

# FREDERICK COUNTY, MARYLAND, PUBLIC SCHOOLS



★  
Giving the  
Best to  
★  
Education

**2003-2004 CALENDAR HANDBOOK**

## WELCOME TO FCPS!

**T**his guide to the Frederick County Public Schools answers many of the questions most often asked about our programs, policies and procedures. It features calendar information, such as holidays and parent-teacher conference dates. It also includes schools, offices and other useful contacts and helpful tips about snow days, lunches and other essentials. Throughout the handbook, you will be referred to specific offices and staff for further information. Their phone numbers are in the directories section at the back. Many families hang or file this handbook for easy reference. We hope you find it useful as you and your child plan for a successful year!

The handbook summarizes selected policies, regulations and procedures as they existed at the time of publication. These are subject to change without notice, and the Board of Education and school system reserve the right to enforce changes immediately. In any dispute, the official policy as it appears at the time of the incident will govern and will supersede the language in this handbook. Complete policies may be obtained from the Executive Director of Legal Services, 301-696-6851, or via the web site, [www.fcps.org](http://www.fcps.org).



### FCPS AT A GLANCE\*

- ★ FCPS expects 750 more students this year than last, bringing enrollment to about 39,370. Enrollment has increased 46% since 1990.
- ★ FCPS has 53 traditional schools and 5 specialized schools serving pre-kindergarten through grade 12.
- ★ This year, the state and county committed more than \$37 million for new schools, renovations and additions, technology and land.
- ★ FCPS has 4,500 employees, including about 2,500 teachers.
- ★ It costs an average of \$7,370 per year to educate each student. More than 80% of this year's \$325.6 million operating budget goes directly to schools and school support, with 12% spent on the physical plant, 5% on student transportation and 2% on administration.
- ★ FCPS' combined SAT-I scores consistently surpass the state and nation. 72% of FCPS students taking 2,300 College Board Advanced Placement exams earned scores that qualify for college credit.
- ★ 84% of our students are white, 9.5% are African American, 3.5% Hispanic, and about 3% Asian/Pacific Islander or Native American.
- ★ 12% of FCPS students receive special education services.
- ★ 98% of 1,500 employers surveyed said FCPS students were well prepared for the work expected of them at their place of business.
- ★ Our schools average 1 computer for every 5 students, and every school is Internet-connected.

*\* Some figures are estimates based on most recently available data.*

# INSIDE THIS HANDBOOK

	PAGE		PAGE		PAGE
<b>WELCOME TO FCPS</b> . . . . .	<b>INSIDE FRONT COVER</b>	<b>OTHER EDUCATION PROGRAMS</b> . . . . .	<b>24</b>	<b>GRADUATION REQUIREMENTS</b> . . . . .	<b>31</b>
About This Handbook		<i>Character Counts!</i>		Student Service	
FCPS At a Glance		Charter Schools		Certificate of Merit	
<b>SCHOOL GOVERNANCE</b> . . . . .	<b>2</b>	Earth and Space Science Laboratory		Seniors' End-of-Year Schedule	
Governance Team		Education That Is Multicultural		<b>OTHER SELECTED POLICIES, REGULATIONS AND PROCEDURES</b> . . . . .	<b>32</b>
Citizen Involvement Encouraged		English As a Second Language (ESL)		Absences from School	
Board of Education Public Meeting Schedule		Even Start		Cheating and Plagiarism	
The Board of Education and Superintendent of Schools		Fast Forward		Child Abuse and Neglect	
To Contact the Board of Education		Gifted and Talented, Enrichment		Corporal Punishment	
<b>MISSION, VISION AND STRATEGIC GOALS</b> . . . . .	<b>3</b>	Health Education		Distributing Materials in Schools	
<b>BACK TO SCHOOL BASICS</b> . . . . .	<b>4</b>	Judy Center		Dress Codes	
The School Day		Learning/Language Support		Drugs, Alcohol, Tobacco	
Getting to School		Parent/Child Program		Environmental Concerns	
What's for Lunch?		Pre-Kindergarten		Equity	
Student Information Card		Safe and Drug-Free Schools		Field Trips	
Medications/Treatments		School-to-Careers		Firearms and Weapons	
Visit and Volunteer		Summer Programs		Instructional Materials	
Parent-Teacher Conferences		Title I		Internet Use	
Concerns or Complaints		<b>STUDENT SUPPORT SERVICES</b> . . . . .	<b>26</b>	Portable Pagers, Communication Devices and Laser Pointers	
Learn More on Channel 18		Community Agency School Services		Religious Expression	
What Schools Do in Bad Weather and Emergencies		Counseling		Searches on School Property	
<b>THE 2003-2004 SCHOOL YEAR CALENDAR</b> . . . . .	<b>6</b>	Health Services		Sexual Harassment	
<b>ADMISSION AND ATTENDANCE AREAS</b> . . . . .	<b>20</b>	Home/Hospital Teaching Services		Student Records	
Enrolling a Student		Psychological Services		Confidentiality/Release of Student Information	
Kindergarten		Student Support Programs		Student Surveys and Collection of Information	
Health Records		Tutoring		Teacher Qualifications	
Interscholastic Sports		<b>HOMEWORK HAS A PURPOSE</b> . . . . .	<b>27</b>	Title IX: Gender Discrimination	
Insurance		<b>ACADEMIC PERFORMANCE</b> . . . . .	<b>28</b>	Use of Animals in Instruction	
Out-of-District Transfers		Promotion		Using Schools After Hours	
Non-Resident Students		National Honor Society		Visitors to Schools	
<b>BUS TRANSPORTATION AND SCHOOL MEALS</b> . . . . .	<b>21</b>	Weighted Grades		<b>DISCIPLINE</b> . . . . .	<b>37</b>
<b>BASIC EDUCATION PROGRAMS</b> . . . . .	<b>22</b>	Valedictorians and Salutatorians		<b>STUDENT RIGHTS AND RESPONSIBILITIES</b> . . . . .	<b>42</b>
Elementary School		Honor Roll		<b>FCPS CENTRAL OFFICE DIRECTORY</b> . . . . .	<b>48</b>
Middle School		Eligibility for Extracurricular High School Activities		<b>DIRECTORY OF SCHOOLS</b> . . . . .	<b>50</b>
High School		<b>CLASSROOM PERFORMANCE AND REPORT CARDS</b> . . . . .	<b>29</b>	<b>MAP AND OTHER USEFUL NUMBERS</b> . . . . .	<b>51</b>
Career and Technology Education		Report Cards and Interim Reports		<b>FCPS GLOSSARY</b> . . . . .	<b>52</b>
Flexible Evening High School and Adult Education		Performance Measures		<b>SPACE FOR YOUR NOTES</b> . . . . .	<b>53</b>
Pre-Apprenticeship Program		Help Prepare Your Child for Success		<b>SAFE SCHOOLS AND STUDENTS</b> . . . . .	<b>BACK COVER</b>
Work-Study Opportunities		<b>TESTING PROGRAMS</b> . . . . .	<b>30</b>	<b>SUNSHINE CARDS FOR SENIOR CITIZENS</b> . . . . .	<b>BACK COVER</b>
<b>SPECIAL EDUCATION PROGRAMS</b> . . . . .	<b>23</b>	FCPS Testing		<b>TO FIND OUT MORE</b> . . . . .	<b>BACK COVER</b>
Special Education		State Testing			
Heather Ridge School		College Entrance Exams			
Rock Creek School					
Challenges Programs					
Child Find Project					
Infants and Toddlers Program					
Partners for Success					
Special Education and Treatment (SET) Program					
SUCCESS Program					

