

# FREDERICK COUNTY PUBLIC SCHOOLS

EXPECT EXCELLENCE EVERYWHERE

SCOTT STRAIT, BRUNSWICK MIDDLE SCHOOL



TEACHER OF THE YEAR



# 2016-17

CALENDAR HANDBOOK



## WELCOME TO FCPS!



### *The Promise of Public Education – Every Student College and Career Ready*

- ★ FCPS high schools rank in the nation's top 10% according to *The Washington Post* 2016 Challenge Index.
- ★ Our class of 2016 received \$44.6 million in scholarship offers.
- ★ Maryland ranks among America's top 3 states for high-quality public education [2009-2016 *Education Week* Quality Counts reports]. Maryland leads the nation in the College Board's Advanced Placement scores.
- ★ FCPS achievement exceeds that of Maryland and the U.S. with scores that consistently surpass state and national averages on measures such as the College Board SAT.
- ★ We have Maryland's second-lowest dropout rate.

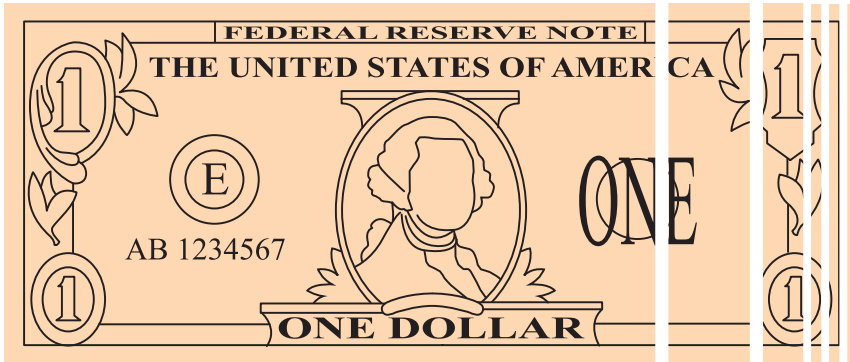
Building  
Frederick's  
Future



- ★ FCPS equips nearly 41,000 students with knowledge and skills they will need to succeed in our global society. Of those, we serve more than 11,000 students (26%) who live in poverty and are eligible for free or reduced-price meals, 4,430 (11%) who receive Special Education services and 3,140 (8%) who do not speak English as their primary language.
- ★ 99% of more than 1,000 employers surveyed said FCPS students met or exceeded workplace readiness standards.
- ★ Public education is our future. Frederick County is as strong as the citizens we prepare and empower to excel. That's the promise of public education.

# FCPS AT A GLANCE

## Cost per Student — \$12,956 per year\*



77¢	Teachers and school staff	\$10,034
11¢	Building operations and maintenance	\$1,405
5¢	Bus transportation	\$627
3¢	Textbooks and other instructional materials	\$336
2¢	Administration	\$300
2¢	Health and student support	\$254

## Invested in Your Future

FCPS fulfills the promise of public education by working to meet every child's needs. More and more mandated changes along with the inflation we all experience mean that education dollars go shorter and shorter distances.

For 8 years in a row, FCPS has earned the highest form of 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.

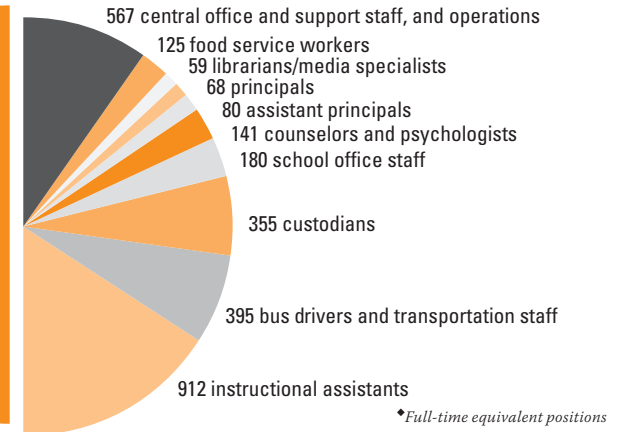
Help us advocate for public education. Write a Letter to the Editor or a government leader. Speak at public hearings. Call a talk show. Support a school. Appreciate a teacher. Stay informed. Together, we will make a positive difference in Frederick County's future.

\* From the most recent audited financial report, 2014-15

## 5,787 Employees\*



2,905 Teachers



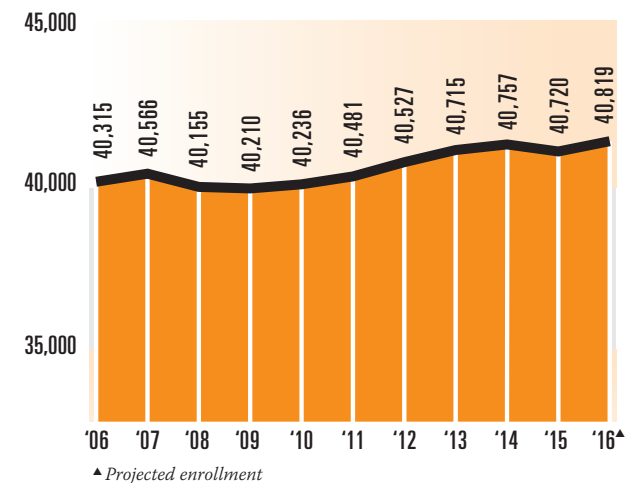
## Students by Level<sup>†</sup>

ELEMENTARY (grades pre-k–5)	19,256
MIDDLE (grades 6–8)	9,018
HIGH (grades 9–12)	12,251
SPECIAL SCHOOLS **	195

<sup>†</sup>September 2015 (includes charter schools)

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

## Number of Students





# INSIDE THIS HANDBOOK

	PAGE		PAGE		PAGE
<b>WELCOME TO FCPS.....</b>	<b>INSIDE FRONT COVER</b>	<b>SPECIAL EDUCATION PROGRAMS .....</b>	<b>28-29</b>	<b>STUDENT SUPPORT SERVICES.....</b>	<b>37</b>
The Promise of Public Education –		Special Education		Community Agency School Services (CASS)	
Every Student Career and College Ready		Rock Creek School		Counseling	
<b>FCPS AT A GLANCE.....</b>	<b>1</b>	Challenges Program		Health Services	
<b>GOALS AND GOVERNANCE.....</b>	<b>3</b>	Child Find Services		Home/Hospital Teaching Services	
FCPS Goals		Infants and Toddlers Program		Psychological Services	
Governance Team		Learning for Life		Student Support Programs	
Stay Engaged with the Board		Partners for Success		Substance-Abuse Assessments	
Board of Education Public Meeting Schedule		Pyramid Program		Title I Program: Additional Instructional Services	
The Board of Education and Superintendent of Schools		Sign Language Interpreting		Tutoring	
To Contact the Board of Education		Special Education Citizens Advisory Committee			
<b>ESSENTIAL INFORMATION FOR A SUCCESSFUL YEAR .....</b>	<b>4</b>	Special Education Pre-Kindergarten			
The School Day		SUCCESS Program		<b>SELECTED POLICIES, PROCEDURES AND REGULATIONS .....</b>	<b>38-43</b>
Getting to School				Absences from School	
Medications/Treatments		<b>ADDITIONAL EDUCATION PROGRAMS.....</b>	<b>30-31</b>	Bring Your Own Device (BYOD)	
Student Information Card and Health Form		Academic Intervention		Bullying/Intimidation/Harassment	
What's on the Menu?		Accelerating Achievement and Equity		Cheating and Plagiarism	
School Cash Online		Advanced Academics		Child Abuse and Neglect	
What Schools Do in Bad Weather and Emergencies.....	<b>5</b>	Articulated Credit		Corporal Punishment	
Closing/Delay Color Codes for Employees		<i>Character Counts!</i>		Distributing Materials in Schools	
<b>THE 2016-2017 SCHOOL YEAR CALENDAR .....</b>	<b>6</b>	Charter Schools		Dress Codes	
<b>FAMILY AND COMMUNITY: ENGAGED.....</b>	<b>20</b>	Dual Enrollment		Drugs, Alcohol, Tobacco	
Get Connected. Stay Engaged.		Earth and Space Science Laboratory/Ausherman Planetarium		Environmental Concerns	
Parent-Teacher Conferences		English Language Learning (ELL)		Equity	
FindOutFirst Email and Text		Family Literacy		Fees for Supplies and Activities	
Senior Citizens		Health Education		Field Trips	
<b>PLAY AN ACTIVE ROLE.....</b>	<b>21</b>	Heather Ridge School		Firearms and Weapons	
Gifts for Education		High School Academies and Signature Programs		Holidays	
Visit and Volunteer		Judy Center		Instructional Materials	
<b>ADMISSION AND ATTENDANCE AREAS.....</b>	<b>22</b>	Online Resources		Internet Use	
Enrolling a Student		Outdoor School		Military Recruiter Access to Student Information	
Pre-Kindergarten		Summer Programs		Public Information Act	
Kindergarten				Religious Expression	
Out-of-District Transfers		<b>HOMEWORK HAS A PURPOSE.....</b>	<b>32</b>	Searches on and off School Property	
Non-Resident Students		<b>REPORT CARDS AND ACHIEVEMENT .....</b>	<b>33</b>	Sexual Harassment	
Health Records .....	<b>23</b>	Report Cards and Interim Reports		Student Records (Confidentiality, Special Education, Surveys)	
Interscholastic and Unified Sports		Performance Measures		Teacher Qualifications	
Insurance		Grades Online		Title IX: Gender Discrimination	
<b>TRANSPORTATION.....</b>	<b>24</b>	Help Prepare Your Child for Success		Use of Animals in Instruction	
<b>SCHOOL MEALS .....</b>	<b>25</b>	The Health-Learning Link		Using Athletic Fields and Schools after Hours	
<b>GENERAL EDUCATION PROGRAMS .....</b>	<b>26</b>	<b>TESTING PROGRAMS.....</b>	<b>34</b>	Visitors to Schools	
Elementary School		Local, State and National		Withdrawal Process	
Middle School		<b>ACADEMIC PERFORMANCE .....</b>	<b>35</b>	<b>DISCIPLINE .....</b>	<b>44</b>
High School		Placement and Promotion		<b>STUDENT RIGHTS AND RESPONSIBILITIES .....</b>	<b>45-49</b>
Career and Technology Center .....	<b>27</b>	Honor Roll		<b>FCPS CENTRAL OFFICE DIRECTORY.....</b>	<b>50-51</b>
Career and Technology Education		Extracurricular Eligibility		<b>DIRECTORY OF SCHOOLS .....</b>	<b>52-53</b>
Frederick County Virtual School		Graduation Honors		<b>MAP.....</b>	<b>53</b>
Work-Based Learning		Maryland Scholars		<b>SAFE SCHOOLS, OTHER USEFUL CONTACTS.....</b>	<b>54</b>
		National Honor Society		<b>FCPS GLOSSARY .....</b>	<b>55</b>
		<b>GRADUATION REQUIREMENTS.....</b>	<b>36</b>	<b>RESOLVING CONCERNS, NOTES, EMERGENCY PREPAREDNESS..</b>	<b>56</b>
		Student Service Learning		<b>INDEX.....</b>	<b>57</b>
		Seniors' End-of-Year Schedule		<b>TO FIND OUT MORE .....</b>	<b>BACK COVER</b>
		Transcripts			

# GOALS AND GOVERNANCE

## 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](http://www.fcps.org). ★

## Stay Engaged with the Board

The Board of Education holds general public meetings throughout the year, typically at 191 South 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 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, School Board 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

### 2016

August 10 & 24  
September 7 & 21  
October 19  
November 2 & 16  
December 14

### 2017

January 11 & 25  
February 8 & 22  
March 8 & 22  
April 12  
May 10 & 24  
June 14 & 28

## The Board of Education

**Brad W. Young, President**

*Term ends December 2018*

**Liz Barrett, Vice President**

*Term ends December 2018*

**Dr. Zakir Bengali**

*Term ends December 2016*

**Colleen E. Cusimano**

*Term ends December 2018*

**Kathryn B. Groth**

*Term ends December 2016*

**Dr. April F. Miller**

*Term ends December 2018*

**Joy Schaefer**

*Term ends December 2016*

**Carter Gipson**

*Student Member*

*Term ends June 2017*

## Superintendent of Schools

**Dr. Theresa R. Alban**

### TO CONTACT THE BOARD OF EDUCATION

**Write:** 191 South East Street  
Frederick, Maryland 21701

**Call:** 301-644-5000

**Fax:** 301-696-6950

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

**Visit:** [www.fcps.org](http://www.fcps.org), Board of Education section

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

# ESSENTIAL INFORMATION FOR A SUCCESSFUL YEAR

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

### 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 400 yellow buses cover more than 38,000 miles every school day. About 30,000 students will be eligible to ride in 2016–17.

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 not to take medication during the school day. If it is necessary for a student to do so, 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. Any treatment required by the student also requires 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](http://www.fcps.org/forms). Copies are also available in each School Health Room. ★

## 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. 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](http://www.fcps.org) 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. (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's on the Menu?

FCPS 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. To find out what's on the menu, visit [www.fcps.org](http://www.fcps.org), sign up for FindOutFirst email, download the FCPS mobile app or tune to FCPS TV Channel 18. Prepaying for meals is timesaving and easy. Families with limited ability to pay may qualify for free or reduced-price meals. More details about school meals are on page 25 and at [www.fcps.org](http://www.fcps.org). ★



## 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

Register now: <https://frederickcounty.schoolcashionline.com>

Select **Get Started Today**. ★

## About This Handbook

Board of Education policies and FCPS regulations referenced throughout this handbook are online at [www.fcps.org/policies](http://www.fcps.org/policies). Information in this handbook is subject to change; updates will supersede language in this handbook. FCPS announces policy and procedure changes via FindOutFirst email: [www.fcps.org/fof](http://www.fcps.org/fof). ★

## 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. 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 about 30 local and regional TV and radio stations plus our own media outlets. It is not possible to guarantee that the news 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](http://www.fcps.org)

**Email/Text:** Sign up for **FindOutFirst** email and emergency-closing phone text messages: [www.fcps.org/fof](http://www.fcps.org/fof)

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

**Mobile App:** FCPS, free via Google play or App Store

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 FOF about lockdowns; most are precautionary and brief. In your FOF profile, you *must* select your child's school to get news of emergencies pertaining only to that school. FCPS cannot control the speed at which Internet service providers receive and deliver email.

