June 11, 15, 16, 17, 18, 19 and 22.

**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.**

**MAY 2020**

**JULY 2020**

- June 1-30: Caribbean-American Heritage Month
- Great Outdoors Month
- Lesbian, Gay, Bisexual and Transgender Pride Month
- June-July: Fireworks Safety Months
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JULY 2020

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**GraCe GiFFiN, Grade 12**

**AuDeReY allGaiEr, Grade 10**

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**Prevent medication misuse:**
Monitor, secure and dispose!

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

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**JUNE-JULY**
Fireworks Safety Months

**GRADUATION:**
Flexible Evening High
and Summer Session
Family and community engagement matter!
Stay informed: www.fcps.org
**FAMILY AND COMMUNITY: ENGAGED**

Get Connected. Stay Engaged.

“Like” FCPS on Facebook, follow us on Twitter, subscribe to our YouTube channel, watch us online or on Comcast TV Channel 18, visit fcps.org and add your mobile phone number and carrier to your FindOutFirst account for emergency-closing text messages. FCPS meets our community’s digital needs with communication that not only informs but engages. Talk with us about the latest systemwide news and information. Share the amazing things 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.

FindOutFirst Email and Text

Get school news from the FCPS FindOutFirst service:
- Emergency closings
- Calendar updates
- School newsletters
- Cafeteria and transportation news
- Board of Education action and much more.

Parent FindOutFirst accounts are created from the email address they provide the school, entered into each child’s eSchool record so the correct grade-level news is delivered. Log in at www.fcps.org/fof to update your news options for 2019-20. To get emergency-closing text messages, add your mobile phone number, carrier and verification code.

IMPORTANT:

Make sure the school has your email address!

FindOutFirst email delivers most routine FCPS news before other media, but email is not fastest in an emergency. FCPS also posts emergency notices at www.fcps.org and via Facebook at FCPSMaryland and Twitter @FCPSMaryland, broadcasts bulletins on Comcast TV Channel 18 and sends news to TV and radio stations and other media. FCPS social media will generally be the fastest way to get school closing information.

Interpreting Services

FCPS strives to provide English language interpreting services to translate information from or to a foreign language for school-related meetings, with 10 business days’ notice. To request an English language interpreter, contact the child's school.

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, with 10 business days’ notice. Any FCPS student, staff, family member or community stakeholder may request a sign language interpreter through the school hosting the event.

Parent-Teacher Conferences

Parent-teacher conferences can be scheduled anytime by contacting your 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 child’s teachers about questions and concerns or to share insights. Check the calendar on page 6 for half-day schedule details:

October 23, 24 & 25, 2019

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.

Senior Citizens

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.

Gifts for Education

The 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, 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 system 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.

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.
Business and community:
Business and community volunteers 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.

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.

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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.

**Help children succeed:**
- Expect students to do their best in school
- Ask what they learned in class
- Encourage them to find out more
- Provide space, time and materials for homework
- Ensure nutritious meals, physical activity and rest
- Read and talk with children about books
- Limit television viewing and other passive activities
- Champion trustworthiness, respect, responsibility, fairness, caring and citizenship
- Keep informed and learn about the issues that affect education through conferences, notes, phone calls, newsletters, FCPS TV and www.fcps.org, which has links to FindOutFirst email, Facebook, Twitter and YouTube.

**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 Continuous Strategic Improvement Team or PTA
- Serve on a BOE, FCPS or PTA advisory committee
- Ask teachers how you can assist.

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**FindOutFirst email and texting:** [www.fcps.org/fof]
Enrolling a Student

FCPS provides free public education to eligible Frederick County students ages 4 to 21. Students are assigned to schools based on the location of their homes.

To register a student, call and schedule an appointment with the office of the school your child will attend. If you are unsure which schools serve your neighborhood, call the FCPS Student Services Department.

For attendance areas, the enrollment form and other important enrollment information, visit www.fcps.org.

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 expelled from another school system, for a period of time equal to the expulsion.

(Note: Maryland law requires that children ages 5 to 18 attend a school program.)

Pre-Kindergarten

FCPS offers pre-kindergarten programs to all students eligible for free or reduced-price meals. Most are half-day classes, but this year some schools offer full-day pre-k, as noted in the directory on pages 52-53.

To enter the pre-kindergarten program this school year, a child must observe the 4th birthday on or before September 1, 2019. Students are selected first on eligibility for free or reduced-price meals. Additional factors that increase a child’s risk of not being successful in school may then be considered. Applications are available at all elementary schools, and registration begins in March. Enrollment is limited. See Regulation 400-91 online.

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 the 5th birthday on or before September 1, 2019. 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 begins at all elementary schools in March.

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 waiver year, the student will enter kindergarten rather than 1st grade. For more information, contact the Early Childhood Education Office.

Bilingual or English-Learning Students

To enroll an international or bilingual student not yet able to speak standard 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 240-236-7041. Students whose primary language is not English will need to take a placement test to determine their level of English proficiency. See more about English Learning (EL) on pages 30-31. For details visit www.fcps.org/student-services/enrolling-a-student.
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 enrollment 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 at www.fcps.org/forms. For assistance in getting immunizations or a physical exam, contact the school health room staff or FCPS health specialist.

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 sports activities, students must have the annual physical examination between April 1 and the first day of practice (August 14 for fall sports, November 15 for winter sports and February 29 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 www.StudentInsurance-KK.com. 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 assists 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.
Bus Riders and Walkers

Parents are responsible for the transportation of students whose most practical, direct walking route to school is: 1½ miles or less for grades pre-k through 5 (except at primary schools) and 1½ 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.

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 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.

Concerns and Questions

To resolve a transportation concern or question: 301-644-5389 or 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 their 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 job 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 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.

For more information, please see Policy 441 and Regulation 200-14: 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.
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. Family members are welcome to join students for lunch after registering at the school office. To find out what's on the menu, visit 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 www.myschoolbucks.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 is no additional fee when sending cash or a check.

**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 with limited ability to pay. Eligibility is based on family size and income guidelines developed annually by the U.S. Department of Agriculture. Meal Benefit Applications are online at www.fcps.org/meals and also distributed to students in September. Families who wish to be considered should promptly return the form. Only one application per family is required and should include 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. 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. 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 Waverley 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.

For more information visit www.fcps.org/meals or contact the FCPS Food and Nutrition Services Department. FCPS is an equal opportunity provider. ★
GENERAL EDUCATION PROGRAMS

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 important developmental stage, the partnership between home and school cannot be understated.

If you have questions, please visit the Middle School page at 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. (Academy programs are listed on page 30.) Students are required to earn 25 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. 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.

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, participate in work-study programs, internships and apprenticeships, and enjoy a variety of extracurricular 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.

Elementary School

Elementary schools typically encompass grades kindergarten through 5, generally serving students ages 5 to 10. All offer full-day kindergarten. Some elementary schools offer pre-kindergarten programs for 4-year-olds (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, supported by other faculty who specialize in teaching art, English learners, guidance, language arts, library media services, math, music, physical education and special education.

If you have questions, please visit the Middle School page at www.fcps.org and/or contact your child’s principal.

Without question, the time period between 10 and 14 years of age is one of incredible growth and change. In supporting children through this important developmental stage, the partnership between home and school cannot be understated.

If you have questions, please visit the Middle School page at www.fcps.org and/or contact your child’s principal.

★
The Career and Technology Center (CTC) is a specialized FCPS high school offering 26 career preparatory programs, most 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 Floral Design
- 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
- 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
- Physical Therapy
- Security +
- Teacher Academy of Maryland
- TV/Multimedia Production
- Welding: Agricultural and Commercial Metals Technology

Most 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 advantage after earning their diplomas. ★

## Frederick County Virtual School (FCVS)

The FCPS FCVS provides online learning courses as an alternative means of education. The courses are aligned to FCPS essential curricula and represent a variety of options, including honors and Advanced Placement courses. The FCVS uses a blended-learning model in which periodic face-to-face sessions are required.

All instructors are highly qualified FCPS teachers with special training in working with students in a virtual setting. A registration fee is charged based on a sliding scale for school meal status. Students interact with an online community of teachers and students as they respond to discussion-board posts, complete assignments and take exams within established timelines. Hands-on courses involve laboratory time to conduct experiments and build projects. School counselors can provide more information.

Visit https://education.fcps.org/fcvs to download an enrollment form, view the Face-to-Face Master Schedule, registration fee charges, lists of potential course offerings and descriptions of these high school programs:

- Flexible Evening High School (FEHS)
- Partially Online Summer Session (POSS)
- Site-Based Summer Session (SBSS)
- Traditional Summer School (TRAD)
- Virtual After School (VAS)
- Virtual During School (VDS)
- Virtual In School (VIS)
- Virtual Outside of School (VOS) ★

## Work-Based Learning

The Transition Education 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 notify their school’s Transition Education 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

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.

For more information, contact one of the Special Education supervisors and/or please visit www.fcps.org.