# FREDERICK COUNTY'S SCHOOL GOVERNANCE TEAM

## GOVERNANCE TEAM

In Frederick County, a seven-member Board of Education and the Superintendent of Schools work together as the school system governance team. A system of site-based management gives each school's principal and team of staff, parent and community representatives responsibility for implementing system policies and curriculum.

The Board of Education sets policy not otherwise controlled by federal and state laws. It reviews and approves local education budgets for funding by the Board of County Commissioners and oversees expenditures from county, state and federal sources.

The Board hires and reviews the 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.

To work more efficiently, the Board has two standing committees: the Curriculum and Instruction Committee and the Facilities and Finance Committee. Both committees review the issues and make recommendations to the full Board.

Frederick County completed its transition from an appointed to an elected Board of Education in December 2002 when four new members were elected to the seven-member Board. Additionally, one member was appointed by the Board of County Commissioners due to the mid-term resignation of one of the members. Voters will now elect three or four Board members to four-year terms every two years. The Board also includes a student representative, a high school student selected from Student Government Association nominees. A member of the Board of County Commissioners serves in a liaison capacity to the Board of Education.

The Superintendent is the chief executive officer of the Frederick County Public Schools, serving as the system's curricular, fiscal and community leader. The Superintendent is responsible for assuring that the school system carries out Maryland public laws relating to schools, the Maryland State Board of Education's bylaws and policies, and the local school Board's mission, goals and policies. The Superintendent also serves as secretary-treasurer to the Board of Education. ★

## CITIZEN INVOLVEMENT ENCOURAGED

The Board of Education holds general public meetings throughout the year, typically at 115 East Church Street, Frederick. The Board welcomes citizens at these sessions and other forums concerning education matters of community interest. General public meetings for 2003-2004 are set for the dates shown on this page, subject to change with notice. Board meetings begin with public comments, an opportunity for citizens to speak for three minutes on any subject relative to FCPS except personnel or other confidential matters. 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 5 for more information about addressing concerns or complaints. Please register ten minutes before the meeting is scheduled to begin, and indicate whether you represent yourself or an organization.

Planning sessions, also open to the public, generally take place on the afternoons preceding general meetings. Some or all of a planning session may be closed to the public if it concerns confidential matters. The Board will take public comment during planning sessions at the beginning of when each topic will be discussed.

Board members present at Board committee meetings will also take public comment at the end of those meetings.