### 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.

### Pre-K Delay Schedule\*

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

*\*Does not apply to charter schools*

### 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 pre-k students remain at school for dismissal with full-day students. Lunches are served. Afternoon 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:

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

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

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

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

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

**Drop, Cover and Hold** – Each school holds an earthquake drill so students practice dropping to the ground, taking cover under a sturdy desk or table and holding onto something sturdy until shaking stops. Students are taught to carefully exit the building afterward.

**Severe Weather** – During severe weather, such as a tornado, students and staff seek shelter immediately using ground-floor 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.

For more information about school safety, see page 54 and/or contact your school principal. ★

### After-School and Weekend Activities

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

## Closing/Delay Color Codes FOR EMPLOYEES

Code	Building Status	Who Reports	Notes
Green	Schools open late or close early Offices open	All employees report	10 and 11 month employees adjust their time to reflect delay or closing
Orange	Schools closed Offices open	12 month employees report 10 and 11 month employees do NOT report	
Blue	Schools closed Offices open	Emergency personnel report 12 month employees report (or use leave) 10 and 11 month employees do NOT report	See Regulation 400-2 Emergency personnel may NOT use leave
Yellow	Schools and offices closed	Emergency personnel report per specific direction from Central Office	Emergency personnel may NOT use leave
Red	Schools and offices closed	No employees report	No employees may access FCPS facilities

These codes provide general guidance. The Superintendent may change reporting instructions based on specific circumstances. FCPS will communicate special instructions as needed as quickly as possible.



# THE SCHOOL YEAR AT A GLANCE

## 2016

Monday, August 22	First Day of School
Monday, September 5	Schools* and Offices Closed
Thursday, September 22	2-Hour Early Dismissal for Students
Friday, September 23	Schools* Closed
Monday, October 3	Schools* Closed
Wednesday, October 12	Schools* Closed
Friday, October 21	Schools* Closed for Students
Monday, October 31	Schools* Closed for Students
Tuesday, November 8	Schools** Closed
Wednesday, November 9	4-Hour Delayed Opening: Elementary Only (Parent-Teacher Conferences), No Pre-K; High and Middle Schools Open on Time
Thursday, November 10	4-Hour Delayed Opening: Elementary and Middle Only (Parent-Teacher Conferences), No Pre-K; High Schools Open on Time
Friday, November 11	3 ½-Hour Early Dismissal: Elementary and Middle Only (Parent-Teacher Conferences), No Pre-K; High School Is Full Day
Wednesday, November 23	Schools* Closed
Thursday-Friday, November 24-25	Schools** and Offices Closed
Friday, December 9	2-Hour Early Dismissal for Students
Friday, December 23	Schools* and Offices Closed
Monday, December 26	Schools** and Offices Closed
Tuesday-Friday, December 27-30	Schools** Closed

## 2017

Monday, January 2	Schools* and Offices Closed
Monday, January 16	Schools** and Offices Closed
Monday, January 23	Schools* Closed for Students
Monday, February 20	Schools** and Offices Closed
Tuesday, February 21	Schools* Closed for Students
Monday, February 27	2-Hour Early Dismissal for Students
Monday, March 13	2-Hour Late Start for Students
Friday, March 31	Schools* Closed for Students
Friday-Monday, April 14-17	Schools** and Offices Closed
Tuesday, April 18	Schools* and Offices Closed
Wednesday-Friday, April 19-21	Schools* Closed
Friday, May 12	2-Hour Early Dismissal for Students
Friday, May 26	2-Hour Early Dismissal for Students
Monday, May 29	Schools** and Offices Closed
Friday, June 16***	2-Hour Early Dismissal/Last Day of School for Students

\*BOE Determined

\*\*State Mandated (See pages 40-41)

\*\*\*Includes 6 days for snow or other emergency closings. If no snow days are used, the last day for students is Thursday, June 8. 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. If more than 6 days are needed, students will make up additional days in the following order: Presidents' Day (February 20), April 21, 20, 19, 18 and/or at the end of the school year; 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

Sign up for FindOutFirst email and emergency-closing text updates: [www.fcps.org/fof](http://www.fcps.org/fof)

Download our free mobile app

See the Calendar Handbook months pages



FCPS Maryland



@FCPSMaryland



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



Free Mobile App



# AUGUST 2016


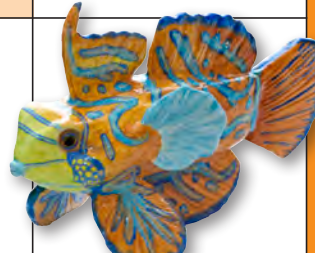
Explore the health-learning link:  
[www.ascd.org/programs/learning-and-health.aspx](http://www.ascd.org/programs/learning-and-health.aspx)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																											
	1	2	3	4	5	6																																																																																											
7	8  New Teachers Report to Work: New-Hire Symposium Textbook Review Week (through August 13): C. Burr Artz Library	9  New Teachers Report to Work	10  New Teachers Report to Work First Day for Fall Sports Board of Education Meeting	11  New Teachers Report to Work	12	13																																																																																											
14	15	16  Teachers Report to Work: Training and Preparation	17  Teacher Training and Preparation	18  Teacher Training and Preparation	19  Teacher Training and Preparation	20																																																																																											
21	22  First Day of School	23	24  Board of Education Meeting	25	26	27																																																																																											
28	29	30	31		<div>JULY 2016</div> <table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr><tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<div>SEPTEMBER 2016</div> <table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr></table>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
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AUGUST 1-31: CHILDREN'S EYE HEALTH AND SAFETY MONTH

# SEPTEMBER 2016

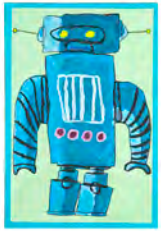

Fruits and veggies: More matters!  
www.choosemyplate.gov

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>AUGUST 2016</p> <p>S M T W T F S</p> <p>1 2 3 4 5 6</p> <p>7 8 9 10 11 12 13</p> <p>14 15 16 17 18 19 20</p> <p>21 22 23 24 25 26 27</p> <p>28 29 30 31</p>	<p>OCTOBER 2016</p> <p>S M T W T F S</p> <p>1</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p> <p>30 31</p>			1	2	3
4	5	6	7	8	9	10
	SCHOOLS AND OFFICES CLOSED LABOR DAY		BOARD OF EDUCATION MEETING			ACT
11	12	13	14	15	16	17
NATIONAL GRANDPARENTS DAY PATRIOT DAY: ANNIVERSARY OF 2001 ATTACK	TEXTBOOK REVIEW WEEK (THROUGH SEPTEMBER 17): C. BURR ARTZ LIBRARY	EID AL-ADHA		COUNTYWIDE BACK-TO-SCHOOL EVENT 6 PM TUSCARORA HIGH		CITIZENSHIP DAY
18	19	20	21	22	23	24
			BOARD OF EDUCATION MEETING	MID-TERM ELEMENTARY INTERIMS ISSUED FIRST DAY OF AUTUMN 2-HOUR EARLY DISMISSAL FOR STUDENTS: TEACHER WORK SESSION	SCHOOLS CLOSED FAIR DAY	
25	26	27	28	29	30	
	PTA COUNCIL GENERAL MEETING: MONOCACY MIDDLE MEDIA CENTER, 6:30 PM					

SEPTEMBER 1-30: LIBRARY CARD SIGN-UP MONTH  
SEPTEMBER 11-17: NATIONAL ARTS IN EDUCATION WEEK  
SEPTEMBER 15-16: MEXICAN INDEPENDENCE DAYS  
SEPTEMBER 15-OCTOBER 15: NATIONAL HISPANIC HERITAGE MONTH  
SEPTEMBER 17-23: CONSTITUTION WEEK

# OCTOBER 2016

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>SEPTEMBER 2016</p> <p>S M T W T F S</p> <p>1 2 3</p> <p>4 5 6 7 8 9 10</p> <p>11 12 13 14 15 16 17</p> <p>18 19 20 21 22 23 24</p> <p>25 26 27 28 29 30</p>	<p>NOVEMBER 2016</p> <p>S M T W T F S</p> <p>1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28 29 30</p>					<p>1</p> <p>SAT II REASONING AND SUBJECT TESTS</p>
<p>2</p> <p>ROSH HASHANAH (BEGINS AT SUNSET)</p>	<p>3</p> <p>SCHOOLS CLOSED ROSH HASHANAH CHILD HEALTH DAY</p>	<p>4</p> <p>FCPS GOLF TOURNAMENT MIDDLE/HIGH INTERIMS ISSUED ROSH HASHANAH (ENDS AT SUNSET)</p>	<p>5</p> <p>INTERNATIONAL WALK TO SCHOOL DAY</p>	<p>6</p> <p>GERMAN-AMERICAN DAY</p>	<p>7</p>	<p>8</p>
<p>9</p>	<p>10</p> <p>COLUMBUS DAY/DISCOVERERS' DAY TEXTBOOK REVIEW WEEK (THROUGH OCTOBER 15): BRUNSWICK LIBRARY FCPS HIGH SCHOOL MARCHING BAND FESTIVAL (RAIN DATE: OCTOBER 17)</p>	<p>11</p> <p>YOM KIPPUR (BEGINS AT SUNSET)</p>	<p>12</p> <p>SCHOOLS CLOSED YOM KIPPUR (ENDS AT SUNSET)</p>	<p>13</p>	<p>14</p>	<p>15</p>
<p>16</p>	<p>17</p> <p>RAIN DATE FOR FCPS HIGH SCHOOL MARCHING BAND FESTIVAL FCPS UNIFIED TENNIS TOURNAMENT</p>	<p>18</p> <p>PLANETARIUM SHOWS: 6 AND 7 PM</p>	<p>19</p> <p>PSAT BOARD OF EDUCATION MEETING</p>	<p>20</p> <p>FCPS CROSS COUNTRY MEET BIRTH OF THE B&amp;B PLANETARIUM SHOWS: 6 AND 7 PM</p>	<p>21</p> <p>SCHOOLS CLOSED FOR STUDENTS: PROFESSIONAL DEVELOPMENT DAY</p>	<p>22</p> <p>ACT</p>
<p>23</p>	<p>24</p> <p>PTA COUNCIL GENERAL MEETING: MONOCACY MIDDLE MEDIA CENTER, 7 PM</p>	<p>25</p>	<p>26</p>	<p>27</p> <p>CAREER &amp; TECHNOLOGY CENTER OPEN HOUSE, 6 PM-8 PM PLANETARIUM SHOWS: 6 AND 7 PM</p>	<p>28</p> <p>END OF TERM 1</p>	<p>29</p> <p>PAPPY LORENZEN ELEMENTARY AND MIDDLE CROSS COUNTRY MEET (RAIN DATE: NOVEMBER 5)</p>
<p>30</p>	<p>31</p> <p>SCHOOLS CLOSED FOR STUDENTS: TEACHER WORK DAY HALLOWEEN</p>	<p>PLANETARIUM SHOWS: 6 AND 7 PM</p>				
<p>OCTOBER 1-31: CRIME PREVENTION MONTH CZECH HERITAGE MONTH ITALIAN AMERICAN HERITAGE AND CULTURE MONTH NATIONAL BULLYING PREVENTION MONTH NATIONAL PRINCIPALS MONTH POLISH AMERICAN HERITAGE MONTH</p>		<p>OCTOBER 1-31: TRICK-OR-TREAT FOR UNICEF MONTH OCTOBER 9-15: FIRE PREVENTION WEEK NATIONAL EDUCATIONAL OFFICE PROFESSIONALS CAREER AWARENESS WEEK NATIONAL METRIC WEEK OCTOBER 10-14: NATIONAL SCHOOL LUNCH WEEK</p>		<p>OCTOBER 16-25: SUKKOT AND SIMCHAT TORAH OCTOBER 17-21: NATIONAL CHARACTER COUNTS! WEEK NATIONAL SCHOOL BUS SAFETY WEEK OCTOBER 23-31: RED RIBBON WEEK</p>		

LUCY VIRGILIO, GRADE 4, BRUNSWICK ES

ASHLEY NALBORCZYK, GRADE 6, MIDDLETOWN MS

MELISSA MONROY, GRADE 3, VALLEY ES

QIANZE ZHANG, GRADE 12, OAKDALE HS



# NOVEMBER 2016

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>OCTOBER 2016</p> <p>S M T W T F S</p> <p>1</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p> <p>30 31</p>	<p>DECEMBER 2016</p> <p>S M T W T F S</p> <p>1 2 3</p> <p>4 5 6 7 8 9 10</p> <p>11 12 13 14 15 16 17</p> <p>18 19 20 21 22 23 24</p> <p>25 26 27 28 29 30 31</p>	<p>1</p> <p>TERM 2 BEGINS</p>	<p>2</p> <p>FCPS FALL CHEERLEADING COMPETITION</p> <p>BOARD OF EDUCATION MEETING</p>	<p>3</p>	<p>4</p>	<p>5</p> <p>RAIN DATE FOR PAPPY LORENZEN ELEMENTARY AND MIDDLE CROSS COUNTRY MEET</p> <p>SAT II REASONING AND SUBJECT TESTS</p>
<p>6</p> <p>STANDARD TIME BEGINS</p>	<p>7</p> <p>CONVERSATION WITH THE SUPERINTENDENT: CRESTWOOD MIDDLE 7 PM-8:30 PM</p> <p>TEXTBOOK REVIEW WEEK (THROUGH NOVEMBER 12): C. BURR ARTZ LIBRARY</p>	<p>8</p> <p>SCHOOLS CLOSED: ELECTION DAY</p>	<p>9</p> <p>ELEMENTARY SCHOOLS OPEN 4 HOURS LATE FOR EVENING PARENT-TEACHER CONFERENCES</p> <p>NO PRE-K CLASSES</p> <p>MIDDLE AND HIGH SCHOOLS OPEN ON TIME</p>	<p>10</p> <p>ELEMENTARY AND MIDDLE SCHOOLS OPEN 4 HOURS LATE FOR EVENING PARENT-TEACHER CONFERENCES</p> <p>NO PRE-K CLASSES</p> <p>HIGH SCHOOLS OPEN ON TIME</p>	<p>11</p> <p>REPORT CARDS ISSUED</p> <p>HIGH SCHOOLS ARE OPEN FULL DAY</p> <p>ELEMENTARY AND MIDDLE SCHOOLS DISMISS 3.5 HOURS EARLY FOR AFTERNOON PARENT-TEACHER CONFERENCES</p> <p>NO PRE-K CLASSES</p> <p>VETERANS DAY (WWI ARMISTICE: 1918)</p>	<p>12</p>
<p>13</p>	<p>14</p>	<p>15</p> <p>FIRST DAY FOR WINTER SPORTS</p> <p>PLANETARIUM SHOWS: 6 AND 7 PM</p>	<p>16</p> <p>EDUCATION SUPPORT PROFESSIONALS DAY</p> <p>BOARD OF EDUCATION MEETING</p>	<p>17</p> <p>NATIONAL PARENTAL INVOLVEMENT DAY</p> <p>PLANETARIUM SHOWS: 6 AND 7 PM</p>	<p>18</p> <p>SUBSTITUTE EDUCATORS DAY</p>	<p>19</p>
<p>20</p>	<p>21</p>	<p>22</p>	<p>23</p> <p>SCHOOLS CLOSED</p> <p>THANKSGIVING BREAK</p> <p>REPUDIATION DAY</p>	<p>24</p> <p>SCHOOLS AND OFFICES CLOSED: THANKSGIVING DAY</p>	<p>25</p> <p>SCHOOLS AND OFFICES CLOSED: NATIONAL NATIVE AMERICAN HERITAGE DAY</p>	<p>26</p>
<p>27</p>	<p>28</p>	<p>29</p>	<p>30</p>			
<p>NOVEMBER 1-30: NATIONAL NATIVE AMERICAN HERITAGE MONTH</p> <p>NOVEMBER 14-18: AMERICAN EDUCATION WEEK</p> <p>NOVEMBER 20-26: NATIONAL FAMILY WEEK</p>						