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.

The Calendar Handbook for 2019–2020
Children younger than 2 years, 9 months.

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, most pursue a High School Certificate of Completion. Graduation status is reviewed annually.

Partners for Success

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 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

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.

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 Special Education Department and Board of Education. Meetings are open to the public. New members are solicited each year. For more information contact the Special Education Compliance and Student Support Director.

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

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 functional academics and skills for independent living and offers students a range of employment opportunities.
Advanced Academics

In addition to current grade-level instruction, FCPS offers intervention programs that address student skill gaps to promote academic success. The goal is to provide short-term targeted instruction to help students meet grade-level standards as quickly as possible. ★

Accelerating Achievement and Equity (AAE)

Every student deserves an education that prepares for lifelong learning and success. Educational equity means all students have access to the resources and educational rigor they need at the right moment and that personal and social identifiers (such as ability, age, ethnicity, family structures, gender, gender expression, gender identity, language, national origin, race, religion, sexual orientation, and socioeconomic status) are valued as assets. A primary goal of the AAE Department is to promote student achievement and equity through culturally responsive classroom practices and resources that best meet the needs of a diverse student population. An accelerated and equitable learning environment enables students to become mower and career ready. It prepares students to live, learn and participate productively in our increasingly diverse society. Being culturally aware is a continuous, integrated, multi-ethnic, multi-disciplinary process necessary for all students to become college and career ready. ★

Advanced Academics

FCPS is committed to addressing the individual needs of all students, including those who are academically advanced. Students with outstanding capabilities and specific academic aptitudes participate in enriched and extended learning activities.

All elementary schools have access to resources that extend student learning. Lessons to identify and develop abilities are available in grades K-2 as part of the Primary Talent Development Program. When needed, teachers may consult with the Office of Advanced Academics for suggested extension activities in language arts and math. Highly

Charter Schools

A charter school functions as a semi-independent public school, with its own governance and instructional design. However, education achievement is measured against the same performance standards used by the local and state boards of education. Staff members are FCPS employees, and the school's management 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 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 53. ★

Dual Enrollment

FCPS works with Frederick Community College on dual-enrollment programs that offer reduced tuition. Information about dual enrollment is online at www.frederick.edu/dc. Students can also see a school counselor for a College and Career Readiness Public Institution of Higher Education (PIHE) Dual Enrollment Application Form. High school counselors have details. ★

Earth and Space Science Laboratory/Ausherman Planetarium

The Earth and Space Science Laboratory/Ausherman Planetarium (ESSL) is next to Lincoln Elementary. Grades 1–5 and students in certain middle and high school courses 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; see calendar pages and www.fcps.org/special-programs for details. ★

English Learning

The primary goal of the English Learning program is advancing the academic language development and academic achievement of its English Learners (ELs). Educating this student population is a collaborative effort among all FCPS

Heather Ridge School

Heather Ridge School provides an alternative educational program for middle and high school students in grades 6-12 who require a highly structured setting. Heather Ridge emphasizes problem solving, behavior management, social skills development and counseling to equip students for academic success. The setting provides students access to the FCPS curriculum and allows them to complete the courses necessary for graduation and post-secondary 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
- Academy for the Fine Arts: Governor Thomas Johnson
- Teacher Academy of Maryland: Career and Technology Center

Signature Programs

- International Baccalaureate Academy (IB): Urbana
- Leadership Program: Oakdale
- Pre-Engineering Program: Oakdale and Tuscarora
- Project Lead the Way – Pre-Engineering Academy: Linganore (Civil) and Walkersville (Aeronautical) ★

Judy Center

Through a combination of high-quality educational experiences and comprehensive family services, the Judy Center prepares the youngest children for academic success in school. Families living in the Lincoln and Waverley school districts with a child from birth to 5 years old are eligible for
advanced elementary students may be recommended for placement in the countywide Elementary Magnet Program, serving academically advanced students in grades 3-5 at New Market, North Frederick and Urbana Elementary. A multi-faceted identification process ensures that the needs of advanced learners are considered.

Every middle school offers individual, small-group, whole-class and schoolwide enrichment activities through an advanced academics specialist. Middle schools may assign students with high academic abilities in language arts, math, science or social studies to the FCPS Highly Able Learner (HAL) Program, which provides academic challenge at a rapid pace. The program strives to address students’ advanced academic needs in the subject areas of their strengths. Schools determine placement when students transition from elementary school or enroll in middle school. The program is available to identified 6th, 7th and 8th grade students.

Along with options for independent study and internships, all high schools offer honors-level and Advanced Placement courses; Urbana High offers International Baccalaureate courses.

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. See the High School Planning Guide for a list of qualifying courses.

Character Counts!

Character Counts! is a character-education and ethical decision-making program incorporated into the FCPS curriculum at all grade levels. It promotes six "pillars of character" — caring, citizenship, fairness, respect, responsibility and trustworthiness — to reinforce a safe and positive school environment conducive to teaching and learning. Students and their families are expected to model good character when attending or participating in extra-curricular activities and community events.

Character Counts!

Staff members. EL 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.

The EL Office in the FCPS Accelerating Achievement and Equity Department recognizes the importance of parent involvement and provides interpreters for parent conferences and translations as necessary.

Family Literacy

This program fosters school readiness for young children and provides a literacy program for families who need Adult Education or English Learner classes. Parents and their young children 6 months through age 4 participate in various program components: adult education, parenting, early childhood education and interactive literacy activities. Located at Rock Creek School, the program offers classes 4 days per week for qualifying families. For details: 240-236-8780.

Health Education

The health curriculum provides factual, sequential, age-appropriate information to assist students in gaining knowledge and skills that will lead to lifelong healthy attitudes and behaviors. It includes family life and human development, HIV, AIDS and substance-abuse prevention, mental health, nutrition, fitness/exercise and wellness/safety concepts, all with an emphasis on healthy decision-making.

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

A Family Life Advisory Committee, composed of parents and health education professionals, reviews and approves all curricular and instructional materials related to family life, HIV and AIDS education. Parental permission is required before a student takes the family life, HIV and AIDS prevention units.

Substance-Abuse Prevention education is provided to students from kindergarten through 12th grade. Age-appropriate, research-based curriculum is used.

services. For more information, contact the Judy Center staff in either of the two 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.

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 at www.fcps.org, where you’ll find links to: Britannica, SIRS, Student Resources in Context, Science Reference Center and more. Click on the icon 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 2-day, out-of-school study at points of interest in Frederick County and other regional areas of interest. 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.

Summer Sessions

High and middle schools offer summer remedial and credit courses for FCPS students. Summer sessions may be offered to middle school students who need to repeat a core course taken during the school year. 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.
HOMEWORK HAS A PURPOSE

Purpose
Homework has different purposes at different grade levels. For elementary students, it should foster positive attitudes and good habits. In middle and high school, it should also help students acquire and deepen knowledge in specific areas of study. Homework may be assigned for:

Practice — Helps students refine and strengthen skills taught in class. Includes applications, reading, writing.

Preparation — Makes the next day’s lesson more meaningful and easier to master. Includes reading and familiarization with facts and ideas.

Extension — Requires application of higher level, abstract thinking and problem-solving skills to more complicated situations. Examples are short essays and reports.

Integration — Requires coordinating and combining several skills and concepts, and using a variety of resources. Examples are long-term projects and research papers.

Homework Guidelines
Homework requirements increase gradually with each grade level. A balanced homework schedule gives students time to develop social skills and good citizenship, as well as time to participate in outdoor recreation and creative activities beyond the school day. General guidelines for frequency and duration follow. Details are in Regulation 500-15.

Elementary School
Grades 1 & 2 — 15 minutes maximum per day
Monday-Thursday
Grade 3 — 30 minutes maximum per day
Monday-Thursday
Grades 4 & 5 — 45 minutes maximum per day
Monday-Thursday
Weekend and holiday homework generally not recommended

Middle School
Grades 6-8 — Homework daily, Monday-Thursday
Grade 6 — About 60 minutes maximum per evening for all subjects combined
Grades 7 & 8 — About 75 minutes maximum per evening for all subjects combined
1-2 long-term projects per term with the bulk of research completed in school
Weekend and holiday assignments at teachers’ discretion

High School
Grades 9-12 — Homework daily, Monday-Friday
An average of 2 hours homework per evening for all subjects combined

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 you are absent from class, be responsible for the homework assignments you missed.
- Inform your teachers about homework assigned by other teachers so they can avoid overloading you with work on any given night.

For Parents
- Provide the space, time and materials for homework.
- 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 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 assignments when your child is absent from school.
- Talk with your child’s classroom teacher about homework concerns.

For Teachers and Schools
- Check homework and provide feedback in a timely manner.
- Weigh overnight assignments differently than long-term assignments.
- For incomplete overnight assignments, drop the grade no more than one letter grade for a marking period.
- Inform students in advance about the criteria and process by which homework will be evaluated.
- Don’t ask elementary students to check other students’ homework.
- Use homework planners, progress notes, phone calls, letters and newsletters to provide status reports to students and parents.
- Coordinate scheduling of long-term assignments within the school throughout the year.

