

## PROGRAM INFORMATION

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**APPENDIX V**  
**ALTERNATIVE EDUCATION PROGRAM**



## **ALTERNATIVE EDUCATION**

### **Heather Ridge School**

Heather Ridge School provides an alternative educational program for students who require a highly structured setting. The school uses individual and group counseling in conjunction with academics classes to enable students to learn the educational and behavioral objectives necessary to transition back to their home schools. Heather Ridge offers 3 programs designed to help students with behavioral problems.

The Day School serves regular and special education students in the middle school program (grades 6-8) and the high school program (grades 9 – 10). The high school students follow the same block schedule for academic classes as their counterparts in the comprehensive schools and earn the same credits. The middle school program is a Project Based Learning approach to academics. All students carry daily progress reports throughout the day and earn points for displaying the expected behaviors. As they earn points over time, students advance through the Behavioral Management system until they are eligible for transitioning to their home schools. All students in the program regularly meet with a staff therapist to address behavioral issues in the academic setting.

Students who are 16 years old or older and require the services of an alternative placement participate in the Twilight Program, from 3:15- 6:15 PM, Mondays through Thursdays. Students take 2 academic classes per semester and are encouraged to work during the day to gain job skills as well as credit towards graduation. Students also have the opportunity to earn more than 2 credits via a partnership with CTC that has allowed students to explore career options and apply to these programs. Students must complete a minimum of one successful semester in the Twilight Program to qualify for transitioning back to their home schools. Success is measured by grades, attendance, and improved behavior.

### **Virtual School**

The Frederick County Virtual School provides an alternative educational program for a wide variety of high school learners. The office is located on the campus of Governor Thomas Johnson Middle School (GTJMS), where wireless access to computers (10-12 rooms/night) and face-to-face learning sessions with teachers are planned within a master schedule. The cafeteria is frequently utilized to hold mandatory orientation sessions with students and parents. There are 6 full-time staff members, with 5 sharing one classroom with cubicle partitions. The school principal

has an adjacent office. A small records room is used for securing confidential documents and materials of instruction, and another is utilized for private counseling needs of students and families.

The Virtual School offers six different programs; three focused on credit recovery with merit level courses and three serving the enrichment needs of students with primarily honors and Advanced Placement courses. One of the credit recovery programs is the Flexible Evening High School, which serves students ages 15-21. The Virtual School also supervises the traditional face to face high school and middle school summer sessions. Last year, more than 1500 high school credits were earned by students in all programs.

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

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

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

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

**APPENDIX W**  
**SPECIAL EDUCATION PROGRAM DESCRIPTION**



## SPECIAL EDUCATION

The Special Education program serves the instructional needs of eligible students with educational disabilities that impact their educational performance from age 3 through the school year that the student graduates or reaches age 21. Frederick County Public Schools (FCPS) is required to identify students with disabilities through appropriate 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, as determined by IEP teams. The majority of students with disabilities are recommended for services that are delivered in their home school. Some students with disabilities may require a more restrictive placement. FCPS has established a continuum of services and placements, including specialized programs offered in specific FCPS locations, an FCPS special education day school, and non-public or residential programs, when appropriate.

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 making recommendations for the students' programs and placements. Parents are essential IEP team members and their meaningful participation is valued and encouraged. A separate county-level IEP team reviews cases that are referred by local schools whose existing staff and resources cannot meet students' needs.

### Special Education Pre-Kindergarten

FCPS offers an educational program for students with disabilities ages 3-5. Students attend based on individual needs related to their disability. Our preschool setting has opportunities for inclusion and exposure to county academic standards while implementing IEP goals. This small group program prepares students academically and socially for expectations in the kindergarten setting. Special education pre-kindergarten programs are currently located at Brunswick ES, Carroll Manor ES, Deer Crossing ES, Glade ES, Lincoln ES, Middletown PS, Orchard Grove ES, Spring Ridge ES, Thurmont PS, Twin Ridge ES, Urbana ES, Waverley ES and Whittier ES.