# DECEMBER 2016

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>NOVEMBER 2016</p> <p>S M T W T F S</p> <p>1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28 29 30</p>	<p>JANUARY 2017</p> <p>S M T W T F S</p> <p>1 2 3 4 5 6 7</p> <p>8 9 10 11 12 13 14</p> <p>15 16 17 18 19 20 21</p> <p>22 23 24 25 26 27 28</p> <p>29 30 31</p>			1	2	3
4	5	6	7	8	<p>MID-TERM ELEMENTARY INTERIMS ISSUED</p> <p>2-HOUR EARLY DISMISSAL FOR STUDENTS: TEACHER WORK SESSION</p>	<p>SAT II REASONING AND SUBJECT TESTS</p>
11	12	13	14	15	16	17
	<p>TEXTBOOK REVIEW WEEK (THROUGH DECEMBER 17): C. BURR ARTZ LIBRARY</p>	<p>PLANETARIUM SHOWS: 6 AND 7 PM</p>	<p>BOARD OF EDUCATION MEETING</p>	<p>PLANETARIUM SHOWS: 6 AND 7 PM</p>		<p>ACT</p>
18	19	20	21	22	23	24
	<p>MIDDLE/HIGH INTERIMS ISSUED</p>	<p>PLANETARIUM SHOWS: 6 AND 7 PM</p>	<p>FIRST DAY OF WINTER</p>	<p>PLANETARIUM SHOWS: 6 AND 7 PM</p>	<p>SCHOOLS AND OFFICES CLOSED</p>	<p>CHRISTMAS EVE HANUKKAH (BEGINS AT SUNSET)</p>
25	26	27	28	29	30	31
<p>CHRISTMAS DAY HANUKKAH</p>	<p>SCHOOLS AND OFFICES CLOSED HANUKKAH KWANZAA</p>	<p>SCHOOLS CLOSED HANUKKAH KWANZAA</p>	<p>SCHOOLS CLOSED HANUKKAH KWANZAA</p>	<p>SCHOOLS CLOSED HANUKKAH KWANZAA</p>	<p>SCHOOLS CLOSED HANUKKAH KWANZAA</p>	<p>HANUKKAH KWANZAA</p>

SCHOOLS ARE CLOSED DECEMBER 23, 2016 THROUGH JANUARY 2, 2017.  
SCHOOLS RE-OPEN TUESDAY, JANUARY 3, 2017. HAVE A SAFE AND HAPPY WINTER BREAK!

# JANUARY 2017

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>1</b>  NEW YEAR'S DAY HANUKKAH (ENDS AT SUNSET) KWANZAA	<b>2</b>  SCHOOLS AND OFFICES CLOSED	<b>3</b>  SCHOOLS AND OFFICES RE-OPEN	<b>4</b>  BOARD OF EDUCATION MEETING	<b>5</b>  FCPS DR. MARTIN LUTHER KING JR. CELEBRATION (SNOW DATE: JANUARY 19)	<b>6</b>  ACADEMIC TOURNAMENT MATCHES	<b>7</b>  FREDERICK COUNTY MATHCOUNTS OPEN CHRISTMAS DAY (ORTHODOX)
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>  SCHOOLS AND OFFICES CLOSED: DR. MARTIN LUTHER KING JR.'S BIRTHDAY OBSERVANCE TEXTBOOK REVIEW WEEK (THROUGH JANUARY 21): C. BURR ARTZ LIBRARY	<b>17</b>	<b>18</b>	<b>19</b>  SNOW DATE FOR FCPS DR. MARTIN LUTHER KING JR. CELEBRATION	<b>20</b>  ACADEMIC TOURNAMENT MATCHES END OF FIRST SEMESTER AND TERM 2	<b>21</b>  FCPS INDOOR TRACK AND FIELD MEET FCPS MARYLAND SCIENCE OLYMPIAD (SNOW DATE: JANUARY 28)
<b>22</b>	<b>23</b>  SCHOOLS CLOSED FOR STUDENTS: TEACHER WORK DAY EARTH & SPACE SCIENCE LAB: WINTERFEST	<b>24</b>  SECOND SEMESTER AND TERM 3 BEGIN PLANETARIUM SHOWS: 6 AND 7 PM	<b>25</b>  BOARD OF EDUCATION MEETING	<b>26</b>  PLANETARIUM SHOWS: 6 AND 7 PM	<b>27</b>  ACADEMIC TOURNAMENT MATCHES	<b>28</b>  CHINESE NEW YEAR SAT II REASONING AND SUBJECT TESTS FREDERICK CHAPTER MATHCOUNTS COMPETITION ALL-COUNTY HIGH SCHOOL CONCERT (SNOW DATE: JANUARY 30) SNOW DATE FOR FCPS MARYLAND SCIENCE OLYMPIAD
<b>29</b>	<b>30</b> FCPS UNIFIED BOCCS TOURNAMENT FCPS WINTER CHEERLEADING COMPETITION SNOW DATE FOR ALL-COUNTY HIGH SCHOOL CONCERT PTA COUNCIL GENERAL MEETING: MONOCACY MIDDLE MEDIA CENTER, 7 PM	<b>31</b>			<b>DECEMBER 2016</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>FEBRUARY 2017</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28



# FEBRUARY 2017

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>JANUARY 2017</p> <p>S M T W T F S</p> <p>1 2 3 4 5 6 7</p> <p>8 9 10 11 12 13 14</p> <p>15 16 17 18 19 20 21</p> <p>22 23 24 25 26 27 28</p> <p>29 30 31</p>	<p>MARCH 2017</p> <p>S M T W T F S</p> <p>1 2 3 4</p> <p>5 6 7 8 9 10 11</p> <p>12 13 14 15 16 17 18</p> <p>19 20 21 22 23 24 25</p> <p>26 27 28 29 30 31</p>		<p>1</p>	<p>2</p> <p>REPORT CARDS ISSUED</p>	<p>3</p> <p>ACADEMIC TOURNAMENT MATCHES</p>	<p>4</p> <p>ALL-COUNTY MIDDLE SCHOOL CONCERT (SNOW DATE: FEBRUARY 6)</p>
<p>5</p>	<p>6</p> <p>SNOW DATE FOR ALL-COUNTY MIDDLE SCHOOL CONCERT</p>	<p>7</p> <p>PLANETARIUM SHOWS: 6 AND 7 PM</p>	<p>8</p> <p>BOARD OF EDUCATION MEETING</p>	<p>9</p> <p>FCPS DIVING MEET PLANETARIUM SHOWS: 6 AND 7 PM</p>	<p>10</p> <p>ACADEMIC TOURNAMENT MATCHES</p>	<p>11</p> <p>ACT FCPS SWIMMING MEET</p>
<p>12</p>	<p>13</p> <p>TEXTBOOK REVIEW WEEK (THROUGH FEBRUARY 18): C. BURR ARTZ LIBRARY</p>	<p>14</p> <p>ST. VALENTINE'S DAY</p>	<p>15</p>	<p>16</p>	<p>17</p> <p>FCPS WRESTLING TOURNAMENT ACADEMIC TOURNAMENT MATCHES</p>	<p>18</p> <p>FCPS WRESTLING TOURNAMENT</p>
<p>19</p>	<p>20</p> <p>SCHOOLS AND OFFICES CLOSED*: PRESIDENTS' DAY</p>	<p>21</p> <p>SCHOOLS CLOSED FOR STUDENTS: PROFESSIONAL DEVELOPMENT DAY</p>	<p>22</p> <p>BOARD OF EDUCATION MEETING</p>	<p>23</p>	<p>24</p> <p>ACADEMIC TOURNAMENT CHAMPIONSHIP FINALS</p>	<p>25</p>
<p>26</p>	<p>27</p> <p>MID-TERM ELEMENTARY INTERIMS ISSUED 2-HOUR EARLY DISMISSAL FOR STUDENTS: TEACHER WORK SESSION</p>	<p>28</p> <p>CONVERSATION WITH THE SUPERINTENDENT: MIDDLETOWN MIDDLE 7 PM-8:30 PM</p>				

FEBRUARY 1-28: NATIONAL AFRICAN AMERICAN HISTORY MONTH  
NATIONAL CHILDREN'S DENTAL HEALTH MONTH  
FEBRUARY 6-10: NATIONAL SCHOOL COUNSELING WEEK  
FEBRUARY 18-25: NATIONAL FFA WEEK

\*If SCHOOLS ARE CLOSED MORE THAN 6 DAYS DUE TO SNOW OR OTHER EMERGENCIES, STUDENTS WILL MAKE UP THE DAYS IN THE FOLLOWING ORDER: PRESIDENTS' DAY (FEBRUARY 20) IF THE STATE PERMITS THIS, THEN APRIL 21, 20, 19, 18 AND/OR AT THE END OF THE SCHOOL YEAR; DATES ARE SUBJECT TO BOE REVISION.

# MARCH 2017

Make the grade: Start every day with breakfast:  
<http://schoolnutrition.org>

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>FEBRUARY 2017</p> <p>S M T W T F S</p> <p>1 2 3 4</p> <p>5 6 7 8 9 10 11</p> <p>12 13 14 15 16 17 18</p> <p>19 20 21 22 23 24 25</p> <p>26 27 28</p>	<p>APRIL 2017</p> <p>S M T W T F S</p> <p>1</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p> <p>30</p>		<p>1</p> <p>FIRST DAY FOR SPRING SPORTS</p> <p>ASH WEDNESDAY</p> <p>LENT (THROUGH APRIL 15)</p>	<p>2</p>	<p>3</p>	<p>4</p> <p>YOUTH ART MONTH RECEPTION</p> <p>DELAPLAINE VISUAL ARTS CENTER</p> <p>EXHIBIT RUNS THROUGH MARCH 26</p>
<p>5</p>	<p>6</p> <p>TEXTBOOK REVIEW WEEK</p> <p>(THROUGH MARCH 11):</p> <p>C. BURR ARTZ LIBRARY</p>	<p>7</p> <p>MIDDLE/HIGH INTERIMS ISSUED</p>	<p>8</p> <p>BOARD OF EDUCATION MEETING</p>	<p>9</p>	<p>10</p>	<p>11</p> <p>SAT-I ONLY</p>
<p>12</p> <p>DAYLIGHT SAVING TIME BEGINS</p>	<p>13</p> <p>SCHOOLS OPEN 2 HOURS LATE</p> <p>FOR STUDENTS:</p> <p>STAFF PROFESSIONAL DEVELOPMENT</p>	<p>14</p> <p>PLANETARIUM SHOWS: 6 AND 7 PM</p>	<p>15</p>	<p>16</p> <p>PLANETARIUM SHOWS: 6 AND 7 PM</p>	<p>17</p> <p>ST. PATRICK'S DAY</p>	<p>18</p>
<p>19</p>	<p>20</p> <p>FIRST DAY OF SPRING</p>	<p>21</p> <p>NAW-RÚZ</p> <p>PLANETARIUM SHOWS: 6 AND 7 PM</p>	<p>22</p> <p>BOARD OF EDUCATION MEETING</p>	<p>23</p> <p>PLANETARIUM SHOWS: 6 AND 7 PM</p>	<p>24</p>	<p>25</p>
<p>26</p>	<p>27</p> <p>PTA COUNCIL GENERAL MEETING:</p> <p>MONOCACY MIDDLE</p> <p>MEDIA CENTER, 7 PM</p>	<p>28</p> <p>PLANETARIUM SHOWS: 6 AND 7 PM</p>	<p>29</p>	<p>30</p> <p>END OF TERM 3</p> <p>PLANETARIUM SHOWS: 6 AND 7 PM</p>	<p>31</p> <p>SCHOOLS CLOSED FOR STUDENTS:</p> <p>TEACHER WORK DAY</p>	
<p>MARCH 1-26: YOUTH ART MONTH</p> <p>MARCH 1-31: AMERICAN RED CROSS MONTH</p> <p>IRISH AMERICAN HERITAGE MONTH</p> <p>MUSIC IN OUR SCHOOLS MONTH</p> <p>NATIONAL MIDDLE LEVEL EDUCATION MONTH</p> <p>NATIONAL NUTRITION MONTH®</p> <p>MARCH 1-31: READ ACROSS MARYLAND MONTH</p> <p>WOMEN'S HISTORY MONTH</p> <p>MARCH 1-MAY 31: GREAT AMERICAN CLEANUP</p> <p>MARCH 6-10: NATIONAL SCHOOL BREAKFAST WEEK</p> <p>MARCH 6-12: NATIONAL FOREIGN LANGUAGE WEEK</p> <p>MARCH 19-25: NATIONAL POISON PREVENTION WEEK</p>						