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 use their classroom voice mail to convey homework and other information.
- Some teachers post assignments on school websites (links are provided via www.fcps.org).★
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 2019-20 dates for each term are listed below:

<table>
<thead>
<tr>
<th>Term</th>
<th>Mid-Term*</th>
<th>Interims Issued: Middle/High</th>
<th>Term Ends</th>
<th>Report Cards Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>October 8</td>
<td>October 16</td>
<td>November 7</td>
<td>November 19</td>
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<tr>
<td>Term 2</td>
<td>December 20</td>
<td>January 8</td>
<td>January 28</td>
<td>February 7</td>
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<td>Term 3</td>
<td>March 4</td>
<td>March 11</td>
<td>April 8</td>
<td>April 22</td>
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<tr>
<td>Term 4</td>
<td>May 8</td>
<td>May 18</td>
<td>June 10-22</td>
<td>June 25**</td>
</tr>
</tbody>
</table>

*Elementary interims are issued on the Mid-Term dates.
**Elementary report cards are issued the last day of school.
▲Depending on days closed due to inclement weather
All dates may change due to school closings.

Grades Online

FCPS uses an online software program called Home Access Center (HAC) to give middle and high school parents and students access to grades from any internet-connected computer. After grading tests and assignments, teachers enter the grades into their electronic gradebooks. Missing assignments are also noted. HAC organizes the data for convenient online viewing anytime, day or night. Parents/students can sign up for timely HAC email alerts about student progress.

In addition, teachers using Schoology (the FCPS Learning Management System) will notify parents how to check their child’s grades and assignments.

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:

Performance Measures

FCPS encourages students to take full advantage of challenging learning opportunities and to work hard to realize their 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 details about these and other student performance measures, contact your school.

HELP PREPARE YOUR CHILD FOR SUCCESS

★ Let your child know you expect high achievement in school.
★ Stay in touch with your child’s teachers, and volunteer when you can.
★ 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.
★ Limit television viewing and other passive activities.
★ 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.

Physical fitness, good nutrition 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 lifelong 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.
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.

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 Arts/Mathematics Assessments

These assessments are designed to measure whether students are on track to be ready for college and careers. They are given in grades 3-8 and in designated high school courses. Taking the Algebra 1 and English 10 exams is required for graduation; passing scores have been required since the 2016-17 school year.

Maryland Integrated Science Assessment (MISA)

The Maryland Integrated Science Assessment (MISA) is designed to meet federal testing requirements for grades 5, 8 and 10. MISA exams measure content aligned to Maryland science standards. To meet the grade 10 requirement, students will typically take this exam at the conclusion of their high school Biology course. Taking the high school MISA exam is required for graduation.

Alternative Assessments

The Multi-State Alternate Assessment (MSAA) and Alternate Maryland Integrated Science Assessment (Alt. MISA) are designed to measure academic content that is aligned to and derived from Maryland content standards. They support academic outcomes for students with significant cognitive disabilities. The MSAA is administered in English/language arts and mathematics in grades 3-8 and 11. The Alt. MISA is administered in science in grades 5, 8 and 11.

Government High School Assessment (HSA)

The Government HSA is a state-level, end-of-course exam aimed at raising academic standards and preparing graduates to compete in the workplace and post-secondary education. High school students enrolled in Government must take the exam at the completion of the course. Taking and passing the HSA is a graduation requirement.

English Language Proficiency Assessment

English language proficiency assessments are administered to English 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. See pages 30-31.

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. Students may use scores on select exams to meet College and Career Readiness requirements.

College Entrance Exams

FCPS offers opportunities for high school students to take the optional SAT and ACT examinations as well as the 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 scores on select subtests of the SAT and ACT exams to meet College and Career Readiness requirements.

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<thead>
<tr>
<th>SAT</th>
<th>PSAT</th>
<th>ACT</th>
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<td>August 24</td>
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<td>March 14 (SAT I only)</td>
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<td>June 6</td>
<td></td>
<td>July 18</td>
</tr>
</tbody>
</table>

*FCPS will administer a schoolday SAT for 11th grade students only. Dates apply to the 2019-20 school year.
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 the 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 all four core (major) subjects for the year.

In 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.

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.

Extracurricular Eligibility

To participate in extracurricular activities, a high school student must have a minimum 2.00 grade point average (GPA) and no “F” grades. Eligibility (except for 9th graders) for fall extracurricular activities is based on the 4th term grades from the previous school year. An ineligible student may practice but may not accompany the team or group or be excused from any class for the activity concerned. A student who believes an error has occurred in awarding a grade may appeal to the school principal.

Extracurricular activities are school-sponsored activities, other than regular class activities, in which the student represents the school (for example, athletic teams, student clubs or organizations, class or club officers).

See Regulation 500-24: www.fcps.org/policies.

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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Regular</th>
<th>Weighted</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4 points</td>
<td>5.00 points</td>
</tr>
<tr>
<td>B</td>
<td>3 points</td>
<td>3.75 points</td>
</tr>
<tr>
<td>C</td>
<td>2 points</td>
<td>2.50 points</td>
</tr>
<tr>
<td>D</td>
<td>1 point</td>
<td>1.25 points</td>
</tr>
<tr>
<td>F</td>
<td>0 points</td>
<td>0.00 points</td>
</tr>
</tbody>
</table>

For details contact your high school counselor or see Regulation 400-27 online at 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.

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.
Graduation Requirements

In order to graduate from many Maryland secondary schools, students must earn a minimum of 21 credits beyond the 8th grade, required by the Maryland State Board of Education. FCPS requires 4 additional credits: 1 in math and 3 in the student’s career pathway. In addition, students must meet graduation assessment requirements in Algebra 1, English 10, Government and Science. Credit requirements are outlined below.

- **English** .......................... 4 credits
- **Social Studies** ................. 3 credits
  (including Government, American Studies 2 and Modern World History)
- **Science** (including Biology) .... 3 credits
- **Mathematics** .................... 4 credits*
  (including Algebra and Geometry)
- **Physical Education** .............. 1/2 credit
- **Health** ............................ 1/2 credit
- **Fine Arts** ........................... 1 credit
  (Music, Art, Drama)
- **Technology Education** ............ 1 credit
- **Choose one of the following combinations:**
  - **Advanced Technology** ........ 2 credits
    + **Electives** .................. 3 credits
  - **World Language** ............ 2 credits**
    + **Electives** .................. 3 credits
  - **State-Approved Career and Technology Program** .... 4 credits
    + **Elective** .................. 1 credit
    **Electives from student’s career pathway (including 1/2 credit in Personal Financial Literacy)** 3 credits***

* Mathematics or a related approved course must be taken each year of high school.
** In the same language
*** The High School Planning Guide lists career pathways, and the Course Offerings Guide has detailed course information.

★ FCPS posts graduation assessment requirements at www.fcps.org; also see page 34. ★

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Transcripts

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), class ranking and attendance are included. A high school student’s marking term GPA is included on each report card. The cumulative GPA is included on the end-of-year report card. Contact your school counselor for more information about transcripts or to request an official copy of a transcript. ★

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CLASS OF 2020 END-OF-YEAR SCHEDULE

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>LAST DAY OF INSTRUCTION* AND FINAL EXAMS</th>
<th>FINAL EXAMINATIONS* MAKE-UP</th>
<th>GRADUATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rock Creek***</td>
<td>NA</td>
<td>NA</td>
<td>Friday, May 15</td>
</tr>
<tr>
<td>SUCCESS</td>
<td>NA</td>
<td>NA</td>
<td>Tuesday, May 19 (1 p.m.)</td>
</tr>
<tr>
<td>Frederick High**</td>
<td></td>
<td>May 26</td>
<td>Monday, June 1</td>
</tr>
<tr>
<td>Governor Thomas Johnson High***</td>
<td>May 22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brunswick High **</td>
<td></td>
<td>May 27</td>
<td>Tuesday, June 2</td>
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<tr>
<td>Middletown High***</td>
<td></td>
<td>May 28</td>
<td>Wednesday, June 3</td>
</tr>
<tr>
<td>Linganore High****</td>
<td></td>
<td>May 29</td>
<td>Thursday, June 4</td>
</tr>
<tr>
<td>Catoctin High**</td>
<td></td>
<td>June 1</td>
<td>Friday, June 5</td>
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<tr>
<td>Walkersville High**</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuscarora High**</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Urbana High***</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Oakdale High**</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Flexible Evening High and Summer Session**</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
</tbody>
</table>

*Dates are subject to change in the event of emergency school closings.