Maryland law restricts the Board's ability to meet in closed session, and the Board strives to keep meetings as open as possible. Meeting agendas and minutes are available on the FCPS web site or from the Board office. ★

## BOARD OF EDUCATION PUBLIC MEETING SCHEDULE

*Meetings begin at 6 p.m. unless otherwise announced*

2003	2004
July 9	January 14 & 28
August 13 & 27	February 11 & 25
September 10 & 24	March 10 & 24
October 8 & 22	April 28
November 12 & 24	May 12 & 26
December 10	June 9 & 23

## THE BOARD OF EDUCATION

### Ronald W. Peppe II

President (office ends December 2003)  
*Elected until December 2004*

### Jean A. Smith

Vice President (office ends December 2003)  
*Elected until December 2006*

### Daryl A. Boffman

*Elected until December 2006*

### Bonnie M. Borsa

*Elected until December 2006*

### Donna J. Crook

*Appointed until December 2004*  
*by Board of County Commissioners to fill a vacancy*

### Linda S. Naylor

*Elected until December 2004*

### Michael E. Schaden

*Elected until December 2006*

### Michael T. Lapsa

Student Representative

## SUPERINTENDENT OF SCHOOLS

**Jack D. Dale**

### TO CONTACT THE BOARD OF EDUCATION

**Write:** 115 East Church Street  
Frederick, Maryland 21701

**Call:** 301-696-6850

**Fax:** 301-696-6950

**E-mail:** boe@fcps.org

**Watch:** Cable Channel 18  
Meetings broadcast live & the next evening

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

**Join:** <http://groups.yahoo.com/group/boefrederick> – an avenue offered by the Board of Education to receive and respond to information about the Board and Frederick County Public Schools

# FREDERICK COUNTY PUBLIC SCHOOLS

## WORKING TOGETHER TO EDUCATE EACH CHILD AND PROMOTE SUCCESS

### OUR VISION

**E**ducation is the foundation of our community. The Frederick County public school system educates its students to become caring, respectful and responsible citizens and family members.

*Students look forward to school each day. They take full advantage of the rigorous academic curricula and strive to develop their talents. They utilize the power of technology to explore a world of new ideas and information. They acquire the knowledge and skills to achieve and the confidence to succeed, and are rewarded with a wide choice of offers from higher education and employers.*

*Outstanding applicants compete to join our system. Employees enjoy the respect of students and the community, opportunities for professional growth, and recognition for their contributions to our system. They value each student and create a learning climate where students can reach for their dreams.*

*Parents, public officials, businesses and citizens actively support our commitment to challenge all students to achieve their potential. The Board of Education and school system staff embrace the community's contributions and are responsible stewards of its resources.*

*Parents choose to send their children to our schools. Businesses and families move to Frederick County because of our schools. Other school systems emulate us.*

— Adopted August 1998 by the Board of Education

### OUR STRATEGIC GOALS

The Frederick County Public Schools (FCPS) will establish an environment that capitalizes on all children's natural curiosity, nurtures their desire to learn, and respects their individual learning styles.

1. All students will demonstrate the knowledge and skills necessary to meet graduation standards and achieve their potential.
2. All schools will be safe and inviting, with a climate that fosters learning and character development.
3. All employees will be highly qualified, motivated and effective.
4. All sectors of the community will be engaged in the education of our children.
5. FCPS will advocate for adequate resources to achieve these goals and to manage these resources in a publicly accountable and cost-effective manner.

# ESSENTIAL INFORMATION FOR A SUCCESSFUL YEAR

## B 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 2:30 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. Morning pre-k and kindergarten typically dismiss around 11:30 a.m. The afternoon session runs from about 1 until 3:30 p.m. Check with your school for exact times.

Students should arrive at school no sooner 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' 407 yellow buses cover a total of 34,000 miles every school day. About 32,000 students will be eligible to ride in 2003-04.

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 on page 21.* ★

## WHAT'S FOR LUNCH?

FCPS students may buy lunch in the school cafeteria or bring lunch from home. All schools offer traditional school lunches and à la carte items. Most offer breakfast, too. Milk is included with the traditional lunch or can be purchased separately. To find out what's on the menu, check your school bulletin board, Channel 18, [www.fcps.org](http://www.fcps.org) or local radio stations. Prices are published on school menus and listed on Channel 18. Prepaying for several meals can be helpful for young children. Families with limited ability to pay may qualify for free or reduced-price meals. *More details about school meals on page 21.* ★

## IMPORTANT! STUDENT INFORMATION CARD

On the first school day each year, every student receives several forms that we ask parents or guardians to complete and return promptly. Key among these is the Student Information Card. The school office maintains this card for every child and refers to it anytime there is a question, concern or emergency. You will want to be sure your child's card is correct and current throughout the year.

### Emergency Contacts

The Student Information Card asks for critical information such as how to contact you in an emergency, a list of medicines the student takes, and allergy and immunization records. Be sure to provide both your home and work numbers plus the name and phone number of your childcare provider or another adult.