# APRIL 2017

Speak for those who can't speak for themselves:  
www.childwelfare.gov

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>MARCH 2017</p> <p>S M T W T F S</p> <p>1 2 3 4</p> <p>5 6 7 8 9 10 11</p> <p>12 13 14 15 16 17 18</p> <p>19 20 21 22 23 24 25</p> <p>26 27 28 29 30 31</p>	<p>MAY 2017</p> <p>S M T W T F S</p> <p>1 2 3 4 5 6</p> <p>7 8 9 10 11 12 13</p> <p>14 15 16 17 18 19 20</p> <p>21 22 23 24 25 26 27</p> <p>28 29 30 31</p>					<p>1</p> <p>ELEMENTARY AND SECONDARY SCIENCE AND ENGINEERING FAIRS ELEMENTARY SOCIAL STUDIES FAIR</p>
2	3	4	5	6	7	8
	TERM 4 BEGINS					ACT
9	10	11	12	13	14	15
	PASSOVER, FIRST DAYS	PASSOVER, FIRST DAYS	REPORT CARDS ISSUED BOARD OF EDUCATION MEETING		SCHOOLS AND OFFICES CLOSED: GOOD FRIDAY	
16	17	18	19	20	21	22
EASTER DAY	SCHOOLS AND OFFICES CLOSED: EASTER MONDAY TEXTBOOK REVIEW WEEK (THROUGH APRIL 22): C. BURR ARTZ LIBRARY PASSOVER, CONCLUDING DAYS	SCHOOLS AND OFFICES CLOSED* PASSOVER, CONCLUDING DAYS	SCHOOLS CLOSED*	SCHOOLS CLOSED*	SCHOOLS CLOSED*	EARTH DAY
23	24	25	26	27	28	29
HOLOCAUST REMEMBRANCE DAY (BEGINS AT SUNSET)						
30	HOLOCAUST REMEMBRANCE DAY (ENDS AT SUNSET)		ADMINISTRATIVE PROFESSIONALS DAY		NATIONAL ARBOR DAY	ALL-COUNTY JAZZ CONCERT (SNOW DATE: MAY 1)
<p>APRIL 1-30: NATIONAL AUTISM AWARENESS MONTH NATIONAL POETRY MONTH SCHOOL LIBRARY MONTH APRIL 9-15: NATIONAL LIBRARY WEEK APRIL 16-22: NATIONAL COIN WEEK NATIONAL STUDENT LEADERSHIP WEEK</p> <p>APRIL 17-21: PUBLIC SCHOOL VOLUNTEER WEEK APRIL 23-29: ADMINISTRATIVE PROFESSIONALS WEEK WEEK OF THE YOUNG CHILD</p> <p>*IF SCHOOLS ARE CLOSED MORE THAN 6 DAYS DUE TO SNOW OR OTHER EMERGENCIES, STUDENTS WILL MAKE UP THE DAYS IN THE FOLLOWING ORDER: PRESIDENTS' DAY (FEBRUARY 20) IF THE STATE PERMITS THIS, THEN APRIL 21, 20, 19, 18 AND/OR AT THE END OF THE SCHOOL YEAR; DATES ARE SUBJECT TO BOE REVISION.</p>						



# MAY 2017

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																											
	<b>1</b> ADVANCED PLACEMENT EXAMS FCPS UNIFIED TRACK AND FIELD MEET SNOW DATE FOR ALL-COUNTY JAZZ CONCERT	<b>2</b> ADVANCED PLACEMENT EXAMS NATIONAL TEACHER DAY	<b>3</b> ADVANCED PLACEMENT EXAMS ELEMENTARY HONORS CHORUS FCPS OUTDOOR TRACK AND FIELD MEET	<b>4</b> ADVANCED PLACEMENT EXAMS CAREER AND TECHNOLOGY EDUCATION AWARDS CEREMONY PLANETARIUM SHOWS: 6 AND 7 PM	<b>5</b> ADVANCED PLACEMENT EXAMS SCHOOL LUNCH HERO DAY	<b>6</b> SAT II REASONING AND SUBJECT TESTS																																																																																											
<b>7</b>	<b>8</b> ADVANCED PLACEMENT EXAMS	<b>9</b> ADVANCED PLACEMENT EXAMS CONVERSATION WITH THE SUPERINTENDENT: GREEN VALLEY ELEMENTARY 10-11:30 AM	<b>10</b> ADVANCED PLACEMENT EXAMS NATIONAL BIKE TO SCHOOL DAY NATIONAL SCHOOL NURSE DAY BOARD OF EDUCATION MEETING	<b>11</b> ADVANCED PLACEMENT EXAMS STARTUP FREDERICK COMPETITION	<b>12</b> ADVANCED PLACEMENT EXAMS MID-TERM ELEMENTARY INTERIMS ISSUED FCPS TENNIS TOURNAMENT 2-HOUR EARLY DISMISSAL FOR STUDENTS: TEACHER WORK SESSION	<b>13</b> FCPS TENNIS TOURNAMENT																																																																																											
<b>14</b> MOTHER'S DAY	<b>15</b> TEXTBOOK REVIEW WEEK (THROUGH MAY 20): THURMONT PUBLIC LIBRARY	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b> GRADUATION: ROCK CREEK SCHOOL	<b>20</b>																																																																																											
<b>21</b>	<b>22</b> MIDDLE/HIGH INTERIMS ISSUED PTA COUNCIL GENERAL MEETING: MONOCACY MIDDLE MEDIA CENTER, 7 PM	<b>23</b> GRADUATION: SUCCESS PROGRAM HUGH B. NOLAN ELEMENTARY TRACK MEET (RAIN DATE: MAY 30)	<b>24</b> HUGH B. NOLAN MIDDLE TRACK MEET (RAIN DATE: MAY 31) BOARD OF EDUCATION MEETING	<b>25</b>	<b>26</b> 2-HOUR EARLY DISMISSAL FOR STUDENTS: TEACHER WORK SESSION	<b>27</b> FIRST DAY OF RAMADAN (BEGINS AT SUNSET)																																																																																											
<b>28</b>	<b>29</b> SCHOOLS AND OFFICES CLOSED: MEMORIAL DAY	<b>30</b> GRADUATIONS: FREDERICK HIGH GOV. THOMAS JOHNSON HIGH RAIN DATE FOR HUGH B. NOLAN ELEMENTARY TRACK MEET	<b>31</b> GRADUATIONS: BRUNSWICK HIGH MIDDLETOWN HIGH LINGANORE HIGH RAIN DATE FOR HUGH B. NOLAN MIDDLE TRACK MEET		APRIL 2017 <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							JUNE 2017 <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1 2 3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>	S	M	T	W	T	F	S							1 2 3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
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MAY 1-31: ASIAN AMERICAN AND PACIFIC ISLANDER HERITAGE MONTH BETTER HEARING AND SPEECH MONTH NATIONAL PHYSICAL FITNESS AND SPORTS MONTH MAY 1-5: NATIONAL TEACHER APPRECIATION WEEK MAY 1-7: NATIONAL PHYSICAL EDUCATION AND SPORT WEEK MAY 7-13: BE KIND TO ANIMALS WEEK MAY 7-14: NATIONAL MUSIC WEEK MAY 9-15: NATIONAL CHILDREN'S BOOK WEEK MAY 21-27: NATIONAL EDUCATIONAL BOSSES' WEEK																																																																																																	

# JUNE 2017

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>MAY 2017</p> <p>S M T W T F S</p> <p>1 2 3 4 5 6</p> <p>7 8 9 10 11 12 13</p> <p>14 15 16 17 18 19 20</p> <p>21 22 23 24 25 26 27</p> <p>28 29 30 31</p>	<p>JULY 2017</p> <p>S M T W T F S</p> <p>1</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p> <p>30 31</p>			<p>1</p> <p>GRADUATIONS: CATOCTIN HIGH WALKERSVILLE HIGH URBANA HIGH</p>	<p>2</p> <p>GRADUATIONS: OAKDALE HIGH TUSCARORA HIGH</p>	<p>3</p> <p>SAT II REASONING AND SUBJECT TESTS</p>
<p>4</p>	<p>5</p> <p>GRADUATION: FLEXIBLE EVENING HIGH</p>	<p>6</p>	<p>7</p>	<p>8</p>	<p>9</p>	<p>10</p> <p>ACT</p>
<p>11</p>	<p>12</p>	<p>13</p>	<p>14</p> <p>FLAG DAY BOARD OF EDUCATION MEETING</p>	<p>15</p>	<p>16</p> <p>LAST DAY OF SCHOOL FOR STUDENTS* 2-HOUR EARLY DISMISSAL FOR STUDENTS**: TEACHER WORK SESSION END OF TERM 4* REPORT CARDS ISSUED: ELEMENTARY*</p>	<p>17</p>
<p>18</p> <p>FATHER'S DAY</p>	<p>19</p> <p>LAST DAY OF SCHOOL FOR TEACHERS*</p>	<p>20</p>	<p>21</p> <p>FIRST DAY OF SUMMER</p>	<p>22</p>	<p>23</p>	<p>24</p>
<p>25</p> <p>EID-AL-FITR</p>	<p>26</p>	<p>27</p> <p>REPORT CARDS ISSUED: MIDDLE/HIGH</p>	<p>28</p> <p>BOARD OF EDUCATION MEETING</p>	<p>29</p>	<p>30</p>	
<p>*INCLUDES 6 DAYS FOR SNOW OR OTHER EMERGENCY CLOSINGS. IF NO SNOW DAYS ARE USED, THE LAST DAY FOR STUDENTS IS THURSDAY, JUNE 8. 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. IF MORE THAN 6 DAYS ARE NEEDED, STUDENTS WILL MAKE UP ADDITIONAL DAYS IN THE FOLLOWING ORDER: PRESIDENTS' DAY (FEBRUARY 20), APRIL 21, 20, 19, 18 AND/OR AT THE END OF THE SCHOOL YEAR; DATES ARE SUBJECT TO BOE REVISION.</p> <p>**THE 2-HOUR EARLY DISMISSAL WILL TAKE PLACE ON THE LAST DAY OF SCHOOL FOR STUDENTS.</p>						
<p>JUNE 1-30: CARIBBEAN-AMERICAN HERITAGE MONTH GREAT OUTDOORS MONTH JUNE-JULY: FIREWORKS SAFETY MONTHS JUNE 11-15: NATIONAL HISTORY DAY CONTEST</p>						

# JULY 2017

Get physicals, eye exams and dental checkups:  
[www.cdc.gov/healthyyouth](http://www.cdc.gov/healthyyouth)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>JUNE 2017</p> <p>S M T W T F S</p> <p>1 2 3</p> <p>4 5 6 7 8 9 10</p> <p>11 12 13 14 15 16 17</p> <p>18 19 20 21 22 23 24</p> <p>25 26 27 28 29 30</p>	<p>AUGUST 2017</p> <p>S M T W T F S</p> <p>1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28 29 30 31</p>					<p>1</p>
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9	10	<p>INDEPENDENCE DAY</p>	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



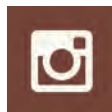
# AUGUST 2017

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																											
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## FAMILY AND COMMUNITY: ENGAGED

### Get Connected. Stay Engaged.



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

“Like” FCPS on Facebook, follow us on Twitter, subscribe to our YouTube channel, download our mobile app, watch us online or on Comcast TV Channel 18, visit [fcps.org](http://fcps.org) and sign up for FindOutFirst email and 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. ★

#### Put FCPS at Your Fingertips: Download the FCPS mobile app!

Free via Google play, App Store  
or [www.fcps.org](http://www.fcps.org)



### 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:

**November 9\*, 10 & 11, 2016**

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. ★

*\*Elementary only*

### FindOutFirst Email and Text

Get school news from the FCPS FindOutFirst service, including:

- Emergency notices
- Calendar updates
- School menus
- Board of Education action and much more.



Parents: Log in to check your email address. Add your phone number to get emergency-closing text messages. Select your child’s school for 2016-2017. In a critical countywide emergency more serious than schools closing due to weather, FOF may contact registered subscribers using voice mail.

Please sign up at [www.fcps.org/fof](http://www.fcps.org/fof). ★

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](http://www.fcps.org) and via Facebook at FCPSMaryland and Twitter @FCPSMaryland, broadcasts bulletins on Comcast TV Channel 18 and sends news to radio stations and other media. FCPS social media will generally be the fastest way to get school closing information. ★

**IMPORTANT:**  
**Update your FindOutFirst  
choices each school year!**

### 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. *Please note: High school graduations and state-sponsored athletic playoffs are not included.* ★



## Play an Active Role

Family and community engagement pay huge dividends in a child's education. Every school day, FCPS parents support education, 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](http://www.fcps.org), which has links to FindOutFirst email, Facebook, Twitter, YouTube and the FCPS mobile app.

### 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

## 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 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 Continuous Strategic Improvement Teams, speaking at public hearings and writing to newspapers and public officials.

For more information, contact schools or the FCPS Business Partnerships coordinator.

### Academic Business Connection (ABC):

It's as easy as ABC to partner with Frederick County Public Schools through the Academic Business Connection, a software tool that matches business offers with school needs.

Sponsored by the Frederick County Chamber of Commerce, ABC gives businesses an easy way to connect with schools and to make a difference where needed.

The ABC software channels school requests through one central source, so that businesses can easily peruse school needs online. Registered businesses can post business offers to schools in a wide range of categories and reach out to teachers directly to respond to school requests. Categories range from providing achievement incentives to serving as guest speakers, hosting field trips, adopting a school and many more.

Businesses can register with ABC and begin partnering with schools at [www.fcps.org/abc](http://www.fcps.org/abc).

For more information, please contact individual schools or the FCPS Business Partnerships coordinator. ★

## 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.

Eleven funds managed by The Community Foundation of Frederick County provide opportunities to support a variety of initiatives. Your gift to one or more funds can support student enrichment programs, provide current technology tools, give more children access to instruments and music education, enhance Career and Technology Center offerings through grants and scholarships, and expand student participation in mechanical trades and construction. In addition, gifts can support Sabillasville Elementary media resources and provide scholarships to students graduating from Middletown and Urbana High. For a complete list of funds, visit [www.FrederickCountyGives.org](http://www.FrederickCountyGives.org).

Gifts to any fund are fully tax deductible as permitted by law. For more information, contact the Community Foundation, 301-695-7660. ★

## 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. 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. ★



## ADMISSION AND ATTENDANCE AREAS

### 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. Children who attend a childcare center may attend the school that serves the center unless that school is restricted to out-of-district students due to overcrowding or is in its first year of operation.

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 or childcare center or whether a school is restricted, call the FCPS Facilities Services or Student Services Office.