★10 a.m. graduation
★★2 p.m. graduation
★★★7 p.m. graduation

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Community Agency School Services (CASS)

An FCPS Student Services Department program, CASS promotes school success by providing support services to middle school students experiencing social, emotional or behavioral challenges. Licensed certified social workers provide clinical case management to assist students and their families. They also coordinate and monitor districtwide school-based mental health partnerships and provide consultative services to FCPS staff working with all grade levels. ★

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 of 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 nurses and vision or hearing technicians follow up when problems are detected. Schools also provide language, speech and psychological screening when problems are noted. ★

Home/Hospital Teaching Services

FCPS high school students who cannot attend school for a minimum of 10 consecutive days, and elementary and middle school students who cannot attend for a minimum of 20 consecutive days, due to a verified physical or emotional condition, may apply for short-term Home/Hospital Teaching Services. If approved, a home teacher is assigned. A licensed physician, certified registered nurse practitioner, physician’s assistant, certified school or licensed psychologist, or licensed psychiatrist must sign the application, available from the Student Services Pupil Personnel Worker. ★

Psychological Services

School psychologists 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; work with school administrators to improve schoolwide practices and policies; and collaborate with community providers to coordinate needed services. School psychologists conduct student threat assessments and 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 group counseling and provide crisis intervention. They also provide professional learning to school, parent and community groups on a variety of mental health, learning and developmental topics. Most school psychologists 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 tutoring services on a fee basis outside the regular school day. Most specialize in certain subject areas, such as math or English/language arts, and many also prefer to work with a specific age level. For more information, call the number shown under “Tutors” on page 54. ★
**SELECTED POLICIES, PROCEDURES AND REGULATIONS**

*Complete BOE policies and FCPS regulations are online: www.fcps.org/policies.*

### Absences From School

Parents are encouraged to notify the school on the day their child is absent. A note stating the reason for absence or lateness is required upon the student’s return, or the absence is automatically classified as unlawful until an approved note is provided. Students who were absent from school have the responsibility to request make-up work within two days of their return.

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
- Hazardous weather condition
- Work or activity accepted by the school authorities
- Observance of religious holiday up to 3 days
- State emergency
- Suspension
- Lack of authorized transportation
- Health exclusion
- Other emergency (judgment of Superintendent or designee)

Students who take trips with their parents may be excused no more than twice during a year for a combined maximum of five days. Visits by students to prospective colleges are excused up to four days per year. In unusual circumstances, a principal may allow additional visits as excused absences.

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

FCPS Regulation 500-25 mandates that a parent letter be sent when a student accumulates 3 days of unlawful absences in any marking term. It also stipulates that a student may receive an unsatisfactory mark in grades 1-3 and a failing grade in grades 4-5 in the affected class or classes if there is an excess of five (5) unlawful absences in a term. Elementary students who have been absent 27 days by the end of third term may be considered possible retention. In middle and high schools, a student shall fail or lose credit if unlawful absences exceed 5 days in a term, 10 days in a semester or 20 days in a school year.

### 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.

Teachers establish clear behavior standards and make every effort to be aware of problems, provide proper guidance and supervision and consistently and fairly enforce policies.

Bullying incidents, however, tend to occur out of sight of school staff. A comprehensive approach that includes students and parents has the most promise in reducing bullying. It is not helpful to simply tell a child to ignore bullying or encourage a child to fight the bully. It is important to report bullying because it may not stop without help.

Students subjected to bullying, intimidation or harassment may file a complaint with appropriate school officials as identified in Regulation 400-48. The Regulation and reporting forms are available in schools and counselor offices and via www.fcps.org. ★

### 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. ★

### 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. ★

### 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.

### Provisions Applicable to Employees

All individuals employed by the Board have the responsibility to work diligently to discourage and prevent student use of drugs, alcohol, steroids and tobacco.

Any violation of Board policy may result in appropriate disciplinary action against an offender up to and including suspension or termination of employment. Any illegal activities may be referred to law enforcement officials. An employee may be required to satisfactorily participate in a drug or alcohol assistance or rehabilitation program.

### Provisions Applicable to Students

The school system shall take appropriate disciplinary action against a student who violates these standards up to and including suspension and expulsion and referral for prosecution. The student may be required to complete an appropriate rehabilitation program. Students and parents will be informed about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students.

Teachers and other staff members who suspect a student of violating this policy must refer the student to the building administrator.

For more, see Policy 112. ★

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*Available online at www.fcps.org/policies.*
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.)

Corporate 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 in Regulation 400-30.

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.

School administrators may grant exceptions to the dress code based on disability, health reasons or for sincerely held religious beliefs if such accommodations are reasonable and do not pose a hardship for the school.

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

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 device must adhere to the technology-conduct responsibilities described in Regulation 400-73. Whether students may use their devices is a site-based decision at elementary schools. Check with your principal to see what the policy is for your school.

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. Regulation 400-18 applies.

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

High school students who are in danger of or who have failed/lost credit due to unlawful absences may earn days back with an approved plan by the principal.

Regular daily attendance at school is expected and critical to a child’s academic success. Parents’ support of regular daily attendance is essential.

A student is counted present for a full day if the student is in attendance four hours or more of the school day. A student is counted present for 1/2 day if in attendance for at least two hours of the school day, but less than four hours.

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

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 1/2 day if the student is in attendance for one hour.

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Equity

Educational equity provides all students with opportunities to participate in all aspects of the educational process. FCPS strives to provide every student access to quality culturally responsive instruction and challenging curricular programs. Some students require particular interventions to help them better access the curriculum and take full advantage of educational opportunities.

FCPS expects all students and staff to exhibit behavior based on respect for the individual. Acts of discrimination related but not limited to race, religion, color, gender, ethnicity, disability, sexual orientation or national origin 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 linkages.

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 for issues involving students is the Special Education Compliance and Student Support director. The Section 504 coordinator for issues involving employees, community members or organizations is the FCPS legal counsel. For more information, see Regulation 400-66.

Discrimination

The BOE prohibits discrimination based on race, religion, color, national origin, age, marital status, disability, sexual orientation, gender identity, sex or genetic information and is committed to maintaining an environment that is free from such conduct. This policy applies to conduct during the school day and any school system sponsored activities. For more information, see Policy 309 or contact the FCPS Human Resources Department.

Employee/Applicant Reporting:
Director of Human Resources
191 S. East Street
Frederick, MD 21701
301-644-5081

Student Reporting:
Principal of the school the student attends. See Regulation 400-48.

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.

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

Copies of the Frederick County Guidelines for the Review and Evaluation of Instructional Materials are found in every school and can be obtained from the Library Media Services supervisor. The policy includes the materials selection procedure, the procedure for review of questioned materials, and forms for requesting reconsideration of instructional material.

Internet Use

Regulation 400-73 provides guidelines for acceptable technology use. 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 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. 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.

Searches on and off School Property

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. In addition, a principal or assistant principal may make a search of the physical plant of the school including the lockers of students. The continuing effort to keep Frederick County public schools drug, alcohol and tobacco free is not directed against students, but against illegal substance abuse.

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.

In the absence of an administrator, teachers designated in writing by the principal and trained to conduct searches may make a reasonable search of a student on a school-sponsored trip if they have reasonable belief that the student possesses an item in violation of state law or an FCPS rule or regulation.

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

Sexual Harassment

The Board of Education prohibits discrimination on the basis of sex in its educational program, activities or employment as required by Title IX of the 1972 Educational Amendments and Title VII of the Civil Rights Act of 1964, and recognizes sexual harassment as a form of sexual discrimination. Sexual harassment of or by employees, students, volunteers, vendors or others having business or contacts with the school system is prohibited. All complaints of sexual harassment will be investigated and appropriate action taken.

Under certain circumstances, sexual harassment may constitute child abuse. The school system will notify appropriate enforcement officials in every case where there is reason to believe child abuse has occurred.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature.
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. Nor can students 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 restrictions, 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. This prohibition applies to weapons contained within automobiles.

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.★

Middle and high school students may have independent, non-monitored access to the internet if they obtain written parental permission. The Permission Form for Secondary Student Independent Access to the internet must be signed and returned to the designated school staff.

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 the school’s designated technology coordinator.

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.★

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 Card and
- Return the completed and signed card to the school by September 30 or within 30 days of enrollment at that high school.★

Public Information Act

To request a public record from FCPS, please contact Monique Wilson, Legal Services (see page 51) or visit www.fcps.org/centraloffice/Legal-Services.★

Religious Expression

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

Reporting

Any person who believes he or she has been subjected to sexual harassment by a student is encouraged to report the alleged acts immediately to the student’s principal. Report forms are available in every building. If the complainant does not know which school the student attends, the report should be filed with the executive director of System Accountability and School Administration.

Any person who believes to have been subjected to sexual harassment by an employee, volunteer, vendor, etc., is encouraged to report the alleged acts immediately to the director of Human Resources.

If the complaint involves the director of Human Resources, the complaint should be filed with the Superintendent.

If the complaint involves the Superintendent, the complaint should be filed with the president of the Board of Education.

If a complaint involves a member of the Board, the complaint should be filed with the remaining members of the Board.