### Media in Schools

FCPS students are sometimes asked to be photographed or videotaped or to display their work for community and promotional purposes. The Student Information Card inquires whether your child can be photographed, interviewed or videotaped by FCPS staff or the news media, and whether the student's name, likeness, art or written work can be used in print or broadcast media or on the web. Unless you indicate otherwise on this card, the school will assume permission is given. (FCPS cannot control media coverage of events that are open to the public. Nor can we control news media's decision to post news on the Internet.) ★

## 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(s) must provide a written order from the student's physician for all prescription and over-the-counter medications. Medications must be provided to the school in the pharmacy bottle and correctly and completely labeled. Medications sent in envelopes, plastic bags or daily reminder containers cannot be administered. Any treatment required by the student also requires a written physician order. Please contact the school as soon as you know that your student requires a treatment so appropriate arrangements can be made. ★

## VISIT AND VOLUNTEER

Schools welcome visitors who want to learn more about our programs, meet staff and tour the facilities. When visiting a school, please register at the school office upon arrival, and arrange meetings and classroom visits in advance to be sure the time is appropriate. *More about visiting schools later in this handbook on page 36.*

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. ★

## PARENT-TEACHER CONFERENCES

Don't miss these opportunities to talk with your child's teachers, ask questions and share insights and concerns:

**October 13, 14 & 15      March 11 & 12**

Check the calendar on page 6 for half-day schedule details. Your school will provide appointment information as conference time approaches. ★

## CONCERNS OR COMPLAINTS

If you have concerns or complaints about your child's instruction, discipline or instructional materials, speak first to the classroom teacher, then, as necessary, to the Principal. Often, matters can be satisfactorily resolved at the school level. To pursue a matter further, next contact the appropriate Instructional Director, followed by the Associate Superintendent (elementary or secondary) or department head, followed by the Superintendent. The Board of Education will address complaints only after they have been explored by this sequence of school officials. ★

## LEARN MORE ON CHANNEL 18

A service provided by FCPS via the local cable company, Channel 18 features live Board of Education meetings, U.S. Department of Education satellite programs, *FCPS Newsbreak*, menus and timely bulletins on school closings and upcoming events. Other programs include the interview format shows *Inside Look* and *PTA Perspective*, and *School Talk*, a series of visits with local schools hosted by Superintendent Dr. Jack Dale. These shows and others touch on topics of interest to students, parents, teachers and members of the community. Look for our program schedules at [www.fcps.org](http://www.fcps.org). ★



## 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. Decisions are made by 5:30 a.m. for morning closings and delays and, whenever possible, by 11:30 a.m. for early closings.

### Where to Find Out

FCPS notifies more than 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:

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

**Radio:** WAFY 103.1 FM, WFMD 930 AM,  
WFRE 99.9 FM, WTHU 1450 AM

**Internet:** [www.fcps.org](http://www.fcps.org)  
[www.schools-out.com](http://www.schools-out.com)  
(sign up for automatic e-mail)

### Delay Schedule for Half-Day Kindergarten & Pre-K

On days when school opening is delayed two hours, half-day kindergarten and pre-k students will attend abbreviated sessions. Breakfast will not be served. Morning sessions will 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. The afternoon session will start one hour later than usual and dismiss at the regular time, also providing a 1-1/2 hour session. This procedure is intended to provide all pre-k and half-day kindergarten students with equitable instructional time.

### After-School Activities

When schools are closed due to inclement weather, school-sponsored after-school and evening activities are cancelled or postponed.

### Partial Closings & Delays

Occasionally, only portions of the school system will be closed or delayed. Announcements may include the term "feeder" along with the name of a high school. This means that all the schools that matriculate or "feed" into that high school are affected. For example, closing the Catocin High feeder means that Catocin High, Thurmont Middle, and Thurmont, Emmitsburg, Lewistown and Sabillasville elementary and primary schools are closed. In a feeder area that opens two hours late, pre-k and kindergarten sessions will be abbreviated as described earlier.

### 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.

### Emergency Codes

FCPS takes every possible precaution in these uncertain times to assure the safety and well being of students and staff. In the event of an emergency, central office administrators take direction from the law enforcement and emergency agencies responsible for coordinating our community's response. All schools have plans that provide specific direction for a wide variety of critical incidents. Depending on the nature and scope of the situation a school may be directed to:

- dismiss students early
- shelter in place (stay inside under a partial or full lockdown)
- evacuate students to an alternative location, or
- establish an emergency shelter for the community.

If we are instructed to protect students by keeping them inside, family members may not be permitted to pick up children until it is safe to do so. This will last no longer than necessary for safety purposes. FCPS will use the local media as outlined to make announcements, using the following codes:

**Code Green – Usual routine:** *No change in normal procedures and activities*

**Code Yellow – Heightened alert:** *Be aware that the usual routine may change; stay tuned*

**Code Orange – Partial lockdown:** *Only authorized access to the building, no students allowed outside unsupervised, activities conducted as usual inside the building*

**Code Red – Full lockdown:** *Doors locked, no one enters or leaves, students and staff stay inside until crisis situation clears*

For more information about these codes and school safety plans, contact your school principal. ★

# FREDERICK COUNTY PUBLIC SCHOOLS

## THE SCHOOL YEAR AT A GLANCE

### 2003

July 4	Independence Day: All Offices Closed
August 12-14	Summer Institute for FCPS Staff
August 19	New Teachers Report to Schools
August 20-22	Returning Teachers Report to Work; Teacher Training and Preparation
August 25	First Day of School
September 1	Labor Day: Schools and All Offices Closed
September 19	Fair Day: Schools Closed
October 6	Schools Closed
October 13	Parent-Teacher Conferences: Elementary and middle schools open 4 hours late; no pre-k or half-day kindergarten; high schools in session full day
October 14	Parent-Teacher Conferences: All schools open 4 hours late; no pre-k or half-day kindergarten
October 15	Parent-Teacher Conferences: All schools close 3 1/2 hours early; no pre-k or half-day kindergarten
October 16	Professional Development: Schools Closed for Students
October 17	Maryland State Teachers Association Conference: Schools Closed
November 3	Professional Development: Schools Closed for Students
November 27-28	Thanksgiving Break: Schools and All Offices Closed
December 24-31	Winter Break: Schools and Most Offices Closed (All Offices Closed December 24-26)