For attendance areas, the enrollment form and other important enrollment information, visit [www.fcps.org](http://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 17 attend a school program.) ★

### Pre-Kindergarten

FCPS offers pre-kindergarten programs to all students eligible for free or reduced-price meals. Bus service is provided to those students eligible for transportation under FCPS Policy 441 who live in the attendance area of schools where the classes are offered (designated by an asterisk on page 52). Parents are responsible for the transportation of students whose walking route is 1¼ miles or less or who live outside the attendance area of the school where the classes are held.

To enter the pre-kindergarten program this school year, a child must observe the 4th birthday on or before September 1, 2016. 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. ★



### Kindergarten

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

To enter kindergarten in August, a child must observe the 5th birthday on or before September 1, 2016. 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 first grade. For more information, contact the Student Services Office. ★

### Out-of-District Transfers

Parents or guardians who want their child to attend a school outside the assigned attendance area must apply by completing the appropriate form, available at all schools, [www.fcps.org](http://www.fcps.org) and at the FCPS Student Services Office. Approval criteria are stringent. Application for an out-of-district transfer may be made at any time, although the Student Services Office will not begin processing requests for the next school year until the list of restricted schools is published. Families will be notified of the decision by mail.

Out-of-district students must reapply for transfer when they move to the next level of schooling (i.e., from elementary to middle school or middle to high school) within the feeder area where they currently attend or when their originally approved reason for transfer changes.

When a school reaches 100% capacity, it will be restricted from out-of-district transfers. FCPS publishes a list of restricted schools annually. Out-of-district students currently attending a restricted school may remain at that school without reapplying annually, as long as they have approved applications on file in the Student Services Office and their reason for out-of-district status has not changed. The students' siblings will be permitted to enroll there as well. Other transfer requests will be denied.

Schools continue under the "restricted" designation as long as they are at 100% capacity or greater. Should their enrollments drop below maximum capacity in the fall, they may re-open to out-of-district requests. ★

### Non-Resident Students

Maryland students must attend school in the county in which they reside. The residence of the student is considered to be the same as the residence of his/her parent, legally appointed guardian or caretaker. Students residing with their parents out of Frederick County or out of state and wishing to attend Frederick County Public Schools are subject to tuition. Students under 18 who establish residency by changing guardianship or custody must present an official court document signed by a judge. ★





## 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 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.)

School offices have all required health forms and can provide further information. Forms are also at [www.fcps.org/forms](http://www.fcps.org/forms). For assistance in getting immunizations or a physical exam, contact the school health room staff or FCPS health 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 10 for fall sports, November 15 for winter sports and March 1 for spring sports). Physical examinations cover one school year only. ★

## Insurance

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

Limited student accident insurance may be purchased through a company approved to offer it through Maryland schools. A football accident policy is also available. Visit [www.StudentInsurance-KK.com](http://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. ★





# TRANSPORTATION

## Bus Riders and Walkers

Parents are responsible for the transportation of students whose most practical, direct walking route to school is: 1¼ miles or less for grades pre-k through 5 (except at primary schools) and 1¼ 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. ★



## Bus Riders

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

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

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

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

## 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.

- 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.

## 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.

For more information, please see Policy 441 and Regulation 200-14 online at [www.fcps.org](http://www.fcps.org) or call the Transportation Department. ★

## Transportation to Activities

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

# SCHOOL MEALS



All Frederick County public schools offer nutritious breakfast, lunch and à la carte items approved by the U.S. Department of Agriculture. Students may also bring lunch from home. 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](http://www.fcps.org), sign up for FindOutFirst email, download the FCPS mobile app or tune to FCPS TV on Comcast Channel 18.

Prepaying for meals is timesaving and easy. Pay directly to your school cafeteria with cash or check (ex. Hillcrest Elementary cafeteria) or via [www.myschoolbucks.com](http://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 may deposit funds to your child's account using a credit card, debit card or checking account at [www.myschoolbucks.com](http://www.myschoolbucks.com).

## Full-price meals

Breakfast:	\$1.45 elementary
	\$1.70 middle/high
Lunch:	\$2.25 elementary
	\$2.50 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 by the U. S. Department of Agriculture. Meal Benefit Applications are online at [www.fcps.org](http://www.fcps.org) and are also distributed to students in August and should be returned promptly by families who wish to be considered. However, an application can be completed at any time during the school year. Only one Meal Benefit Application per family is required. FCPS Food and Nutrition Services will notify families of their eligibility status.

In accordance with federal law and U.S. Department of Agriculture policy, State law and the Maryland State Department of Education policy, discrimination is prohibited on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call 202-720-5964 (voice and TDD). Program documents are available in alternate formats upon request from the FCPS Food and Nutrition Services Department (301-644-5065) or Maryland Relay Number (1-800-735-2258).

See page 4 for more information about school meals, or contact the FCPS Food and Nutrition Services Department, 301-644-5061 or [food.service@fcps.org](mailto:food.service@fcps.org). ★



## Food Allergies or Sensitivities

Please contact Food and Nutrition Services if your child has food allergies or sensitivities. ★





# GENERAL EDUCATION PROGRAMS



## 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). 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 art, music, physical education, library media services, reading, special education and guidance. ★



## 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](http://www.fcps.org) and/or contact your child's principal. ★

## High School

Students in grades 9 to 12 attend one of 10 comprehensive high schools. (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 Career and Technology Center, participate in work-study programs and internships, and enjoy a variety of extracurricular activities. Qualified seniors may also enroll at local educational institutions, such as Frederick Community College. Counselors meet with high school students and incoming freshmen at least once a year to evaluate and plan course schedules. ★



## Career and Technology Center (CTC)

The CTC is a specialized high school offering 25 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
- Architectural Computer-Aided Design (CAD)
- Automotive Technology
- Baking and Pastry
- Biomedical Science
- Carpentry
- CISCO Networking Academy
- Collision Repair
- Computer Technician/Analyst
- Construction Electricity
- Cosmetology
- Criminal Justice
- Culinary Arts
- Digital Design and Printing Methods
- Engineering Computer-Aided Design (CAD)
- Environmental Landscape Design and Management
- Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) and Plumbing
- Masonry
- 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 <http://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 merit, honors and Advanced Placement options. 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/flex/> to download an enrollment form, view the Face-to-Face Master Schedule, registration fee charges, lists of potential course offerings and descriptions of these FCVS high school programs:

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

## Work-Based Learning

The Transition Education Coordinator in each high school supervises these programs:

**Apprenticeships** – FCPS is piloting 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 (see page 36). The student earns high school credit but is typically not paid. Many internships are highly competitive, so students should notify the 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 a high school course called *Career, Research and Development* to build valuable skills while holding a job in the community. They are able to earn high school credit, and the employer pays them. Eligible 12th grade students may spend a half day in classes and a half day on the job. ★





## SPECIAL EDUCATION PROGRAMS

### Special Education

The Special Education Program serves the instructional needs of eligible students with educational disabilities that affect their educational performance from age 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](http://www.fcps.org). ★

### Rock Creek School

Rock Creek School is a special education day-school that serves diverse functional academic, medical and behavioral needs, as appropriate, for students ages 3-21 who have significant cognitive disabilities and are working on a Maryland High School Certificate of Completion. While there is an emphasis on functional academics, instruction is also based on the Maryland College and Career-Ready Standards. Communication, decision-making, interpersonal, career/vocational, recreational/leisure and community-based skills as well as other IEP needs are addressed, as appropriate. Related services may include adapted art, music and physical education, assistive technology, occupational and physical therapy, and hearing, vision and speech/language services.

Rock Creek School works closely with the Arc of Frederick County, Frederick County Developmental Center, Division of Rehabilitative Services and Developmental Disabilities Administration to coordinate services for students and their families. There is a feasibility study underway to determine how to update Rock Creek, either renovating or rebuilding it. For more information, see the Rock Creek link on [fcps.org](http://fcps.org). ★



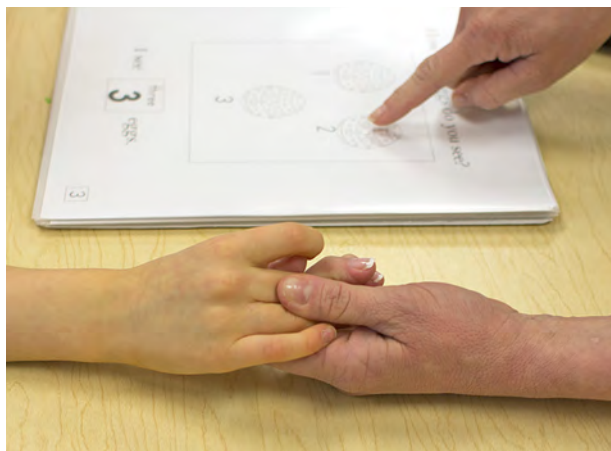


## Challenges Program

The Challenges Program serves the needs of students, ages 3-21, with autism and/or severe communication disorders. The program uses a variety of instructional strategies, including Applied Behavioral Analysis, based on individual student needs. Classes are staffed with a high adult-to-student ratio, and opportunities are available for inclusion in general education, as appropriate. ★

## Child Find Services

Child Find is the process for locating, evaluating and identifying all children from birth through age 21 who are suspected of having a disability. Parents who suspect their child may have an educational disability should speak with staff at their child's school. If a child is 2 years, 9 months or older and not enrolled in FCPS, parents should contact the Child Find Office at 301-644-5292 for preschoolers and 301-644-5003 for school-age students. Information regarding the Child Find process for children younger than 2 years, 9 months may be obtained from the Frederick County Developmental Center, 301-600-1611. ★



## Infants and Toddlers Program

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

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

## Learning for Life (L4L)

This program is designed to meet the academic and functional needs of students with significant cognitive disabilities who are working on a Maryland High School Certificate of Completion. Instruction is based on extended Maryland reading and math content standards and explicit ongoing instruction in functional academic skills. Students have opportunities for inclusion with non-disabled peers, as appropriate. ★

## Partners for Success

Partners for Success facilitates parental involvement for students with disabilities ages 3 through 21 as a means of improving services and results. Staff provides special education resources, individual consultations, seminars, workshops, newsletters, a lending library and assistance with the IEP process. Educators, parents and students can access information at [www.fcps.org](http://www.fcps.org). FCPS sends FindOutFirst email to subscribers who select Special Education news as an area of interest. ★

## 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. Most students also receive special transportation and other related services. ★

## Sign Language Interpreting

Sign language interpreting services are provided upon request for specific school-sponsored events. For more information, call the number in the directory section on page 50 of this handbook. ★

### IMPORTANT:

*See page 42 regarding retention of special education records.*

## Special Education Citizens Advisory Committee (SECAC)

The Frederick County SECAC meets monthly, September-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. For more information contact the Special Education director. ★

## Special Education Pre-Kindergarten

Students ages 3-5 may qualify for special education pre-kindergarten, based on the severity of the disability, at one of 14 schools. Classes are half day and serve students in a small-group setting. Opportunities for inclusion with non-disabled peers are a priority. ★

## SUCCESS Program

SUCCESS is a transition-education program for students ages 18-21 who have an IEP and are pursuing a Maryland High School Certificate of Completion. Students considered for the program have completed at least 4 years in a comprehensive high school, have had work experience and exhibit potential for competitive employment. The program focuses on developing skills for independent living and functional academics and offers students a range of employment opportunities. ★



## ADDITIONAL EDUCATION PROGRAMS

### Academic Intervention

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 intensive instruction to help students meet grade-level standards as quickly as possible. ★

### Accelerating Achievement and Equity

Cultural proficiency is a key component of the FCPS commitment to educational excellence. A primary goal of the Accelerating Achievement and Equity (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 empowered learners and to understand and appreciate our community's diverse cultures. 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. Cultural factors include but are not limited to race, ethnicity, region, religion, gender, language, socioeconomic status, age and disabilities. ★

### 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 enrichment activities in language arts and math. Highly 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. Nomination packets are available in elementary schools and online in early February.

### 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](http://www.fcps.org) or get a copy by calling the FCPS Legal Services Office.

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/de](http://www.frederick.edu/de). 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; calendar pages and [www.fcps.org](http://www.fcps.org) list details. ★

### English Language Learning

The primary goal of the English Language Learning program is advancing the academic language development and academic achievement of its English Language Learners (ELLs). Educating this student population is a collaborative

### Heather Ridge School

This 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 family involvement, problem solving, behavior management, social skills development and counseling to equip students to transition successfully back to their local schools. The setting provides students access to the FCPS curriculum and prepares them for graduation, post-secondary education and 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

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

#### Signature Programs

**Environmental and Conservation Program:** Catoctin

**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) ★

Parents' completed nomination forms are due in early March to allow schools time to administer necessary tests, complete a teacher checklist of learning behaviors and process paperwork. In May, the three magnet sites host visitations for parents of students offered placement in the magnet program.

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' learning styles and 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 are also taught to model good character when they attend extra-curricular activities and community events. ★

effort among ELL teachers, classroom teachers, students and other FCPS staff members. ELL 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 ELL Office 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 Language 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 served primarily by Hillcrest and Waverley elementary schools. 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. ★

## 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 Hillcrest, Lincoln and Waverley school districts with a child from birth to 5 years old are eligible for services. For more information, contact the Judy Center staff in any of the three schools. ★

## Online Resources

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

Look for Library Media Services at [www.fcps.org](http://www.fcps.org), where you'll find links to: Britannica, SIRS, Student Resources in Context, BrainPop, 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. Geology is the focus for 5th grade, with water resources and interdependence of organisms in the environment for grade 6. For more information, call the Outdoor School facilitator. ★

## Summer Programs

High and middle schools offer summer remedial and credit courses for FCPS students. Summer school 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. ★

## 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](http://www.fcps.org)). ★

## Homework Pointers For Students

- Accept responsibility for completing your homework.
- Establish a regular routine to work on assignments.
- Be prepared to submit homework on the date it is due.
- For long-term projects, plan ahead and use your time wisely so you won't have to rush at the last minute.
- If 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. ★

## 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** – About 15 minutes maximum per day

Monday-Thursday

**Grade 3** – About 30 minutes maximum per day

Monday-Thursday

**Grades 4 & 5** – About 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

# REPORT CARDS AND ACHIEVEMENT

## Report Cards and Interim Reports

Report cards are issued four times during the year to communicate students' term grades and other classroom achievement information. Interim reports may be issued between report cards and at any time throughout the year to notify students and parents about a significant decline or improvement in performance or to indicate a unique problem that may require attention. Parents or guardians must sign and return interim reports of unsatisfactory or declining performance within five days. Important 2016-17 dates for each term are listed below:

### Term 1

Mid-Term	September 22
Interims Issued*	October 4
Term Ends	October 28
Report Cards Issued	November 11

### Term 2

Mid-Term	December 9
Interims Issued*	December 19
Term Ends	January 20
Report Cards Issued	February 2

### Term 3

Mid-Term	February 27
Interims Issued*	March 7
Term Ends	March 30
Report Cards Issued	April 12

### Term 4

Mid-Term	May 12
Interims Issued*	May 22
Term Ends	June 16
Report Cards Issued	June 27**

\*Elementary interims are issued on the Mid-Term dates.