Any person who knowingly and maliciously files a false report or statement may be disciplined.

Discipline

Employees who violate this policy 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 who violate this policy are subject to consequences up to and including the loss of their privilege to continue doing business with the school system.

Students who violate this policy 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.★
Social Media

The Board of Education is committed to responsible use of social media to further its goals 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 Repost It. For details, see Policy 115 and Regulation 100-08. ★

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 and 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 41) or an institution of higher education, upon request, access to three directory information categories for high school students.

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’ 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, Regulation 400-67. ★

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 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. ★
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:

- 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 or court action 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.

**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 the school principal, who will provide it within 30 business days.

**Title IX: Gender Discrimination**

Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of gender in educational programs or activities receiving federal funds and requires equal opportunity in admissions, athletics, counseling, access to courses, and employment policies regarding marital or parental status of students and treatment of students. All students and employees are covered by this law.

Questions or concerns about the application of Title IX should be directed to the FCPS Legal Services Division.

**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.

Application procedures, fee structure and regulations governing the use of public schools and athletic fields are found online in Regulation 100-1. Directions concerning the use of facility online application form are at www.fcps.org.

To apply, please contact the school you wish to rent for specific instructions.

**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.

**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 will 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.
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 400-8 at 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 approved document shall be distributed to all students and faculty.
   B. Instructional activities concerning the document will be planned by the curriculum specialist for social studies and social studies teachers, and shall be taught in the regular social studies program.
   C. 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, the 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.
   D. 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.

   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, gender, marital status, pregnancy, national origin, disabilities, disciplinary record, sexual orientation, political activity, economic status, religion, creed, opinion, and scholastic achievement.
   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 the FCPS has a regulation (400-48) that specifically outlines the procedures that must be followed when victimized by racial, religious or ethnic name calling.
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, gender, marital status, pregnancy, national origin, disabilities, disciplinary record, sexual orientation, political activity, economic status, religion, creed, opinion, scholastic aptitude, or scholastic record.
   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.
   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.

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 Bylaw 13A.08.01.13 of the Maryland State Board of Education.

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.
   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 Governance
   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 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 Maryland Law 7-412.
   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 emancipated) 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. Maryland State Board of Education Bylaw 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. (Maryland State Board of Education Bylaw 13A.05.01)
DR. THERESA R. ALBAN, SUPERINTENDENT ........................................ 301-696-6910  Fax 301-696-6961
DR. MICHAEL MARKOE, DEPUTY SUPERINTENDENT .................. 301-696-6860  Fax 301-696-6961

ACCELERATING ACHIEVEMENT AND EQUITY DEPARTMENT
Dr. Keith Harris, Executive Director .............................................. 301-644-5270  Fax 301-696-6848
  Achievement and Equity
    Dr. Eric Louèrs-Phillips, Supervisor ................................. 301-644-5271  Fax 301-696-6848
  Advanced Academics
    TBD, Supervisor ................................................................ 301-696-6891  Fax 301-696-6954
  English Learners (EL)
    Larry Steirly, Supervisor .................................................. 301-696-6831  Fax 301-696-6801

ATHLETICS AND EXTRACURRICULAR ACTIVITIES
Kevin Kendro, Supervisor ......................................................... 301-696-6845  Fax 301-696-6801

CURRICULUM, INSTRUCTION AND INNOVATION DEPARTMENT
Dr. Kevin Cuppett, Executive Director ......................................... 301-644-5125  Fax 301-644-4139
  Curriculum Director
    Dr. George Seaton ......................................................... 301-696-6826  Fax 301-644-5241
  Arts: Visual and Performing
    Susan Thomas, Elementary Curriculum Specialist .............. 301-644-5161  Fax 301-644-5241
    Kim Hirschmann, Secondary Curriculum Specialist ............ 301-644-5161  Fax 301-644-5241
  Career and Technology Education
    Dr. Kristine Pearl, Supervisor ......................................... 301-696-5188  Fax 301-696-4139
    Norm McGaughhey, Coordinator .................................... 301-696-5188  Fax 301-696-4139
  Early Childhood Education and Judy Center
    Catherine Nusbaum, Coordinator ................................. 301-696-6864  Fax 301-696-4139
  Language Arts/English
    Jennifer Ralston, Elementary Curriculum Specialist ........ 301-644-5328  Fax 301-644-5241
    SueAnn Noggle, Secondary Curriculum Specialist ............ 301-644-5328  Fax 301-644-5241
  Mathematics
    Debbie Myers, Elementary Curriculum Specialist ............... 301-644-5057  Fax 301-696-4139
    Peter Cincotta, Secondary Curriculum Specialist ............... 301-644-5057  Fax 301-696-4139
  Personalized Learning
    Eric Haines, Project Manager ......................................... 301-696-6826  Fax 301-696-4139
    Amy Cordes, Achievement Specialist ............................. 301-696-6826  Fax 301-696-4139
  Physical Education and Health
    Jamie Hitchner, Elementary Curriculum Specialist ........... 301-644-5137  Fax 301-696-5241
    Brian Griffith, Secondary Curriculum Specialist ............... 301-644-5137  Fax 301-696-5241
  Science
    Dr. Chris Horne, Elementary Curriculum Specialist ......... 301-644-5267  Fax 301-696-4139
    Colleen Beall, Secondary Curriculum Specialist ............... 301-644-5267  Fax 301-696-4139
  Social Studies
    Kim Day, Elementary Curriculum Specialist .................... 301-644-5133  Fax 301-696-5241
    Colleen Bernard, Secondary Curriculum Specialist .......... 301-644-5264  Fax 301-696-5241
  World Languages
    DeWayne Cash, Curriculum Specialist ............................. 301-644-5264  Fax 301-644-5119

PUBLIC AFFAIRS DEPARTMENT
TBD, Executive Director ........................................................ 301-696-6900  Fax 301-644-5114
  Communications
    Dian Nelson, Coordinator ........................................... 301-696-6911  Fax 301-644-5114
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    Donna Quatman-Wilder, Teacher Specialist ................. 301-696-6838  Fax 301-644-5114
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  Printing Coordination
    Brent Smith, Document Production Specialist ............ 301-644-5197  Fax 301-644-5114
  School Websites, Social Media
    Sonya Street, Web Experience Coordinator .................. 301-696-6903  Fax 301-644-5114
  Video and TV Services
    Jeremy Eccard, Specialist ........................................... 301-644-5017  Fax 301-644-5114
    Kelly Gordon, Specialist ............................................. 301-644-5021  Fax 301-644-5114

SECURITY AND EMERGENCY MANAGEMENT
Scott Blundell, Supervisor ..................................................... 301-696-6808  Fax 301-696-6962

SPECIAL EDUCATION DEPARTMENT
Dr. Keith Harris, Executive Director ....................................... 301-644-5270  Fax 301-696-6848
  Compliance and Student Support
    Dr. Linda Chambers, Director ..................................... 301-644-5281  Fax 301-644-5303
  Compliance/504: Denise Flora, Supervisor ...................... 301-644-5289  Fax 301-644-5304
  Interpreting Services: Amy Brooks, Coordinator ............... 301-644-5192  VP 301-750-2282
  Non-Public Placements: Donna Piper, Coordinator .......... 301-644-5293  Fax 301-644-5304
  Speech-Language/Child Find Services
    Celia O’Fallon, Supervisor .......................................... 301-644-5292  Fax 301-644-5305
  Instruction and Student Performance
    Michelle Concepcion, Director ...................................... 301-644-5281  Fax 301-644-5303
    Elementary: Sonya Robinson, Supervisor ..................... 301-644-5295  Fax 301-644-5304
    Secondary: Christie Flayhart, Supervisor ..................... 301-644-5295  Fax 301-644-5304

STUDENT SERVICES DEPARTMENT
Dana Falls, Director .............................................................. 301-644-5238  Fax 301-644-5020
  Behavioral Health and Student Supports
    Janet Shipman, Supervisor ........................................... 301-644-5220  Fax 301-644-5020
  Behavioral Interventions and Supports
    Rachel Eversole, Coordinator .................................... 301-644-5124  Fax 301-644-5304
  Community Agency School Services (CASS) Coordinators
    David Humphries .................................................. 240-566-9126  Fax 240-566-9019
    Christina Karszen .................................................. 240-236-8889  Fax 240-236-8884