### 2004

January 1-2	Winter Break: Schools and All Offices Closed
January 5	Schools and All Offices Re-open
January 16	First Semester Ends
January 19	Dr. Martin Luther King Jr. Day: Schools and All Offices Closed
January 20-21	End-of-Term Professional Development: Schools Closed for Students
January 22	New Semester Begins
February 16	Presidents' Day: Schools and All Offices Closed
March 2	Primary Election Day: All Schools Closed
March 11	Parent-Teacher Conferences: All schools open 4 hours late; no pre-k or half-day kindergarten
March 12	Parent-Teacher Conferences: All schools close 3 1/2 hours early; no pre-k or half-day kindergarten
April 5	Professional Development: Schools Closed for Students
April 6	Spring Break: Schools Closed; Offices Open
April 7-12	Spring Break: Schools Closed (Most Offices Open April 7, Most Offices Closed April 8 and 12, All Offices Closed April 9)
April 13	Schools and Offices Re-open
May 31	Memorial Day: Schools and All Offices Closed
June 16*	Last Day of School for Students
June 17*	Last Day of School for Teachers

*\*Tentative depending on "snow" days used; calendar allows 5 "snow" days. If all days are not needed, the school year will be shortened by the number of unused days to provide 180 days for students. If more days are required, the days may be made up during or added to the end of the school year, at the Board of Education's discretion.*



# CHARACTER COUNTS!

# SEPTEMBER 2003

*Trustworthiness*  
Tell the truth. Be sincere. Stand up for your beliefs. Be your best self. Show commitment, courage and self-discipline.

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

	1 LABOR DAY SCHOOLS AND OFFICES CLOSED	2	3	4	5	6 																																																																																																														
7 GRANDPARENTS' DAY	8 INTERNATIONAL LITERACY DAY	9	10 BOARD OF EDUCATION MEETING	11 ANNIVERSARY OF TERRORIST ATTACK ON WORLD TRADE CENTER AND PENTAGON AND CRASH OF UNITED FLIGHT 93	12	13																																																																																																														
14 	15	16	17 CITIZENSHIP DAY	18	19 FAIR DAY SCHOOLS CLOSED	20																																																																																																														
21	22	23 PTA COUNCIL GENERAL MEETING AT MONOCACY MIDDLE AUTUMNAL EQUINOX (FIRST DAY OF AUTUMN)	24 BOARD OF EDUCATION MEETING	25	26 MID-TERM INTERIMS ISSUED: ELEMENTARY ROSH HASHANAH (BEGINS AT SUNSET)	27 ACT ROSH HASHANAH																																																																																																														
28 ROSH HASHANAH	29 TEXTBOOK REVIEW WEEK (THROUGH OCTOBER 5)	30 COUNTY GOLF TOURNAMENT			<table border="1"> <thead> <tr> <th colspan="7">AUGUST 2003</th> <th colspan="7">OCTOBER 2003</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td> <td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td> </tr> <tr> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> <td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td> </tr> <tr> <td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> <td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td> </tr> <tr> <td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td> <td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td> </tr> <tr> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> <td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td> </tr> <tr> <td>31</td><td></td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>		AUGUST 2003							OCTOBER 2003							S	M	T	W	T	F	S	S	M	T	W	T	F	S						1	2				1	2	3	4	3	4	5	6	7	8	9	5	6	7	8	9	10	11	10	11	12	13	14	15	16	12	13	14	15	16	17	18	17	18	19	20	21	22	23	19	20	21	22	23	24	25	24	25	26	27	28	29	30	26	27	28	29	30	31	31												
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SEPTEMBER 1-30: LIBRARY CARD SIGN-UP MONTH  
 SEPTEMBER 15-OCTOBER 15: HISPANIC HERITAGE MONTH  
 SEPTEMBER 15-16: MEXICAN INDEPENDENCE DAYS  
 SEPTEMBER 17-23: CONSTITUTION WEEK

# CHARACTER COUNTS!

# OCTOBER 2003

*Trustworthiness*  
Keep your word, and honor your commitments. Stand by, support and protect your family, friends and country.