\*\*Elementary report cards are issued the last day of school.

Dates may change due to school closings. ★

## 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. ★

## 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. ★

### 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.**

## The Health-Learning Link

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

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



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



# TESTING

## Local Testing 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.

## Final Examinations

Middle and high school students may take final examinations in some courses. For details, please see Regulation 500-26. ★

## State Testing Programs

### Maryland School Assessments (MSA) for Science

The state's testing program is designed to meet federal testing requirements for grades 5, 8 and 10. The Maryland School Assessments (MSAs) in grades 5 and 8 are being phased out and will be replaced in March 2017 with new assessments aligned to the Next Generation Science Standards. FCPS will continue to meet the grade 10 MSA requirement using the Biology high school end-of-course assessment, which will not be phased out until the 2017-2018 school year.

### Partnership for Assessment of Readiness for College and Careers (PARCC)

PARCC assessments are designed to measure whether students are on track to be ready for college and careers. They are given in English language arts/literacy and mathematics in grades 3-8 and in designated high school courses. PARCC Algebra I and English 10 exams are required for graduation. Scores on English 10, English 11, and Algebra II may be used to meet College and Career Readiness requirements.

## The Multi-State Alternate Assessment (MSAA)

The MSAA is designed to measure academic content that is aligned to and derived from Maryland content standards. It supports higher academic outcomes for students with significant cognitive disabilities in preparation for post-secondary outcomes. The MSAA is administered in English/language arts and mathematics in grades 3-8 and 11.

## High School Assessments (HSA)

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

## English Language Proficiency Assessment

English language proficiency assessments are administered to English language 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.

## 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.

## Test Dates for State Assessments

State test dates are selected from within allowable state-determined windows and published in the online FCPS Testing Calendar by the first week in August. School-specific schedules are set by each school within the FCPS window, 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.

#### SAT

October 1  
November 5  
December 3  
January 28  
March 11 (SAT I only)  
May 6  
June 3

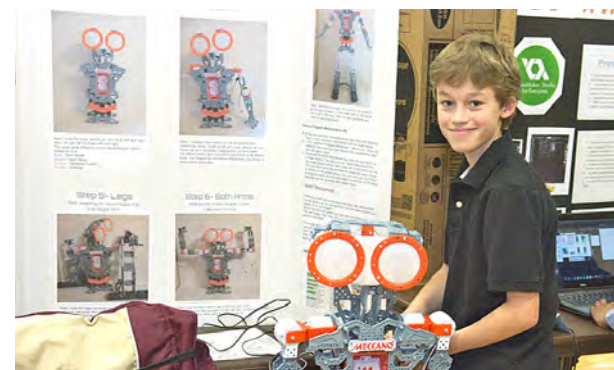
#### PSAT

October 19

#### ACT

September 10  
October 22  
December 10  
February 11  
April 8  
June 10

*Dates apply to the 2016-17 school year. ★*



# ACADEMIC PERFORMANCE

## Placement and Promotion

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

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

In 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 subjects or fails only one of the four core (major) subjects for the year. FCPS offers summer school on a limited basis to middle school students who need to repeat a core subject course. Summer offerings vary year to year depending on enrollment, teacher availability, overall program needs and resources. A student who fails all four major subjects for a year will not be promoted. Promotion recommendations for students who receive passing grades only in the major subjects will be based on a careful review of student records.

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. ★

## 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 - grade point average of 4.0.
- Second Honors - grade point average of 3.0 - 3.9.

See Regulation 400-14. ★

## Extracurricular Eligibility

To participate in extracurricular activities, a high school student must have a minimum 2.00 grade point average and no "F" grades. FCPS will use the following grades to determine eligibility/ineligibility: "Traditional" FCPS grades, Dual Enrollment grades and Frederick County Virtual Outside of School (VOS) 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. ★

## 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).

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

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

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

## 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

## 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 take the High School Assessments and pass them or earn a minimum combined score in Algebra I, English 10, Government and Biology. 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

or

*World Language* ..... 2 credits\*\*

+ *Electives* ..... 3 credits

or

*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.* ★

## Student Service Learning



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

## 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. ★



## CLASS OF 2017 END-OF-YEAR SCHEDULE

SCHOOL	LAST DAY OF INSTRUCTION* AND FINAL EXAMS	FINAL EXAMINATIONS* MAKE-UP	GRADUATION
Rock Creek****	NA	NA	Friday, May 19
SUCCESS	NA	NA	Tuesday, May 23 (1 p.m.)
Frederick High***			
Governor Thomas Johnson High****	May 22	May 23	Tuesday, May 30
Brunswick High **			
Middletown High***			
Linganore High****	May 23	May 24	Wednesday, May 31
Catoctin High**			
Walkersville High***			
Urbana High****	May 24	May 25	Thursday, June 1
Oakdale High**			
Tuscarora High***	May 25	May 26	Friday, June 2
Flexible Evening High****	NA	NA	Monday, June 5

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

\*\*10 a.m. graduation

\*\*\*2 p.m. graduation

\*\*\*\*7 p.m. graduation



# STUDENT SUPPORT SERVICES

## Community Agency School Services (CASS)

CASS is a Student Services program that 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 services to students and their families. CASS social workers 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 are knowledgeable 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 arrangement with the Frederick County Health Department and FCPS, health services are offered in all schools. The health room technician 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 Pupil Personnel Worker. ★

## Psychological Services

FCPS assigns school psychologists to every school. They consult with staff and parents on student mental health and instructional needs. They observe and assess students, and participate on Individualized Education Program (IEP), Student Services and Behavior Intervention teams. They evaluate and address students' special education needs and collaborate with staff and parents to address all students' needs regarding developmental, social and emotional issues as well as academic and behavioral concerns. School psychologists may offer short-term individual and/or group counseling. They respond to crises and use data-based decision making to create and support Behavior Intervention Plans. They also provide training for schools, parent groups and community organizations on mental health, learning and behavioral topics. ★

## Student Support Programs

All students benefit from having a positive, trusting relationship with at least one adult in the school. Some may experience personal, social, emotional and/or behavioral issues that impede educational success. Student Support Teachers work with students to improve academic work habits and make positive choices. Parents/guardians, teachers, administrators, the student and Student Support Teacher work together to determine academic and behavioral goals and create a clear, consistent plan for achieving them. For more information, contact the Office of Counseling and Student Support. ★

## 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 problem. A comprehensive assessment can confirm the presence of a problem 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. ★

## Title I Program

The Title I Program provides additional instructional services to meet student needs in some schools with a high concentration of low-income families. Emphasis is on additional assistance in English/language arts and mathematics. For further information, contact the Instructional Director of Schools/Title I. ★

## 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

## 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 for 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.

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

## 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](http://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 *continued from page 39*

### 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. ★

## 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 FCPS Custodial Services Manager John Carnahan, 301-644-5125.

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 Health and Safety Manager Laura Olsen, 301-644-5162. (See Regulation 200-3.) ★



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.

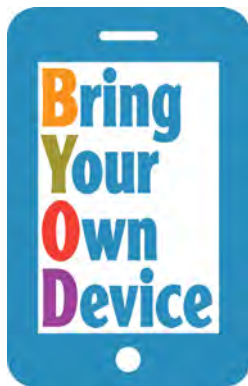
A student is counted present for a full day if the student is in attendance four hours or more of the school day. A student is counted present for 1/2 day if in attendance for at least two hours of the school day, but less than four hours.

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. ★*

## 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 to allow greater access to online resources. By creating opportunities that allow students and staff to acquire information in real time and to creatively express what they have learned in a variety of ways, we challenge students to use content knowledge to solve real-world problems. In preparing college- and career-ready students, FCPS recognizes that students need multiple means of accessing and generating resources aligned to curricula. They need to develop and refine skills in the areas of: digital citizenship, critical thinking, creative problem solving and communication. 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. ★



## Corporal Punishment

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

## Distributing Materials in Schools

Guidelines for distributing and posting materials in schools are online at [www.fcps.org](http://www.fcps.org) in Regulation 400-30. The county-level PTA and government agencies may submit requests to distribute materials for approval at any time. Building-level administrators may approve materials from FCPS, local school PTAs and school booster clubs. Outside nonprofit groups may submit materials for distribution four times each school year. The Regulation includes contact information, a timeline, guidelines for bundling and delivery, and the disclaimer that must appear on all materials. FCPS will not give "blanket" approval for agencies to distribute or post multiple items throughout the year; a separate request must be submitted for each item. ★

## Dress Codes

FCPS encourages schools to adopt school-specific dress codes to establish appropriate learning environments that reinforce the school's mission while respecting students' rights. The minimum standards are outlined in Policy 439. Given sufficient agreement among staff, parents and students and in accordance with Board policy schools may adopt a voluntary or mandatory uniform policy. Check with your school for detailed dress code information. ★

## 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.

## 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 abuse assistance or rehabilitation program.

*continued on page 38*

## 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 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 promotes 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 or sex 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 Legal Services Office. ★



## 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. ★

## Holidays *continued from page 41*

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

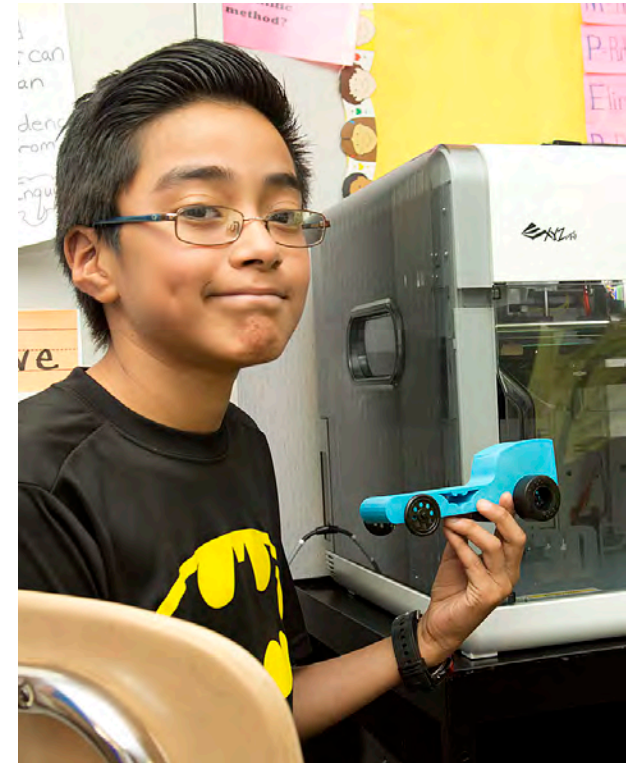
Regulation 400-73 provides guidelines for acceptable computer use. Use of Internet access in Frederick County public schools is limited to school-related academic activities, and staff members are responsible to ensure appropriate training and supervision of students. FCPS cannot control or censor all illegal, defamatory, inaccurate or potentially offensive material 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.

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. Teachers and administrators who accept a volunteer's help are also accepting responsibility for the volunteer's actions. To protect staff and student confidentiality, volunteers will not have access rights to servers, applications, hardware or software that store or process such information.

FCPS has 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. ★



## 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. ★



## 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. ★

## 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.

*continued on page 40*



## 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 50) or visit [www.fcps.org/centraloffice/Legal-Services.cfm#PIA](http://www.fcps.org/centraloffice/Legal-Services.cfm#PIA). ★

## 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. ★

## 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.

## 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 School Administration and Leadership.

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 executive director of Human Resources.

If the complaint involves the executive 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.

*continued on page 42*

## Sexual Harassment *continued from page 41*

### 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. ★

## 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. For example:

- a playbill, showing a student's role in a drama production;
- the annual yearbook;
- honor roll or other recognition lists;
- graduation programs; and
- sports activity sheets, such as for wrestling, showing weight and height of team members.

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

## Student Records and Information

### *continued from page 43*

### 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.

### 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](http://www.fcps.org), Regulation 400-67. ★

## Teacher Qualifications

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

- the college or university degrees or certifications held by the teacher,
- the subject area of the teacher's degree or certification,
- whether the teacher is certified by Maryland to teach a particular grade level or subject area,
- whether the teacher holds a provisional 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. The U.S. Departments of Education and Justice have stat-



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

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



Education Act of 1965 (ESEA) to provide military recruiters (see page 40) or an institution of higher education, upon request, access to three directory information categories for high school students – names, addresses and telephone listings – unless parents have advised the school that they do not want their child's information disclosed without their prior consent.

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

- student's name
- grade level
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- honors and awards received
- current school attended
- teacher/class assignment

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.

*continued on page 42*



ed that, under Title IX, discrimination based on a person's gender identity, transgender status, or nonconformity to sex stereotypes constitutes discrimination based on sex.

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

## 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. ★



## Visitors to Schools

All visitors are required to use the main entry buzzer system, register at the main office and wear an 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 must formally request that FCPS send student records, and FCPS retains the originals. When students transfer within Frederick County or to another Maryland county, FCPS sends the original student records and retains a copy. In either case, upon written request and at a reasonable charge, parents may also receive copies to hand carry to the new school. For additional information, see Regulation 400-7. ★



# DISCIPLINE



## Philosophy

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

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

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



## Disciplinary Regulations

FCPS posts Discipline Regulation 400-8 at [www.fcps.org](http://www.fcps.org).

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

There shall be a difference between the due process procedure in (1) cases involving suspensions and expulsions, and (2) the consideration of student grievances.

- A. The Public School Laws of Maryland (Section 7-305) provide due process in cases of suspension and expulsion. Additional procedures and rights apply for students with disabilities in accordance with provisions including law and Board policy.
  1. Suspended for not longer than ten school days
    - a. In accordance with the rules and regulations of the county board, each principal of a public school may suspend for cause, for not more than ten school days, any student in the school who is under the direction of the principal.
    - b. The student or the parent or guardian promptly shall be given a conference with the principal and any other appropriate personnel during the suspension period.
  2. Suspension for more than ten school days and expulsion – At the request of a principal, a county superintendent may suspend a student for more than ten school days or expel the student.