### Rock Creek School

Rock Creek School is a special education day school that serves diverse functional academic, medical and behavioral needs, as appropriate, for students; ages 3-21 who have significant cognitive disabilities and are working on a Maryland High School Certificate of Completion. While there is an emphasis on functional academics, instruction is also based on extended Maryland reading and math content standards. Communication, decision-making, interpersonal, vocational, recreational/leisure and community-based skills as well as other IEP needs are addressed, as appropriate. Related services may include adapted art, music and physical education, assistive technology, occupational and physical therapy, and hearing, vision and speech/language services. Rock Creek students participate in the Alternate Maryland School Assessment (Alt-MSA) when enrolled in grades 3-8 and 10.



Rock Creek School works closely with the Arc of Frederick County, Frederick County Developmental Center, Division of Rehabilitative Services, and Developmental Disabilities Administration to coordinate services for students and their families.

### Challenges Program

The Challenges Program provides integrated support to students with autism and/or severe communication disorders in a specialized classroom within a general education building with opportunities for inclusion with non-disabled peers, as appropriate. After third grade, students pursue a High School Certificate of Completion. Challenges programs are offered at Middletown Primary, Carroll Manor Elementary, Deer Crossing Elementary, Middletown Elementary, Governor Thomas Johnson Middle and Governor Thomas Johnson High School.

### Pyramid Program

The Pyramid Program serves students with significant emotional/behavioral needs, who require intensive special education and therapeutic services in a small-group setting. Students have opportunities for inclusion in general education classes with non-disabled peers, as appropriate, and are typically pursuing a high school diploma or a certificate of completion. Pyramid Programs are housed at Lewistown Elementary, Ballenger Creek Middle, New Market Middle, Governor Thomas Johnson High, Tuscarora High, and Walkersville High.

### Learning for Life

The Learning for Life Program provides support to students with a variety of developmental and cognitive disabilities in small-group instruction with opportunities for inclusion with non-disabled peers, as appropriate. Students learn functional academic and life skills. After third grade, students pursue a High School Certificate of Completion. Learning for Life programs are located at Glade ES, Monocacy ES, Oakdale ES, Valley ES, Crestwood MS, Governor TJ MS, Middletown MS, Monocacy MS, Oakdale MS, Thurmont MS, West Frederick MS, Brunswick HS, Catoctin HS, Frederick HS, Governor TJHS, Linganore HS, Middletown HS, Tuscarora HS and Walkersville HS.

### SUCCESS Program

Located in the FCPS Staff Development Center in Walkersville, MD, the Success program provides post-secondary transition education for students' ages 18-21 who have completed at least four years in a comprehensive high school and exhibit potential for competitive employment. Students earn a Maryland Certificate of Completion. They work in a community-based setting to learn skills for independent living and are exposed to the world of work.

### Infants and Toddlers Program

Frederick County Infants and Toddlers Program is a joint effort of Frederick County Health Department, Frederick County Public Schools, Maryland School for the Deaf, and Frederick County Department of Social Services; providing services for young children with developmental needs and their families.

Referrals are taken for children between the ages of birth through 3 and intervention services may be provided for children from birth to eligibility for pre-kindergarten who are experiencing developmental delays in areas such as motor development, cognition, communication, social-emotional or self-help skills. Audiology, occupational and physical therapy, social work, psychology, hearing services, speech/language therapy, special instruction, service coordination and family



services are available at no cost to families. The Frederick County Health Department is the lead agency for this program.

### Partners for Success

Partners for Success facilitates parental involvement for students with disabilities ages 3 to 21 as a means of improving services and results. The FCPS Partners for Success staff provides special education resources, individual consultations, seminars, workshops, newsletters, maintains a lending library, and provides assistance with the Individualized Education Program (IEP) process. Educators, parents, and students can access information through the FCPS Special Education Website. Find Out First alerts will be sent if Special Education interest is indicated by the user.

### Child Find Services

Child Find is the process for screening, evaluating, and identifying all children from birth through age 21 who may require specialized instruction. Information regarding the Child Find process for children younger than 2 years and 9 months may be obtained from the Frederick County Developmental Center, 301-600-1611. If the child is 2 years and 9 months or older and not enrolled in FCPS, parents should contact the Child Find office at 301-644-5292. For students not enrolled in FCPS (home schooled or attending a private school), please contact 301-644-5003. Parents of students enrolled in a FCPS school, who suspect their child may have an educational disability should contact their child's school.