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SEPTEMBER 2003							NOVEMBER 2003							1	2	3	4	
S	M	T	W	T	F	S	S	M	T	W	T	F	S					
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14	15	16	17	18	19	20	9	10	11	12	13	14	15					
21	22	23	24	25	26	27	16	17	18	19	20	21	22					
28	29	30					23	24	25	26	27	28	29					
							30							TEXTBOOK REVIEW WEEK (THROUGH OCTOBER 5)				
<b>5</b>							<b>6</b>							<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
YOM KIPPUR (BEGINS AT SUNSET)							YOM KIPPUR SCHOOLS CLOSED								BOARD OF EDUCATION MEETING		INTERIMS ISSUED: MIDDLE & HIGH	SAT
<b>12</b>							<b>13</b>							<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
							PARENT-TEACHER CONFERENCES: ELEMENTARY/MIDDLE SCHOOLS OPEN 4 HOURS LATE; NO PRE-K OR HALF-DAY KINDERGARTEN CLASSES						PARENT-TEACHER CONFERENCES: ALL SCHOOLS OPEN 4 HOURS LATE; NO PRE-K OR HALF-DAY KINDERGARTEN CLASSES					
													CONVERSATION WITH THE SUPERINTENDENT, GOVERNOR THOMAS JOHNSON FEEDER	PARENT-TEACHER CONFERENCES: ALL SCHOOLS CLOSE 3 AND 1/2 HOURS EARLY; NO PRE-K OR HALF-DAY KINDERGARTEN CLASSES				
							COLUMBUS DAY/DISCOVERERS' DAY							PROFESSIONAL DEVELOPMENT: SCHOOLS CLOSED FOR STUDENTS; OFFICES OPEN		MSTA CONFERENCE: SCHOOLS CLOSED	PSAT	
<b>19</b>							<b>20</b>						<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	
													PSAT HIGH SCHOOL MARCHING BAND FESTIVAL					
														BOARD OF EDUCATION MEETING		UNITED NATIONS DAY	ACT COUNTY CROSS COUNTRY MEET MAKE A DIFFERENCE DAY	
<b>26</b>							<b>27</b>						<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>		
STANDARD TIME BEGINS							FIRST DAY OF RAMADAN TEXTBOOK REVIEW WEEK (THROUGH NOVEMBER 2)						PTA COUNCIL GENERAL MEETING AT MONOCACY MIDDLE				TERM ENDS HALLOWEEN	

OCTOBER 1-31: COMPUTER LEARNING MONTH  
OCTOBER 1-31: GERMAN AMERICAN HERITAGE MONTH  
OCTOBER 1-31: ITALIAN AMERICAN HERITAGE MONTH  
OCTOBER 1-31: CRIME PREVENTION MONTH  
OCTOBER 1-31: UNICEF MONTH

OCTOBER 1-31: POLISH AMERICAN HERITAGE MONTH  
OCTOBER 5-11: FIRE PREVENTION WEEK  
OCTOBER 12-18: NATIONAL EDUCATIONAL OFFICE PROFESSIONALS CAREER AWARENESS WEEK  
OCTOBER 13-17: NATIONAL SCHOOL LUNCH WEEK  
OCTOBER 19-25: NATIONAL CHARACTER COUNTS! WEEK

OCTOBER 19-25: NATIONAL SCHOOL BUS SAFETY WEEK  
OCTOBER 23-31: RED RIBBON CELEBRATION

# CHARACTER COUNTS!

# NOVEMBER 2003

*Respect*  
Be courteous and polite, appreciating and accepting individual differences.

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

OCTOBER 2003							DECEMBER 2003																																												
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							PROFESSIONAL DEVELOPMENT: SCHOOLS CLOSED FOR STUDENTS; OFFICES OPEN																												MARIE CURIE'S BIRTHDAY																
<b>9</b>							<b>10</b>							<b>11</b>							<b>12</b>							<b>13</b>							<b>14</b>							<b>15</b>									
														VETERANS DAY (ARMISTICE DAY)							ELIZABETH CADY STANTON'S BIRTHDAY BOARD OF EDUCATION MEETING							PUBLIC FORUM: ADVISORY COMMITTEE ON MULTICULTURAL EDUCATION							MARYLAND PTA FALL CONVENTION							FIRST DAY FOR WINTER SPORTS MARYLAND PTA FALL CONVENTION									
<b>16</b>							<b>17</b>							<b>18</b>							<b>19</b>							<b>20</b>							<b>21</b>							<b>22</b>									
														REPORT CARDS ISSUED CONVERSATION WITH THE SUPERINTENDENT, LINGANORE FEEDER							GETTYSBURG ADDRESS ANNIVERSARY EDUCATION SUPPORT PERSONNEL DAY							NATIONAL PARENTAL INVOLVEMENT DAY																							
<b>23</b>							<b>24</b>							<b>25</b>							<b>26</b>							<b>27</b>							<b>28</b>							<b>29</b>									
																												THANKSGIVING DAY SCHOOLS AND OFFICES CLOSED							THANKSGIVING BREAK SCHOOLS AND OFFICES CLOSED																
<b>30</b>														HIGH SCHOOL FALL CHORAL ADJUDICATION							ID AL-FITR																														
MARK TWAIN'S BIRTHDAY							BOARD OF EDUCATION MEETING																																												

NOVEMBER 1-30: AMERICAN INDIAN HERITAGE MONTH  
 NOVEMBER 10-16: YOUTH APPRECIATION WEEK  
 NOVEMBER 16-22: AMERICAN EDUCATION WEEK  
 NOVEMBER 17-23: NATIONAL CHILDREN'S BOOK WEEK

**CHARACTER COUNTS!**

**DECEMBER 2003**

*Respect*  
*Judge all people on their merits.*  
*Respect the right of individuals to make decisions about their own lives.*