3. Procedures for requesting suspension of more than ten days or expulsion
  - a. The principal determines whether the pupil has committed an offense or has a behavioral problem of a nature as to require a recommendation to the Superintendent that the pupil be suspended in excess of ten school days or expelled.
  - b. The principal provides an informal meeting with the pupil, unless there is a threat to the physical safety or fear of substantial interference with the education process, to provide:
    - (1) Notice that the extended suspension or expulsion is being considered
    - (2) The reasons for recommending possible suspension or expulsion
    - (3) An explanation of the evidence
    - (4) An opportunity for the pupil to present his/her side of the story
  - c. The principal must notify the parent (legal guardian) of the effective date of the initial suspension and the reason(s) for recommending to the Superintendent that the suspension be for a period in excess of ten school days or that the pupil be expelled. At the same time the principal must notify the Superintendent's designated representative, the pupil personnel worker.
  - d. Within 24 hours of the principal's decision to request an extended suspension, the principal must prepare a request for extended suspension or expulsion and forward it to the Superintendent with a copy to the pupil personnel worker.
  - e. The pupil personnel worker commences a thorough investigation of the problem. School personnel will make available all data requested during the course of this investigation. Every effort must be made to obtain factual information regarding the case.
  - f. The pupil personnel worker and the director of Student Services meet with the parent(s) or legal guardian(s) and suspended student as part of the investigation and notify the appropriate instructional director.
  - g. The final recommendation will be submitted to the Superintendent's designee. If the director supports the recommendation, he or she will notify the student and parent (in addition to the executive director of School Administration and Leadership) of the suspension/expulsion.
  - h. If, on the basis of this investigation, the Superintendent's designee decides that a longer suspension or expulsion is not warranted, the pupil personnel worker will notify the student, parent (legal guardian), and principal of the decision not to extend the suspension.
  - i. If the Superintendent's designee determines that a suspension of more than ten school days or expulsion is warranted, written notice shall be sent to the parents (legal guardians). This letter will include notification that the pupil or his/her parent or guardian shall have the right to appeal to the Board of Education within ten days thereafter and to request an opportunity to be heard before the local board or a designated committee thereof. Copies of this letter shall be directed to the school principal, the executive director of School Administration and Leadership and the pupil personnel worker. The Superintendent reserves the right to hear the appeal prior to the appeal going to the Board of Education.
  - j. An appeal to the Board of Education shall not operate as a stay of the decision of the Superintendent, and the pupil will remain on suspension during the interval. (See Regulation 400-4 and Policy 105.)
  - k. The decision of the Board of Education following the hearing shall be final.
- B. Each secondary school shall establish a procedure for consideration of student grievances.
  1. A student grievance is an alleged violation of a provision of this document.
  2. The grievance procedure shall be developed with substantive student participation.
  3. Each school shall design a model for its review procedure. Suggested models are a panel of:
    - a. Students, representative of the total school population;
    - b. Faculty members chosen by the student body;
    - c. Equal number of students, faculty, and parents selected by the student body;
    - d. 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 17 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

a. Student publications must conform with standards consistent with the Canons of Journalism of the American Society of Newspaper Editors and Regulation 400-45.

- (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 Government
  - a. All students are entitled to adequate, responsible, and effective representation.
  - b. Students shall have the opportunity for determining the organizational form through which their voice will be communicated.
  - c. The duly constituted student government organization shall cooperate with the administration in selecting an advisor from the school professional staff.
  - d. The student government shall have the right to meet regularly during the school day.
4. Student Activities
  - a. All students have the right to form and maintain organized groups in accordance with school system regulations.
    - (1) The school must recognize any group organized in accordance with published procedures established cooperatively by the school administration, faculty and students.
    - (2) Submission of a membership list may be a requirement for becoming or remaining recognized. However, information essential to holding a meeting during the school day shall be provided 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 unemancipated) at the discretion of the school authority in collaboration with the parent or guardian.
    - b. The records and files may not be disclosed to any person or agency outside the school except in case of a court order or with the parents'/guardians' written permission. If the student has attained 18 years of age or is attending an institution of post-secondary education, the student's written permission rather than the parents'/guardians' written permission is required. 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)
5. Students must recognize that specific information must be kept in school records.
  6. Students have the responsibility to obtain permission for the release of information contained in their files to outside agencies.
  7. Non-applicable

**MAIN ADMINISTRATIVE OFFICE**

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# FCPS

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Fax 240-236-1301

19. **New Midway-Woodsboro**  
Mr. Giuseppe Di Monte, Principal  
**A) New Midway** **240-236-1500**  
Grades 3-5  
12226 Woodsboro Pike  
Keymar, MD 21757  
Fax 240-236-1501  
**B) Woodsboro \*** **240-236-3700**  
Grades Pre-K-2  
101 Liberty Road  
Woodsboro, MD 21798  
Fax 240-236-3701
20. **North Frederick \*** **240-236-2000**  
Ms. DeVeda Coley, Principal  
1010 Fairview Avenue  
Frederick, MD 21701  
Fax 240-236-2001
21. **Oakdale ♦♦** **240-236-3300**  
Ms. Kimberly Clifford, Principal  
5830 Oakdale School Road  
Ijamsville, MD 21754  
Fax 240-236-3301
22. **Orchard Grove ♦♦** **240-236-2400**  
Ms. Debra Myers, Principal  
5898 Hannover Drive  
Frederick, MD 21703  
Fax 240-236-2401
23. **Parkway** **240-236-2600**  
Ms. Stephanie Brown, Principal  
300 Carroll Parkway  
Frederick, MD 21701  
Fax 240-236-2601
24. **Sabillasville** **240-236-6000**  
Ms. Kate Krietz, Principal  
16210-B Sabillasville Road  
Sabillasville, MD 21780  
Fax 240-236-6001
25. **Spring Ridge ♦♦** **240-236-1600**  
Ms. Patricia Hosfelt, Principal  
9051 Ridgefield Drive  
Frederick, MD 21701  
Fax 240-236-1601
26. **Thurmont (Gr. 3-5)** **240-236-0900**  
Ms. Christina McKeever, Principal  
805 East Main Street  
Thurmont, MD 21788  
Fax 240-236-0901
27. **Thurmont Primary ♦♦** **240-236-2800**  
Grades Pre-K-2  
Ms. Karen Locke, Principal  
7989 Rocky Ridge Road  
Thurmont, MD 21788  
Fax 240-236-2801

28. **Tuscarora** **240-566-0000**  
Dr. Kimberly Mazaleski, Principal  
6321 Lambert Drive  
Frederick, MD 21703  
Fax 240-566-0001
29. **Twin Ridge ♦♦** **240-236-2300**  
Ms. Susan Gullo, Principal  
1106 Leafy Hollow Circle  
Mt. Airy, MD 21771  
Fax 240-236-2301
30. **Urbana ♦** **240-236-2200**  
Mr. Allie Watkins, Principal  
3554 Urbana Pike  
Frederick, MD 21704  
Fax 240-236-2201
31. **Valley \*** **240-236-3000**  
Ms. Elizabeth Little, Principal  
3519 Jefferson Pike  
Jefferson, MD 21755  
Fax 240-236-3001
32. **Walkersville** **240-236-1000**  
Ms. Tess Blumenthal, Principal  
83 West Frederick Street  
Walkersville, MD 21793  
Fax 240-236-1050
33. **Waverley ♦♦** **240-236-3900**  
Ms. Jan Hollenbeck, Principal  
201 Waverley Drive  
Frederick, MD 21702  
Fax 240-236-3901
34. **Whittier ♦♦** **240-236-3100**  
Ms. Amy Schwiegerath, Principal  
2400 Whittier Drive  
Frederick, MD 21702  
Fax 240-236-3101
35. **Wolfsville \*** **240-236-2250**  
Ms. Susan Kreiger, Principal  
12520 Wolfsville Road  
Myersville, MD 21773  
Fax 240-236-2251
36. **Yellow Springs** **240-236-1700**  
Ms. Jana Strohmeier, Principal  
8717 Yellow Springs Road  
Frederick, MD 21702  
Fax 240-236-1701

## MIDDLE

37. **Ballenger Creek** **240-236-5700**  
Ms. Jeneen Stewart, Principal  
5525 Ballenger Creek Pike  
Frederick, MD 21703  
Fax 240-236-5701
38. **Brunswick** **240-236-5400**  
Mr. Jay Schill, Principal  
301 Cummings Drive  
Brunswick, MD 21716  
Fax 240-236-5401
50. **Brunswick** **240-236-8600**  
Mr. Michael Dillman, Principal  
101 Cummings Drive  
Brunswick, MD 21716  
Fax 240-236-8601
51. **Catoctin** **240-236-8100**  
Mr. Bernard Quesada, Principal  
14745 Sabillasville Road  
Thurmont, MD 21788  
Fax 240-236-8101
52. **Frederick** **240-236-7000**  
Mr. David Franceschina, Acting Principal  
Ms. Kathy Campagnoli, Special Assignment\*\*  
650 Carroll Parkway  
Frederick, MD 21701  
Fax 240-236-7015
53. **Governor Thomas Johnson** **240-236-8200**  
Dr. Dan Lippy, Principal  
1501 North Market Street  
Frederick, MD 21701  
Fax 240-236-8201
54. **Linganore** **240-566-9700**  
Ms. Nancy Doll, Principal  
12013 Old Annapolis Road  
Frederick, MD 21701  
Fax 240-566-9701
55. **Middletown** **240-236-7400**  
Ms. Lee Jeffrey, Principal  
200 Schoolhouse Drive  
Middletown, MD 21769  
Fax 240-236-7450
56. **Oakdale** **240-566-9400**  
Ms. Donna Clabaugh, Principal  
5850 Eaglehead Drive  
Ijamsville, MD 21754  
Fax 240-566-9401
57. **Tuscarora** **240-236-6400**  
Mr. Andrew Kibler, Principal  
5312 Ballenger Creek Pike  
Frederick, MD 21703  
Fax 240-236-6401
58. **Urbana** **240-236-7600**  
Mr. David Kehne, Principal  
3471 Campus Drive  
Ijamsville, MD 21754  
Fax 240-236-7601
59. **Walkersville** **240-236-7200**  
Ms. Tracey Franklin, Principal  
81 West Frederick Street  
Walkersville, MD 21793  
Fax 240-236-7250



## KEY

\* Pre-kindergarten program available

◆ Special education pre-kindergarten available

## Middle (continued)

39. **Crestwood** 240-566-9000  
Ms. Jennifer Bingman, Principal  
7100 Foxcroft Drive  
Frederick, MD 21703  
Fax 240-566-9001
40. **Governor Thomas Johnson** 240-236-4900  
Mr. Neal Case, Principal  
1799 Schifferstadt Boulevard  
Frederick, MD 21701  
Fax 240-236-4901
41. **Middletown** 240-236-4200  
Mr. Everett Warren, Principal  
100 Martha Mason Street  
Middletown, MD 21769  
Fax 240-236-4250
42. **Monocacy** 240-236-4700  
Dr. Stephanie Ware, Principal  
8009 Opossumtown Pike  
Frederick, MD 21702  
Fax 240-236-4701
43. **New Market** 240-236-4600  
Ms. T.C. Suter, Principal  
125 West Main Street  
New Market, MD 21774  
Fax 240-236-4650
44. **Oakdale** 240-236-5500  
Ms. Mita Badshah, Principal  
5810 Oakdale School Road  
Ijamsville, MD 21754  
Fax 240-236-5501
45. **Thurmont** 240-236-5100  
Ms. Jennifer Powell, Principal  
408 East Main Street  
Thurmont, MD 21788  
Fax 240-236-5101
46. **Urbana** 240-566-9200  
Mr. Peter Daddone, Principal  
3511 Pontius Court  
Ijamsville, MD 21754  
Fax 240-566-9201
47. **Walkersville** 240-236-4400  
Ms. Stacey Hiltner, Principal  
55 West Frederick Street  
Walkersville, MD 21793  
Fax 240-236-4401
48. **West Frederick** 240-236-4000  
Mr. Frank Vetter, Principal  
515 West Patrick Street  
Frederick, MD 21701  
Fax 240-236-4050
49. **Windsor Knolls** 240-236-5000  
Mr. Brian Vasquez, Principal  
11150 Windsor Road  
Ijamsville, MD 21754  
Fax 240-236-5001

## OTHER

60. **Career and Technology Center** 240-236-8500  
Mr. Michael Concepcion, Principal  
7922 Opossumtown Pike  
Frederick, MD 21702  
Fax 240-236-8501
61. **Carroll Creek Montessori Public Charter School \*** 301-663-7970  
Ms. Marilyn Horan, Principal  
7215 Corporate Court  
Frederick, MD 21703  
Fax 301-663-6107
62. **Frederick Classical Charter School** 240-236-1200  
Ms. Erica Cummins, Principal  
8445 Spires Way, Suite CC  
Frederick, MD 21701  
Fax 240-236-1201
63. **Frederick County Virtual School** 240-236-8450  
(includes Flexible Evening High School)  
Dr. Stacey Adamiak, Principal  
c/o GTJMS  
1799 Schifferstadt Boulevard  
Room 116  
Frederick, MD 21701  
Fax 240-236-8451
64. **Heather Ridge** 240-236-8000  
Ms. Denise Flora, Principal  
1445 Taney Avenue  
Frederick, MD 21702  
Fax 240-236-8001
65. **Monocacy Valley Montessori Public Charter School \*** 301-668-5013  
Ms. Nancy Radkiewicz, Principal  
217 Dill Avenue  
Frederick, MD 21701  
Fax 301-668-5015
66. **Rock Creek** 240-236-8700  
Ms. Mary Malone, Principal  
191 Waverley Drive  
Frederick, MD 21702  
Fax 240-236-8701

\*\* Frederick High's new construction, fall 2017 move to the new building and the LYNX School program; see [www.fcps.org/lynx](http://www.fcps.org/lynx)

**For other useful numbers, see next page**

## 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.

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

### Board of Education of Frederick County Office

Debbie Wachter-Harne, Executive Assistant  
301-696-6917 Fax 301-696-6950

### Board of Education Student Member

Carter Gipson carter.gipson@fcps.org

### Child Find

301-644-5292 Fax 301-644-5305

### Earth and Space Science Laboratory

210 Madison Street, Frederick, MD 21701  
Lisa Bruck and Jeff Grills, Co-Directors  
240-236-2694 Fax 240-236-2693

### Family Literacy Program

240-236-8780 Fax 240-236-8785

### Family Partnership

301-600-2206 Fax 301-600-2209

### Ferko (credit union)

www.ferkomfcu.com  
502 West Patrick Street, Frederick, MD 21701  
301-662-7266 Fax 301-662-4525

### Frederick Association of School Support Employees (FASSE)\*

Norma Davis, President  
301-620-9217 Fax 301-662-9205

### Frederick County Administrative and Supervisory Association (FCASA)

Cita King, President  
240-236-8800 Fax 240-236-3201

### Frederick County Health Department

Immunization Clinic  
301-600-3342 Fax 301-600-1403  
School Health Program  
301-600-3312 Fax 301-600-3308  
Substance-Abuse Assessments (via Behavioral Health Services)  
301-600-1755 Fax 301-600-1781

### Frederick County Teachers Association (FCTA)\*

Melissa Dirks, President  
301-662-9077 Fax 301-662-9205

### Judy Center

240-236-8770 Fax 240-236-8774

### Maryland State Department of Education

410-767-0100

### Outdoor School

Brett Querry, Teacher Specialist  
240-236-4787 Fax 301-644-5139

### Partners for Success

240-236-8744 Fax 240-236-8701

### Party Tip Hotline

301-600-1318  
Confidentially report a party where you suspect alcohol or drugs may be given to youth under 21

### PTA Council of Frederick County

Traci Tatum, President  
240-997-6386 frederick@mdpta.org

### Science Center

For FCPS staff materials acquisition: 240-236-2691

### Staff Development Center

44 West Frederick Street, Walkersville, MD 21793  
240-236-8831 Fax 240-236-8836

### SUCCESS Program

240-236-8840 Fax 240-236-8841

### Summer School

240-236-8450 (Secondary)

### Tutors

Carolyn Korb carolyn.korb@fcps.org  
301-644-5328

\*1 Wormans Mill Court, Suite 16, Frederick, MD 21701



# FCPS GLOSSARY: COMMONLY USED ABBREVIATIONS AND EDUCATION TERMS

**ADVANCED ACADEMICS** – FCPS maintains a commitment to educating highly able and gifted learners through a variety of programming using acceleration, enrichment and extension of instruction to meet 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.