EMAIL ADDRESSES
To contact FCPS staff via email: firstname.lastname@fcps.org
Or for employees with the same first and last names: firstname.middleinitial.lastname@fcps.org
(john.q.public@fcps.org)
<table>
<thead>
<tr>
<th><strong>FISCAL SERVICES DIVISION</strong></th>
<th>301-644-5009</th>
<th>Fax 301-644-5010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leslie Pellegrino, Chief Financial Officer</td>
<td>301-644-5032</td>
<td>Fax 301-644-5054</td>
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<tr>
<td>Accounting</td>
<td>301-644-5049</td>
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<td>Accounts Payable</td>
<td>301-644-5051</td>
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<td>Accounts Receivable</td>
<td>301-644-5059</td>
<td>Fax 301-644-5033</td>
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<td>Payroll</td>
<td>301-644-5061</td>
<td>Fax 301-644-5071</td>
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<td>Budget</td>
<td>301-644-5086</td>
<td>Fax 301-644-5105</td>
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<tr>
<td>Business Services Technology</td>
<td>301-644-5112</td>
<td>Fax 301-644-5122</td>
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<tr>
<td>Financial Reporting</td>
<td>301-644-5091</td>
<td>Fax 301-644-5101</td>
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<tr>
<td>Human Resources Department</td>
<td>301-644-5084</td>
<td>Fax 301-644-5101</td>
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<tr>
<td>Timothy Thornburg, Director</td>
<td>301-644-5103</td>
<td>Fax 301-644-5101</td>
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<tr>
<td>Employee Benefits</td>
<td>301-644-5095</td>
<td>Fax 301-644-5101</td>
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<td>Labor Relations/EEO Compliance</td>
<td>301-644-5100</td>
<td>Fax 301-644-5101</td>
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<tr>
<td>Talent Acquisition</td>
<td>301-644-5101</td>
<td>Fax 301-644-5101</td>
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<td>Verification of Employment</td>
<td>301-644-5101</td>
<td>Fax 301-644-5101</td>
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<tr>
<td><strong>LEGAL SERVICES DIVISION</strong></td>
<td>301-644-5101</td>
<td>Fax 301-644-5101</td>
</tr>
<tr>
<td>Jamie R. Cannon, Esq., Chief of Staff and Legal Counsel</td>
<td>301-696-6851</td>
<td>Fax 301-696-6823</td>
</tr>
<tr>
<td>Monique Wilson, Paralegal</td>
<td>301-696-6859</td>
<td>Fax 301-696-6823</td>
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<tr>
<td><strong>LIBRARY MEDIA SERVICES</strong></td>
<td>301-644-5134</td>
<td>Fax 301-644-4139</td>
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<tr>
<td>Mary Jo Richmond, Supervisor</td>
<td>301-644-5316</td>
<td>Fax 301-644-4139</td>
</tr>
<tr>
<td>Information Resource Specialist</td>
<td>301-644-5316</td>
<td>Fax 301-644-4139</td>
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<tr>
<td><strong>OPERATIONS DIVISION</strong></td>
<td>301-696-6805</td>
<td>Fax 301-696-6959</td>
</tr>
<tr>
<td>Paul Lebo, Chief Operating Officer</td>
<td>301-644-5176</td>
<td>Fax 301-644-5027</td>
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<tr>
<td>Capital Programs</td>
<td>301-644-5025</td>
<td>Fax 301-644-5027</td>
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<tr>
<td>Facilities Planning</td>
<td>301-644-5169</td>
<td>Fax 301-644-5175</td>
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<tr>
<td>Maintenance and Operations</td>
<td>301-696-6805</td>
<td>Fax 301-696-6959</td>
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<tr>
<td>Robert Wilkinson, Director</td>
<td>301-696-6805</td>
<td>Fax 301-696-6959</td>
</tr>
<tr>
<td><strong>ORGANIZATIONAL DEVELOPMENT DEPARTMENT</strong></td>
<td>301-644-4132</td>
<td></td>
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<tr>
<td>Margaret Lee, Director</td>
<td>240-236-5390</td>
<td>Fax 240-236-5401</td>
</tr>
<tr>
<td>Pamela A. Miller</td>
<td>301-644-5588</td>
<td>Fax 301-644-5501</td>
</tr>
<tr>
<td>Kristen Spear</td>
<td>240-236-5426</td>
<td>Fax 240-236-5401</td>
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<tr>
<td><strong>Health Services</strong></td>
<td>301-644-5286</td>
<td>Fax 301-644-5286</td>
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<tr>
<td>Jennifer Waters, Health Specialist</td>
<td>240-236-8923</td>
<td>Fax 240-236-8923</td>
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<tr>
<td>Home/Hospital Teaching</td>
<td>301-644-5246</td>
<td>Fax 301-644-5246</td>
</tr>
<tr>
<td>José Ramirez, Electronic Data Specialist</td>
<td>240-236-8923</td>
<td>Fax 240-236-8923</td>
</tr>
<tr>
<td>Home Schooling</td>
<td>301-644-4012</td>
<td>Fax 301-644-5246</td>
</tr>
<tr>
<td>Joseph Bura, Teacher/Home School Monitor</td>
<td>240-236-8923</td>
<td>Fax 240-236-8923</td>
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<tr>
<td>Laura Ritchie, Teacher/Home School Monitor</td>
<td>240-236-8923</td>
<td>Fax 240-236-8923</td>
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<tr>
<td>Homeless Education Program</td>
<td>301-644-5200</td>
<td>Fax 301-644-5200</td>
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<tr>
<td>Keri-Ann Henson, Coordinator</td>
<td>301-696-6882</td>
<td>Fax 301-644-5304</td>
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<tr>
<td>Mental Health and Student Supports</td>
<td>301-644-5306</td>
<td>Fax 301-644-5306</td>
</tr>
<tr>
<td>Ann McGreevy, Supervisor</td>
<td>301-644-5286</td>
<td>Fax 301-644-5286</td>
</tr>
<tr>
<td>Lynn Davis, Coordinator</td>
<td>240-236-8884</td>
<td>Fax 240-236-8884</td>
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<tr>
<td>Pupil Personnel Workers</td>
<td>240-236-8889</td>
<td>Fax 240-236-8889</td>
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<tr>
<td>Amanda Furajter, Heather Krystofák, Corrina Nobis</td>
<td>301-644-5913</td>
<td>Fax 301-644-5913</td>
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<tr>
<td>Kristi Bender, Brenda Harne-Herbert, Michelle Wilm</td>
<td>301-696-6925</td>
<td>Fax 301-696-6925</td>
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<tr>
<td><strong>SYSTEM ACCOUNTABILITY AND SCHOOL ADMINISTRATION DEPARTMENT</strong></td>
<td>301-696-6818</td>
<td>Fax 301-696-6801</td>
</tr>
<tr>
<td>Dr. Jamie Aliveto, Executive Director</td>
<td>301-696-6818</td>
<td>Fax 301-696-6801</td>
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<tr>
<td>Instructional Directors of Schools</td>
<td>301-696-6854</td>
<td>Fax 301-696-6801</td>
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<tr>
<td>Middle: Kathy Pritchard, Mark Pritts, Steve Raff</td>
<td>301-696-6810</td>
<td>Fax 301-696-6801</td>
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<tr>
<td>High: Kathleen Schlappal</td>
<td>301-696-6801</td>
<td>Fax 301-696-6801</td>
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<tr>
<td>Charter Schools: Mark Pritts</td>
<td>301-696-6854</td>
<td>Fax 301-696-6801</td>
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<tr>
<td>Title 1: Kathy Pritchard</td>
<td>301-696-6801</td>
<td>Fax 301-696-6801</td>
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<tr>
<td>Barbara Pindell, Business Manager</td>
<td>301-696-6822</td>
<td>Fax 301-696-6801</td>
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<tr>
<td>Jodi Vallaster, Coordinator</td>
<td>301-696-6913</td>
<td>Fax 301-696-6801</td>
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<tr>
<td>System Accountability and School Improvement</td>
<td>301-696-6876</td>
<td>Fax 301-696-6956</td>
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<tr>
<td>TBD, Director</td>
<td>301-696-6876</td>
<td>Fax 301-696-6956</td>
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<tr>
<td>Data Analysis and Research</td>
<td>301-696-6890</td>
<td>Fax 301-696-6956</td>
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<tr>
<td>Natalie Gay, Coordinator</td>
<td>301-696-6890</td>
<td>Fax 301-696-6956</td>
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<tr>
<td>Local Assessment and Intervention</td>
<td>301-696-6854</td>
<td>Fax 301-696-6956</td>
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<tr>
<td>Kyle Barnett, Coordinator</td>
<td>301-696-6878</td>
<td>Fax 301-696-6956</td>
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<tr>
<td>Kelly Taylor, Coordinator</td>
<td>301-696-6878</td>
<td>Fax 301-696-6956</td>
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<tr>
<td>Reporting</td>
<td>301-696-6918</td>
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<tr>
<td>Andrew Raith, Specialist</td>
<td>301-696-6925</td>
<td>Fax 301-696-6956</td>
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<td>State Assessment and Accountability</td>
<td>301-696-6878</td>
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<tr>
<td>Deborah Gilmartin, Supervisor</td>
<td>301-696-6878</td>
<td>Fax 301-696-6956</td>
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<tr>
<td>Student Achievement</td>
<td>301-696-6878</td>
<td>Fax 301-696-6956</td>
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<tr>
<td>Jennifer Bingman, Supervisor</td>
<td>301-696-6878</td>
<td>Fax 301-696-6956</td>
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<tr>
<td>Student Information Systems Operations</td>
<td>301-696-6878</td>
<td>Fax 301-696-6956</td>
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<tr>
<td>Lisa Bostic, Manager</td>
<td>301-696-6878</td>
<td>Fax 301-696-6956</td>
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<tr>
<td><strong>TECHNOLOGY INFRASTRUCTURE</strong></td>
<td>301-644-5318</td>
<td>Fax 301-644-5342</td>
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<tr>
<td>Edward K. Gardner, Director</td>
<td>301-644-5318</td>
<td>Fax 301-644-5342</td>
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<tr>
<td>Networks and Security</td>
<td>301-644-5318</td>
<td>Fax 301-644-5342</td>
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<tr>
<td>Chris Bohner, Supervisor</td>
<td>301-644-5318</td>
<td>Fax 301-644-5342</td>
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<tr>
<td>Technology Support</td>
<td>301-644-5318</td>
<td>Fax 301-644-5342</td>
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<tr>
<td>Doug Favorite, Supervisor</td>
<td>240-236-5828</td>
<td>Fax 240-236-5813</td>
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<tr>
<td><strong>TRANSPORTATION DEPARTMENT</strong></td>
<td>301-644-5366</td>
<td>Fax 301-644-5382</td>
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<tr>
<td>Fred Punterriero, Director</td>
<td>301-644-5366</td>
<td>Fax 301-644-5382</td>
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## DIRECTORY OF SCHOOLS