SUNDAY

MONDAY

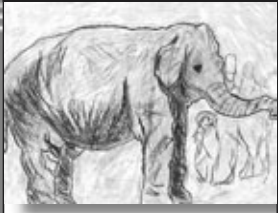
TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY



**1**  
 WORLD AIDS DAY

**2**  
 CONVERSATION WITH THE SUPERINTENDENT, WALKERSVILLE FEEDER

**3**

**4**

**5**  
 INTERIMS ISSUED: ELEMENTARY MID-TERM

**6**  
 SAT



**7**  
 PEARL HARBOR DAY

**8**

**9**

**10**  
 HUMAN RIGHTS DAY  
 BOARD OF EDUCATION MEETING

**11**

**12**

**13**  
 ACT

**14**

**15**  
 BILL OF RIGHTS DAY

**16**  
 BOSTON TEA PARTY ANNIVERSARY

**17**  
 ANNIVERSARY OF THE WRIGHT BROTHERS' FLIGHT

**18**

**19**  
 HANUKKAH (BEGINS AT SUNSET)  
 INTERIMS ISSUED: MIDDLE & HIGH

**20**  
 HANUKKAH

**21**  
 HANUKKAH

**22**  
 WINTER SOLSTICE (FIRST DAY OF WINTER)  
 HANUKKAH

**23**  
 HANUKKAH

**24**  
 HANUKKAH  
 WINTER BREAK  
 SCHOOLS AND OFFICES CLOSED

**25**  
 HANUKKAH  
 CHRISTMAS DAY  
 WINTER BREAK  
 SCHOOLS AND OFFICES CLOSED

**26**  
 HANUKKAH  
 KWANZAA  
 WINTER BREAK  
 SCHOOLS AND OFFICES CLOSED

**27**  
 HANUKKAH  
 KWANZAA

**28**  
 KWANZAA

**29**  
 KWANZAA  
 WOUNDED KNEE MASSACRE ANNIVERSARY  
 WINTER BREAK  
 SCHOOLS AND MOST OFFICES CLOSED

**30**  
 KWANZAA  
 WINTER BREAK  
 SCHOOLS AND MOST OFFICES CLOSED

**31**  
 KWANZAA  
 WINTER BREAK  
 SCHOOLS AND MOST OFFICES CLOSED



NOVEMBER 2003

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
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JANUARY 2004

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SCHOOLS WILL BE CLOSED FOR WINTER BREAK FROM DECEMBER 24, 2003 THROUGH JANUARY 2, 2004.  
 SCHOOLS RE-OPEN ON MONDAY, JANUARY 5, 2004. HAVE A SAFE AND HAPPY WINTER BREAK!

# CHARACTER COUNTS!

# JANUARY 2004

## Responsibility

*Think before you act. Consider the consequences to all people affected. Accept responsibility for the consequences of your choices. Set a good example for those who look up to you.*

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

DECEMBER 2003							FEBRUARY 2004									1	2	3	
S	M	T	W	T	F	S	S	M	T	W	T	F	S						
1	2	3	4	5	6		1	2	3	4	5	6	7			NEW YEAR'S DAY EMANCIPATION PROCLAMATION ANNIVERSARY KWANZAA JAPANESE NEW YEAR FESTIVITIES WINTER BREAK SCHOOLS AND OFFICES CLOSED	JAPANESE NEW YEAR FESTIVITIES WINTER BREAK SCHOOLS AND OFFICES CLOSED	JAPANESE NEW YEAR FESTIVITIES	
7	8	9	10	11	12	13	8	9	10	11	12	13	14			8	9	10	
14	15	16	17	18	19	20	15	16	17	18	19	20	21						
21	22	23	24	25	26	27	22	23	24	25	26	27	28						
28	29	30	31				29												
4							5							6		7	8	9	10
							SCHOOLS AND OFFICES RE-OPEN TEXTBOOK REVIEW WEEK (THROUGH JANUARY 11)							CONVERSATION WITH THE SUPERINTENDENT, TUSCARORA FEEDER		CHRISTMAS DAY (ORTHODOX)			
11							12							13		14	15	16	17
							HIGH SCHOOL ASSESSMENTS							HIGH SCHOOL ASSESSMENTS		HIGH SCHOOL ASSESSMENTS BOARD OF EDUCATION MEETING	HIGH SCHOOL ASSESSMENTS	HIGH SCHOOL ASSESSMENTS TERM ENDS SEMESTER ENDS	
18							19							20		21	22	23	24
							DR. MARTIN LUTHER KING JR.'S BIRTHDAY OBSERVANCE SCHOOLS AND OFFICES CLOSED							HIGH SCHOOL ASSESSMENT MAKEUP DAY END-OF-SEMESTER PROFESSIONAL DEVELOPMENT SCHOOLS CLOSED FOR STUDENTS		HIGH SCHOOL ASSESSMENT MAKEUP DAY END-OF-SEMESTER PROFESSIONAL DEVELOPMENT SCHOOLS CLOSED FOR STUDENTS	HIGH SCHOOL ASSESSMENT MAKEUP DAY FCPS MARTIN LUTHER KING JR. CELEBRATION SEMESTER BEGINS	HIGH SCHOOL ASSESSMENT MAKEUP DAY	SAT
25							26							27		28	29	30	31
							HIGH SCHOOL ASSESSMENT MAKEUP DAY TEXTBOOK REVIEW WEEK (THROUGH FEBRUARY 1)							PTA COUNCIL GENERAL MEETING AT MONOCACY MIDDLE		CHRISTA MCAULIFFE DAY BOARD OF EDUCATION MEETING			COUNTY INDOOR TRACK CHAMPIONSHIP MIDDLE SCHOOL ALL-COUNTY MUSIC FESTIVAL CONCERT

# CHARACTER COUNTS!

# FEBRUARY 2004

*Responsibility*  
Do your best and keep trying. Be diligent and industrious. Exercise self-restraint, and be disciplined.