**CSI TEAM: CONTINUOUS STRATEGIC IMPROVEMENT TEAM** – A group of employees, parents, business partners and/or other representatives of a school or division’s constituency that 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.

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

**ESSA: EVERY STUDENT SUCCEEDS ACT** — Federal legislation that guides states as they create plans that assist local school systems in holding all students to high academic standards and preparing them for success in college and careers. Similar to the No Child Left Behind Act, this law requires that every child in grades 3 through 8 and 10 be tested to ensure progress toward curriculum standards. The law focuses on evidence-based innovations and multiple measures for student performance targets and school ratings.

**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 page 30.

**HSA: HIGH SCHOOL ASSESSMENTS** – End-of-course tests that the Maryland State Department of Education produces, aimed at raising academic standards in all Maryland public high schools.

**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.

**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).

**ELL:** English Language Learner classes are housed at Frederick High and West Frederick Middle schools. Monocacy Middle and most elementary students have ELL instruction in their local schools.

**HIGH SCHOOL ACADEMIES:** See page 30.

**MASTER PLAN** – Reports progress related to 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.

**PARCC** – The Partnership for Assessment of Readiness for College and Careers.

**POLICIES:** The Board of Education of Frederick County sets *policies* as guidelines for the successful and efficient functioning of our school system.

**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.

**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.

**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 School Administration and Leadership
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. Phone numbers and email formats are on pages 50-54. ★

## Notes:

### KEY CONTACTS

School Phone Numbers \_\_\_\_\_

Teachers \_\_\_\_\_

Administrators \_\_\_\_\_

Sports Coaches \_\_\_\_\_

Other Staff \_\_\_\_\_

PTA AND VOLUNTEER INFO \_\_\_\_\_

# 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.

# INDEX

- 5, 38, 39, 40 Absences from School
- 38, 41 Abuse, Reporting
- 30 Academic Intervention
- 30 Academics
- 30 Accelerating Achievement
- inside cover Achievement
- 34 ACT
- 22, 23 Admission
- 30, 55 Advanced Academics
- inside cover, 34, 35, 55 Advanced Placement (AP)
- 5 After-School Activities
- 39 Alcohol
- 25 Allergies, Food
- 43 Animals, Use of in Instruction
- 5, 6, back cover App for Mobile Devices
- 31 Articulated Credit
- 30 Arts & Communications Academy
- 30, 51 Arts, Visual and Performing
- 42 Athletic Field, Use of after Hours
- 23, 35 Athletics
- 22 Attendance Areas
- 31 Ausherman Planetarium
- 30 Biomedical Sciences
- 55 Block Schedule
- 3, 54 Board of Education
- 4, 25 Breakfast
- 39, 55 Bring Your Own Device
- 38 Bullying
- 22, 24, 57 Bus
- 30 Business Education Dual Enrollment
- 4, 25 Cafeteria Meals
- 6 Calendar at a Glance
- 7-19 Calendar Month Pages
- 36 Calendar, Seniors End of Year
- 24 Cameras
- 5, 27, 55 Career and Technology Center
- 27 Career and Technology Education
- 29 Challenges Program
- 31 Character Counts!
- 30, 53 Charter Schools
- 38 Cheating and Plagiarism
- 38 Child Abuse and Neglect
- 28, 54 Child Find Services
- inside cover, 34, 55 College and Career Ready
- 34, 55 College Entrance Exams
- 5 Color Codes
- 50 Communication Services
- 37 Community Agency School Services (CASS)
- 1, 20-21, 28 Community Involvement
- 56 Complaints, Concerns
- 41, 55 Computer Usage
- 20-21 Conferences
- 21, 55 Continuous Strategic Improvement Team
- 38 Corporal Punishment
- 37, 51 Counseling
- 34, 55 Criterion-Referenced Evaluation System (CRES)
- 39, 44, 50 Cultural Proficiency
- 26-36 Curriculum
- 28 Deaf, Hard-of-Hearing
- 5-6 Delayed Opening Schedule
- inside cover, 1 Demographics
- 50-51 Directory, Central Office
- 54 Directory, Other Useful Contacts
- 52-53 Directory, Schools
- 39, 44, 56 Discipline
- 25, 39, 42, 43 Discrimination (see Equity)
- 38 Distributing Materials in Schools
- 21 Donations
- 39, 47 Dress Codes
- 22, 24, 40 Driving
- inside cover Dropout Rate
- 31, 37, 39-40, 54 Drugs
- 31 Dual Enrollment
- 22 Early Childhood Education
- 5-6 Early Dismissal
- 30 Earth and Space Science Laboratory
- 5 Earthquake Drill
- 4, 22, 26 Elementary School
- 2, 50, 54 Email Addresses (see also FindOutFirst)
- 4, 5, 54, 56 Emergencies
- 1 Employees
- 51 English/Language Arts
- inside cover, 30, 34, 55 English Language Learning (ELL)
- 22 Enrolling a Student
- 1 Enrollment Data
- 38 Environmental Concerns
- 30 Environmental and Conservation Program
- 30, 39 Equity
- 5 Evacuation
- 34-36 Evaluation
- 55 Every Student Succeeds Act (ESSA)
- 6, 34, 36 Exams
- 22, 39, 46 Expulsion
- 35 Extracurricular Activities
- 5-6, 20, back cover Facebook
- 42, 51 Facilities Services
- 42-43 Family Educational Rights Privacy Act (FERPA)
- 3, 20-21, 32-33, back cover Family Involvement
- 31 Family Life Advisory Committee
- 31 Family Literacy
- 55 Feeder Areas
- 40 Fees for Supplies and Activities
- 37, 40 Field Trips
- 34, 36 Final Examinations
- 36 Financial Literacy
- 4-6, 25, back cover FindOutFirst Email, Text Messages
- 41 Firearms
- 1, 51 Fiscal Services
- 27, 36 Flexible Evening High
- 4, 25 Food and Nutrition Services
- inside cover, 25, 42, 55 Free and Reduced-Price Meals (FARM)
- 1 Funding
- Gifted and Talented (see Advanced Academics)
- 21 Gifts for Education
- 30 Global Scholar Assessment
- 55 Glossary
- 3 Goals
- 3 Governance
- 33 Grades Online
- 36 Graduation Dates
- 35 Graduation Honors
- 36 Graduation Requirements
- 41 Guns (including BB and Pellet)
- 38 Harassment
- 4 Health and Emergency Form
- 31, 33 Health Education
- 33 Health-Learning Link
- 23 Health Records
- 37 Health Services
- 31 Heather Ridge School
- 4, 26-37 High School
- 30, 55 High School Academics, Signature Programs
- 6, 34, 36, 55 High School Assessments (HSA)
- 30, 55 Highly Able Learner (HAL) Program
- 6, 40-41 Holidays
- 33 Home Access Center (See Grades Online)
- 37 Home Instruction
- 37 Home/Hospital Teaching Services
- 32 Homework
- 4, 35 Honor Roll
- 35 Honors, at Graduation
- 30 Hotlines
- 4 Hours, Typical School Day
- 50 Human Resources
- 28-29 Individualized Education Program (IEP)
- 28 Infants and Toddlers Program
- 40 Instructional Materials
- 23 Insurance
- 33 Interim Reports
- 55 Intermediate Grade Levels
- 30, 35, 55 International Baccalaureate Diploma Programme (IB)
- 27, 31, 40 Internet Use
- 26, 27, 31 Internships
- 23 Interscholastic Sports
- 30, 55 JROTC Academy (Navy)
- 31, 54 Judy Center
- 22, 23, 26, 34, 37 Kindergarten
- 30, 31, 51 Language Arts, Literacy
- 30 Leadership Program
- 29 Learning for Life
- 26, 31, 40, 50 Library Media Services
- 5 Lockdown
- 4, 25 Lunch
- 27, 30, 31, 55 Magnet Programs/Schools
- 53 Map
- 35 Maryland Scholars
- 34 Maryland School Assessments (MSA)
- 3, 55 Master Plan
- 36, 51 Mathematics
- 4, 25 Meals
- 4, 43 Media in Schools
- 31, 50 Media Services/Library
- 4, 37 Medications/Treatments
- 4, 25, back cover Menus
- 4, 26, 30-33 Middle School
- 4, 41, 43 Military Recruiters
- 1, 30, 53 Montessori (charter schools)
- 25 MySchoolBucks
- 35 National Honor Society
- 38 Neglect, Reporting
- 22 Non-Resident Students
- 55 Norm-Referenced Test
- 31 Online Resources
- 31, 54 Outdoor School
- 21, 54 Parent Teacher Association (PTA, PTSA)
- 3, 20-21, 43, back cover Parent/Family Involvement
- 6, 20, back cover Parent-Teacher Conferences
- 29, 54 Partners for Success
- 34, 55 Partnership for Assessment of Readiness for College and Careers (PARCC)
- 21 Partnerships
- 47 Patriotic Exercises
- 33, 35 Performance Measures
- 24 Personal Electronic Devices
- 38 Pesticides
- 23, 36, 50-51 Physical Education
- 35 Placement
- 38 Plagiarism
- 30 Planetarium
- 3, 4, 38-43, 55 Policies
- 30 Pre-Engineering Program: Civil and Aeronautical
- 22, 26, 52-53 Pre-Kindergarten
- 55 Primary Grade Levels
- 30 Project Lead the Way: Biomedical and Pre-Engineering
- 35 Promotion
- 42 Protection of Pupils' Rights Amendment (PPRA)
- 34, 55 PSAT
- 37 Psychological Services
- 41 Public Information Act
- 29 Pyramid Program
- 24 Recording Devices
- 42 Records (Confidentiality)
- 4, 55 Regulations
- 41 Religious Expression
- 33 Report Cards
- 1, 28, 31, 36 Rock Creek School
- 30, 55 ROTC, Junior
- 5, 44, 54, 56 Safe Schools and Students
- inside cover, 34, 55 SAT
- inside cover Scholarship Offers
- 4 School Cash Online
- 33 School Health Council
- 55 School Profile
- 54-55 School Resource Officers
- 30, 31, 34, 36, 43, 51, 55 Science
- 40, 47 Searches
- 39 Section 504
- 20 Senior Citizens
- 36 Seniors' End-of-Year Schedule
- 36 Service Learning
- 41-42 Sexual Harassment
- 5 Shelter in Place
- 29, 50 Sign Language Interpreting
- 30 Signature Programs
- 5 Snow Closing Policy
- 36, 51 Social Studies
- back cover Spanish Translations
- inside cover, 28-29, 37, 42, 44, 53 Special Education
- 29 Special Education Citizens Advisory Committee
- 4, 23, 35, 42, 43 Sports
- 26, 55 STEM
- 35, 48 Student Activities/Involvement
- 42-43 Student Directory Information
- 4, 41 Student Information Card
- 45-49 Student Rights and Responsibilities
- 37 Student Support Services
- 31, 37, 40, 54 Substance-Abuse Assessments, Prevention
- 1, 29, 54 SUCCESS Program
- 31 Summer Programs
- 3, 56 Superintendent
- 42 Surveys
- 44-46 Suspension
- 42 Teacher Qualifications
- 27, 30 Teacher Academy of Maryland
- 51 Technology Infrastructure
- 34, 55 Testing
- 1, 46 Textbooks
- 37 Title I
- 42-43 Title IX: Gender Discrimination
- 39-40 Tobacco
- 5 Tornado
- 22, 43 Transfers
- 36 Transcript Grades
- 1, 4, 22, 24, 30 Transportation
- 38 Truancy
- 37, 54 Tutoring
- 5-6, 20-21, back cover Twitter
- 5, 20, 25, back cover TV
- 42 Use of Schools and Fields after Hours
- 27, 53 Virtual School
- 21, 43 Visiting Schools
- 21 Volunteer
- 41 Weapons
- 5 Weather-Related Schedule Changes
- 5, 20, back cover Website
- 5 Weekend Activities
- 35-36 Weighted Grades
- 43 Withdrawal Process
- 27 Work-Study Opportunities
- 36, 51 World Languages
- 20, back cover YouTube



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with your  
child's school*

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- Attend parent-teacher conferences
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- Get grades and homework reports online
- Volunteer at or partner with a school

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- Get student forms
- Explore your school's profile and website
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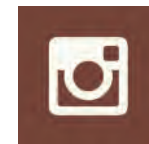
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**AT THE END  
OF THE  
SCHOOL YEAR**



**PLEASE  
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