### ELEMENTARY

<table>
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<tr>
<th>#</th>
<th>District</th>
<th>Phone</th>
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<tbody>
<tr>
<td>1.</td>
<td>Ballenger Creek</td>
<td>240-236-2500</td>
<td>Ms. Kristen Canney, Principal 5250 Kingsbrook Drive Frederick, MD 21703 Fax 240-236-2501</td>
</tr>
<tr>
<td>2.</td>
<td>Brunswick</td>
<td>240-236-2900</td>
<td>Mr. Justin McConnaughey, Principal 400 Central Avenue Brunswick, MD 21716 Fax 240-236-2901</td>
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<tr>
<td>3.</td>
<td>Butterfly Ridge</td>
<td>240-566-0300</td>
<td>Dr. Patricia Hoefelt, Principal 601 Contender Way Frederick, MD 21703 Fax 240-566-0301</td>
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<td>4.</td>
<td>Carroll Manor</td>
<td>240-236-3800</td>
<td>Ms. Kimberly Robertson, Principal 5624 Adamstown Road Adamstown, MD 21710 Fax 240-236-3801</td>
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<td>5.</td>
<td>Centerville</td>
<td>240-566-0100</td>
<td>Ms. Karen Hapson, Principal 3601 Carriage Hill Drive Frederick, MD 21704 Fax 240-566-0100</td>
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<td>6.</td>
<td>Deer Crossing</td>
<td>240-236-5900</td>
<td>Ms. Amy Rizhazin, Principal 10601 Finn Drive New Market, MD 21774 Fax 240-236-5901</td>
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<tr>
<td>7.</td>
<td>Emmitsburg</td>
<td>240-236-1750</td>
<td>Ms. Mary Ann Wiles, Principal 300 South Seton Avenue Emmitsburg, MD 21727 Fax 240-236-1751</td>
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<tr>
<td>8.</td>
<td>Glade</td>
<td>240-236-2100</td>
<td>Mr. Lornon Clitesher, Principal 9525 Glade Road Walkersville, MD 21793 Fax 240-236-2101</td>
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<tr>
<td>9.</td>
<td>Green Valley</td>
<td>240-236-3400</td>
<td>Dr. Giuseppe Di Monte, Principal 11501 Fingerboard Road Monrovia, MD 21770 Fax 240-236-3401</td>
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<tr>
<td>10.</td>
<td>Hillcrest</td>
<td>240-236-3200</td>
<td>Mr. Karl Williams, Principal 1285 Hillcrest Drive Frederick, MD 21703 Fax 240-236-3201</td>
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### HIGH

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<tr>
<td>51.</td>
<td>Brunswick</td>
<td>240-236-8600</td>
<td>Mr. Michael Dillman, Principal 101 Cummings Drive Brunswick, MD 21716 Fax 240-236-8601</td>
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<tr>
<td>52.</td>
<td>Catoctin</td>
<td>240-236-8100</td>
<td>Ms. Jennifer Clements, Principal 14745 Sabillsville Road Thurmond, MD 21788 Fax 240-236-8101</td>
</tr>
<tr>
<td>53.</td>
<td>Frederick</td>
<td>240-236-7000</td>
<td>Dr. David Franceschini, Principal 650 Carroll Parkway Frederick, MD 21701 Fax 240-236-7015</td>
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<tr>
<td>54.</td>
<td>Governor Thomas Johnson</td>
<td>240-236-8200</td>
<td>Dr. Don Lippy, Principal 1501 North Market Street Frederick, MD 21701 Fax 240-236-8201</td>
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<tr>
<td>55.</td>
<td>Linganore</td>
<td>240-566-9700</td>
<td>Ms. Nancy Doll, Principal 12013 Old Annapolis Road Frederick, MD 21701 Fax 240-566-9701</td>
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<tr>
<td>56.</td>
<td>Middletown</td>
<td>240-236-7400</td>
<td>Mr. Bernard Quesada, Principal 200 Schoolhouse Drive Middletown, MD 21769 Fax 240-236-7450</td>
</tr>
<tr>
<td>57.</td>
<td>Oakdale</td>
<td>240-566-9400</td>
<td>Ms. Lisa Smith, Principal 5850 Eaglehead Drive Ijamsville, MD 21754 Fax 240-566-9401</td>
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<tr>
<td>58.</td>
<td>Tuscarora</td>
<td>240-236-6400</td>
<td>Mr. Christopher Berry, Principal 5312 Ballenger Creek Pike Frederick, MD 21703 Fax 240-236-6401</td>
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<tr>
<td>59.</td>
<td>Urbana</td>
<td>240-236-7600</td>
<td>Mr. David Kehne, Principal 3471 Campus Drive Ijamsville, MD 21754 Fax 240-236-7601</td>
</tr>
<tr>
<td>60.</td>
<td>Walkersville</td>
<td>240-236-7200</td>
<td>Ms. Tracey K. Kibler, Principal 81 West Frederick Street Walkersville, MD 21793 Fax 240-236-7250</td>
</tr>
</tbody>
</table>
Safe Schools and Students

Keeping schools safe is everyone’s responsibility. To help, FCPS has a supervisor of Security and Emergency Management, each school has at least one school counselor, and there are school psychologists assigned to every school. A School Resource Officer (SRO) Program places a deputy sheriff in each high school to assist in maintaining a safe environment. The deputies also respond to needs in the corresponding middle and elementary feeder schools. In addition to their role as law enforcement officers, SROs serve as mentors and positive role models.

FCPS investigates all reported threats. We remind the community: If you See Something, Say Something, and when it comes to social media, please Report It, Don’t Repost It.

In an emergency, call 911.
To report an anonymous tip about school safety: 1-833-MD-B-SAFE (1-833-632-7233) or www.safeschoolsmd.org
Download the SafeSchoolsMD app.

The Frederick community also offers resources to help students in need and keep our schools safe. If you need help or have a concern to discuss, there is always someone to listen. Keep these numbers handy:

★ Frederick County Hotline, 301-662-2255
Youth Crisis Hotline, 1-800-422-0009
Crisis intervention, information, referrals and phone support
★ Safe Schools Tip Hotline, 1-877-636-6332
To communicate concerns about threats to school or student safety
★ Phone Friend, 301-694-8255
A warm line for children home alone