### Special Education Citizens Advisory Committee (SECAC)

The Frederick County SECAC meets monthly, September through May, to collaborate with and provide input to the Special Education Office. Membership includes parents, community representatives, students and FCPS staff. Meetings are open to the public, and new membership is solicited each year.



## **APPENDIX X**

### **CAREER AND TECHNOLOGY EDUCATION PROGRAM DESCRIPTION**



## **CAREER & TECHNOLOGY EDUCATION**

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

### Brunswick High School

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

### Frederick High School

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

### Linganore High School

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

### Oakdale High School

Agriculture and Horticulture  
Business Education  
Accounting  
    Admin Services  
    Business Management  
Computer Science  
Child Development  
Family and Consumer Science

### Catoctin High School

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

### Governor Thomas Johnson High School

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

### Middletown High School

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

### Tuscarora High School

Agriculture and Horticulture  
Business Education  
    Accounting Admin Services  
Business Management  
Computer Science  
Child Development  
Family and Consumer Science  
Career Research and Development  
Pre-Engineering  
Technology Education  
Woodworking

Urbana High School

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

Walkersville High School

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

Career and Technology Center

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

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

The Career and Technology Center and each high school offer programs for students who have identified specific interests in post-secondary employment, further career education or both. Many programs offer college credit through agreements with Frederick Community College and other post-secondary institutions. Tech Prep programs are available to those who plan to attend a community college or an apprenticeship program.

**APPENDIX Y**  
**STAFFING RATIOS**





# Teacher Staffing Model

FCPS allocates classroom teacher staffing for schools, programs and grade levels according to the following models. Actual teacher-student ratios may vary from these averages.

In Fiscal Year 2016 the ratio for classroom teachers was increased by 1 full-time equivalent student at all three instructional levels. In addition the ratio for Kindergarten teachers was increased by 1 full-time equivalent student. The increases at the Kindergarten and Elementary levels also impacted the Art/Music/PE teacher allocation formula. The overall effect of the increases was a reduction of 81.70 fte positions.

## ELEMENTARY SCHOOLS

<b>Classroom Teacher:</b>	1.0 teacher position per 24.8 full-time equivalent students
<b>Kindergarten Teacher:</b>	1.0 teacher position per 23.0 full-time equivalent students
<b>Art/Music/PE Teacher:</b>	3.0 specials teachers for every 15 classroom teachers in grades K-5
<b>Instrumental Music:</b>	For each school opening after FY 2004, a 0.2 teacher position is added.
<b>Learning/Language Support Teacher:</b>	1.0 teacher position per 665 students
<b>English Language Learner Teacher:</b>	1.0 teacher position per 30 identified students
<b>Special Education:</b>	1.0 teacher for every 200 elementary school students

## MIDDLE SCHOOLS

<b>Classroom Teacher:</b>	Calculation uses a value of 25.8 full-time equivalent students adjusted by a factor of 0.746 to allow for teacher planning time. This results in a student-teacher ratio of 18.5 full-time equivalent students per teacher.
<b>Learning/Language Support Teacher:</b>	0.5 teacher per middle school
<b>English Language Learner Teacher:</b>	1.0 teacher position per 30 identified students
<b>Special Education:</b>	1.0 teacher for every 200 middle school students

## HIGH SCHOOLS

<b>Classroom Teacher:</b>	Calculation uses a value of 23.51 full-time equivalent students adjusted by a factor of 0.90 to allow for teacher planning time. This results in a student-teacher ratio of 20.25 full-time equivalent students per teacher.
<b>English Language Learner Teacher:</b>	1.0 teacher position per 30 identified students
<b>Special Education:</b>	1.0 teacher for every 250 high school students

## Administrative & Student Support Staffing Model Elementary Schools

All calculations are based on school enrollment projections for the budget year.