Other Useful Contacts

<table>
<thead>
<tr>
<th>Contact</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Board of Education of Frederick County Office</strong></td>
<td>Lisa Fowler, Executive Assistant</td>
<td>301-696-6917</td>
<td><a href="mailto:lisa.fowler@fcps.org">lisa.fowler@fcps.org</a></td>
<td></td>
</tr>
<tr>
<td><strong>Board of Education Student Member</strong></td>
<td>Malachi Macon</td>
<td></td>
<td></td>
<td><a href="mailto:studentmemberboe@fcps.org">studentmemberboe@fcps.org</a></td>
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<tr>
<td><strong>Child Find</strong></td>
<td></td>
<td>301-644-5292</td>
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<tr>
<td><strong>Earth and Space Science Laboratory</strong></td>
<td>Lisa Bruck and Adam Farbman, Teacher Specialists</td>
<td>240-236-2694</td>
<td>240-236-2693</td>
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<tr>
<td><strong>Family Literacy Program</strong></td>
<td></td>
<td>240-236-8780</td>
<td>240-236-8785</td>
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<tr>
<td><strong>Family Partnership</strong></td>
<td></td>
<td>301-600-2206</td>
<td>301-600-2209</td>
<td></td>
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<tr>
<td><strong>FCPS International Office</strong></td>
<td></td>
<td>191 Waverley Drive, Frederick, MD 21702 (Portables 2 &amp; 3)</td>
<td>240-236-8761</td>
<td>240-236-8762 (Spanish)</td>
</tr>
<tr>
<td><strong>Ferko (credit union)</strong></td>
<td><a href="http://www.ferkomfcu.com">www.ferkomfcu.com</a></td>
<td>502 West Patrick Street, Frederick, MD 21702</td>
<td>301-662-7266</td>
<td>301-662-4525</td>
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<tr>
<td><strong>Frederick Association of School Support Employees (FASSE)</strong></td>
<td>Norma Davis, President</td>
<td>301-620-9217</td>
<td>301-662-9205</td>
<td></td>
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<tr>
<td><strong>Frederick County Administrative and Supervisory Association (FCASA)</strong></td>
<td>Amy Schwiergerath, Acting President</td>
<td>240-236-3100</td>
<td>240-236-3101</td>
<td></td>
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<tr>
<td><strong>Frederick County Health Department</strong></td>
<td>Immunization Clinic</td>
<td>301-600-3342</td>
<td>301-600-1403</td>
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<tr>
<td></td>
<td>School Health Program</td>
<td>301-600-3312</td>
<td>301-600-3308</td>
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<td></td>
<td>Substance-Abuse Assessments (via Behavioral Health Services)</td>
<td>301-600-1755</td>
<td>301-600-1781</td>
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<tr>
<td><strong>Frederick County Teachers Association (FCTA)</strong></td>
<td>Melissa Dirks, President</td>
<td>301-662-9077</td>
<td>301-662-9205</td>
<td>Fax 301-662-9205</td>
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<tr>
<td><strong>Judy Center</strong></td>
<td></td>
<td>240-236-8770</td>
<td>240-236-8774</td>
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<tr>
<td><strong>Living Materials Center</strong></td>
<td>For FCPS staff science materials: 240-236-2691</td>
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<td><strong>Maryland 2-1-1</strong></td>
<td>Dial 211 for health and human services assistance, anytime, 24/7.</td>
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<td><strong>Maryland State Department of Education</strong></td>
<td>410-767-0100</td>
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<td><strong>Office of the Ombuds</strong></td>
<td>Sabrina Nail, Ombuds</td>
<td>191 S. East Street, Frederick, MD 21701</td>
<td>301-696-6852</td>
<td><a href="mailto:ombuds@fcps.org">ombuds@fcps.org</a></td>
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<tr>
<td><strong>Partners for Success</strong></td>
<td></td>
<td>301-600-1318</td>
<td>301-600-2206</td>
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<tr>
<td><strong>Party Tip Hotline</strong></td>
<td>240-236-8744</td>
<td>240-236-8747</td>
<td>301-644-5139</td>
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<td><strong>Phone Friend</strong></td>
<td>301-694-8255</td>
<td>240-236-8744</td>
<td>240-236-8701</td>
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<td><strong>PTA Council of Frederick County</strong></td>
<td></td>
<td>301-696-6852</td>
<td>301-696-6852</td>
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<tr>
<td><strong>Staff Development Center</strong></td>
<td>44 West Frederick Street, Walkersville, MD 21793</td>
<td>240-236-8831</td>
<td>240-236-8836</td>
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<tr>
<td><strong>SUCCESS Program</strong></td>
<td>240-236-8840</td>
<td>240-236-8841</td>
<td>240-236-8841</td>
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<tr>
<td><strong>Summer Sessions</strong></td>
<td>240-236-8450 (Secondary)</td>
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<tr>
<td><strong>Tutors</strong></td>
<td>Carolyn Korb</td>
<td>301-644-5328</td>
<td>301-644-5328</td>
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</tbody>
</table>
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 individual student 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.

BLOCK SCHEDULE – FCPS high school students attend two semesters per school year, completing four 90-minute “blocks” or classes each semester. Semesters contain two terms each.

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

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.

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.

CTC – FCPS Career and Technology Center (See page 27.)

EL – English Learner classes are provided at Frederick High, Gov. Thomas Johnson High, Tuscarora High, Ballenger Creek Middle, Crestwood Middle, Gov. Thomas Johnson Middle, Monocacy Middle, and West Frederick Middle schools. All elementary EL instruction is provided to students in their home schools.

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 whose applications meet the U.S. Department of Agriculture’s family size and income guidelines to qualify them for school lunch and/or breakfast at no or low 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 – FCPS Highly Able Learner program for middle school students. (See pages 30-31.)

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 is 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.

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.

MAGNET PROGRAMS – Countywide educational programs held in one location to meet similar academic needs. FCPS has several types of magnet programs:

ADVANCED ACADEMICS: Housed in three schools for students countywide, the FCPS elementary magnet program serves the unique needs of high-performing students in grades 3-5 by providing academic challenge to students meeting selection criteria.

CAREER AND TECHNOLOGY CENTER (CTC): Offers career preparatory programs for grades 10-12 (See page 27.)

HIGH SCHOOL ACADEMIES: See page 30.

MASTER PLAN – Reports progress related to some aspects of the FCPS Strategic Plan and state-level accountability requirements under the federal Every Student Succeeds Act (ESSA).

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.

PRIMARY GRADES – Elementary grades pre-k through 2.

PSAT – See SAT below.

REGULATIONS – The FCPS Superintendent authorizes regulations to specify school-system procedures for carrying out BOE policies: 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, parents, business partners and/or other representatives of a school or division’s constituency is responsible for developing and facilitating accomplishment of an improvement plan for that school or site. Plan goals are linked to the FCPS vision, mission statement and strategic goals.

SRO: SCHOOL RESOURCE OFFICER – Frederick County Sheriff’s Office employees assigned to each high school and its feeder-area schools.

STEM – Science, Technology, Engineering and Mathematics.
Parents: Follow These Steps to Resolve Concerns

If you have a concern or disagree with a decision made about your child’s instruction, discipline, safety or other matter, FCPS is ready to work with you to resolve the issue. Usually issues are most quickly resolved closest to the source of the concern.

Therefore, we recommend following this sequence, starting with #1 and proceeding to the next level as necessary until your concern is satisfactorily resolved:

1. Your child’s teacher or school counselor, as appropriate
2. School assistant principal or principal
3. Central Office instructional director or the appropriate department supervisor if your concern is about a non-school matter such as transportation or food service
4. Executive director of System Accountability and School Administration
5. Deputy superintendent or chief operating officer
6. Superintendent
7. Board of Education

The Superintendent and Board of Education will address unresolved issues only after they have been explored by the sequence of school personnel. When communicating by letter, fax or email, please send correspondence only to the appropriate individual in the sequence.

See Policy 105: www.fcps.org/policies. Phone numbers and email formats are on pages 50-54.

NEW! Office of the Ombuds

The new Office of the Ombuds can help you address an FCPS-related concern, improve communication and relationships, and work collaboratively with all parties.

In accordance with Policy 107, the Ombuds is an independent, impartial, confidential resource to facilitate informal options for resolution of FCPS concerns from students, families, employees, and Frederick County residents. The Ombuds also raises systemic issues to the BOE for continuous improvement. As a neutral resource, the Ombuds fosters collaborative, positive school system relationships. Although concerns raised to the Ombuds do not constitute legal notice, the Ombuds is a valuable resource for informal, fair process explanations and options for resolution. The Ombuds will not disclose the identity of a visitor or personally identifiable information without the individual’s consent. Visit 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.

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 Frederick County Public Schools to build a stronger, safer Frederick County. For more information, contact the Department of Emergency Preparedness: 301-600-1746.
Look inside for more than a calendar!

Select your FindOutFirst news:
www.fcps.org/fof
★ Emergency closing email and phone texts
★ Calendar updates
★ School newsletters
★ Job openings
★ BOE action
★ News releases
★ TV/Video shows
★ More

Follow FCPS on Social Media:
Facebook: FCPS Maryland
Twitter: @FCPSMaryland
YouTube: youtube.com/user/FCPSmaryland

Watch FCPS TV
Live on Comcast 18 and at www.fcps.org/TV
★ Snow closing and emergency bulletins
★ Board meetings
★ Explore news for children and teens
★ Meet the people
★ See inside the classroom

Visit 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

Learn More
NEW Office of the Ombuds:
www.fcps.org/ombuds
★ Informal, confidential help with FCPS-related concerns
★ Explanation of school policies and regulations
★ Connection to resources and/or staff for assistance

The FCPS Public Affairs Department produces this Calendar Handbook.
FCPS does not discriminate based on age, race, religion, color, national origin, marital status, disability, sexual orientation, gender identity or sex.

Frederick County Public Schools
191 S. East Street • Frederick, Maryland 21701
Information 301-644-5000 Public Affairs 301-696-6900

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

Para la copia de este manual del calendario en Español por favor llame al 240-236-8769.