	Enrollment of Fewer than 350 Students	Enrollment of 350-449 Students	Enrollment of 450-699 Students	Enrollment of 700 or More Students
<b>Administrative Staff</b>				
Principal	1.0	1.0	1.0	1.0
Assistant Principal *	*	*	1.0	1.0
Secretary - 12 month	1.0	1.0	1.0	1.0
Secretary - 10 month	0.0	1.0	1.0	1.0
<b>Administrative Total</b>	<b>2.0</b>	<b>3.0</b>	<b>4.0</b>	<b>4.0</b>
<b>Student Support Staff **</b>				
School Counselor -10 month	1.0	1.0	1.0	1.0
Media Specialist	1.0	1.0	1.0	1.0
Reading/Literacy Specialist	1.0	1.0	1.0	1.0
Teacher, Targeted Intervention	0.5	0.5	1.0	2.0
Instructional Assistant/User Support Specialist ***	2.0	2.0	3.0	3.0
<b>Student Support Total</b>	<b>5.5</b>	<b>5.5</b>	<b>7.0</b>	<b>8.0</b>

\* 1.0 assistant principal for schools that operate out of two buildings

\*\* These positions may vary from school to school.

\*\*\* Each school principal may convert 1.0 formula instructional assistant to the position of user support specialist to supervise the computer lab and assist students and teachers. The user support specialist must meet the job requirements for the position.

## Administrative & Student Support Staffing Model Middle Schools

All calculations are based on school enrollment projections for the budget year.

	Enrollment of 500 - 699 Students	Enrollment of 700 - 899 Students	Enrollment of 900 - 1199 Students	Enrollment of 1200 - 1500 Students
<b>Administrative Staff</b>				
Principal	1.0	1.0	1.0	1.0
Assistant Principal	1.0	2.0	2.0	3.0
Secretary - 12 month	1.0	1.0	1.0	1.0
Secretary - 10 month	1.0	1.0	2.0	3.0
Registrar - 10 month	1.0	1.0	1.0	1.0
<b>Administrative Total</b>	<b>5.0</b>	<b>6.0</b>	<b>7.0</b>	<b>9.0</b>

<b>Student Support Staff *</b>				
School Counselor - 11 month	1.0	1.0	1.0	1.0
School Counselor - 10 month	1.0	2.0	2.0	3.0
Student Support Teacher	1.0	1.0	1.0	1.0
Media Specialist	1.0	1.0	1.0	1.0
Literacy Specialist (Reading)	1.0	1.0	1.0	1.0
Advanced Academic Specialist	1.0	1.0	1.0	1.0
Instructional Assistant/User Support Specialist **	1.0	2.0	3.0	4.0
<b>Student Support Total</b>	<b>7.0</b>	<b>9.0</b>	<b>10.0</b>	<b>12.0</b>

\* These positions may vary from school to school.

\*\* Each school principal may convert 1.0 formula instructional assistant to the position of user support specialist to supervise the computer lab and assist students and teachers. The user support specialist must meet the job requirements for the position.

## Administrative & Student Support Staffing Model High Schools

All calculations are based on school enrollment projections for the budget year.

	Enrollment of 900 - 1199 Students	Enrollment of 1200 - 1499 Students	Enrollment of 1500 - 1799 Students	Enrollment of 1800 - 2100 Students
<b>Administrative Staff</b>				
Principal	1.0	1.0	1.0	1.0
Assistant Principal	2.0	3.0	4.0	5.0
Secretary - 12 month	1.0	2.0	2.0	2.0
Secretary - 10 month	2.0	2.0	3.0	4.0
Registrar - 12 month	1.0	1.0	1.0	1.0
<b>Administrative Total</b>	<b>7.0</b>	<b>9.0</b>	<b>11.0</b>	<b>13.0</b>
<b>Student Support Staff *</b>				
School Counselor - 11 month	2.0	2.0	2.0	2.0
School Counselor - 10 month	0.0	1.0	2.0	3.0
Student Support Teacher	1.0	1.0	1.0	1.0
Media Specialist	1.0	1.0	1.0	1.0
Literacy Specialist (Reading)	1.0	1.0	1.0	1.0
High School Assessment Teacher	1.0	1.0	1.0	1.0
Instructional Assistant/User Support Specialist **	6.0	7.0	9.0	10.0
<b>Student Support Total</b>	<b>12.0</b>	<b>14.0</b>	<b>17.0</b>	<b>19.0</b>

\* These positions may vary from school to school.

\*\* Each school principal may convert 1.0 formula instructional assistant to the position of user support specialist to supervise the computer lab and assist students and teachers. The user support specialist must meet the job requirements for the position. High school principals may choose to convert 1.0 formula teacher to the position of teacher, technology coordinator instead of converting an instructional assistant position.