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

1  TEXTBOOK REVIEW WEEK ENDS NATIONAL FREEDOM DAY CHINESE NEW YEAR	2  MIDDLE SCHOOL ALL-COUNTY MUSIC FESTIVAL CONCERT (SNOW DATE) GROUNDHOG DAY ID AL-ADHA	3  REPORT CARDS ISSUED CONVERSATION WITH THE SUPERINTENDENT, URBANA FEEDER	4	5	6 	7  ACT HIGH SCHOOL ALL-COUNTY MUSIC FESTIVAL CONCERT																																																																																																			
8 	9  HIGH SCHOOL ALL-COUNTY MUSIC FESTIVAL CONCERT (SNOW DATE)	10	11  THOMAS ALVA EDISON'S BIRTHDAY BOARD OF EDUCATION MEETING	12  COUNTY DIVING CHAMPIONSHIP ABRAHAM LINCOLN'S BIRTHDAY	13	14  COUNTY SWIMMING CHAMPIONSHIP ST. VALENTINE'S DAY																																																																																																			
15  SUSAN B. ANTHONY'S BIRTHDAY	16  PRESIDENTS' DAY SCHOOLS AND OFFICES CLOSED	17  NATIONAL PTA FOUNDERS DAY	18  ELEMENTARY MAGNET NOMINATION PACKETS AVAILABLE FROM SCHOOLS AND <a href="http://WWW.FCPS.ORG">WWW.FCPS.ORG</a>	19	20  FREDERICK DOUGLASS DAY	21  COUNTY WRESTLING TOURNAMENT																																																																																																			
22  GEORGE WASHINGTON'S BIRTHDAY	23  PTA NIGHT IN ANNAPOLIS W.E.B. DUBOIS' BIRTHDAY	24  MARDI GRAS	25  MARYLAND SCHOOL ASSESSMENTS ASH WEDNESDAY LENT BOARD OF EDUCATION MEETING	26  MARYLAND SCHOOL ASSESSMENTS INTERIMS ISSUED: ELEMENTARY MID-TERM	27  MARYLAND SCHOOL ASSESSMENTS	28																																																																																																			
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FEBRUARY 1-29: BLACK HISTORY MONTH  
FEBRUARY 1-29: NATIONAL CHILDREN'S DENTAL HEALTH MONTH  
FEBRUARY 2-6: NATIONAL SCHOOL COUNSELING WEEK  
FEBRUARY 21-28: NATIONAL FFA WEEK

# CHARACTER COUNTS!

# MARCH 2004

*Fairness*  
Treat all people fairly. Be open-minded. Listen to others, and try to understand what they are saying and feeling.

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

	<b>1</b> MARYLAND SCHOOL ASSESSMENTS FIRST DAY FOR SPRING SPORTS TEXTBOOK REVIEW WEEK (THROUGH MARCH 7)	<b>2</b> PRIMARY ELECTION DAY SCHOOLS CLOSED	<b>3</b> MARYLAND SCHOOL ASSESSMENTS ADOPTION OF U.S. NATIONAL ANTHEM	<b>4</b> MARYLAND SCHOOL ASSESSMENTS	<b>5</b> MARYLAND SCHOOL ASSESSMENTS	<b>6</b> YOUTH ART MONTH SHOW OPENING, DELAPLAINE VISUAL ARTS CENTER
<b>7</b> 	<b>8</b> INTERNATIONAL WOMEN'S DAY	<b>9</b>	<b>10</b> BOARD OF EDUCATION MEETING	<b>11</b> PARENT-TEACHER CONFERENCES: ALL SCHOOLS OPEN 4 HOURS LATE; NO PRE-K OR HALF-DAY KINDERGARTEN CLASSES	<b>12</b> PARENT-TEACHER CONFERENCES: ALL SCHOOLS CLOSE 3 1/2 HOURS EARLY; NO PRE-K OR HALF-DAY KINDERGARTEN CLASSES INTERIMS ISSUED	<b>13</b> 
<b>14</b> 	<b>15</b> ALBERT EINSTEIN'S BIRTHDAY	<b>16</b> CONVERSATION WITH THE SUPERINTENDENT, BRUNSWICK FEEDER DEADLINE FOR PARENTS TO SUBMIT ELEMENTARY MAGNET NOMINATIONS ELEMENTARY HONORS CHORUS REHEARSALS	<b>17</b> ST. PATRICK'S DAY ELEMENTARY HONORS CHORUS REHEARSALS & PERFORMANCE	<b>18</b> MIDDLE/HIGH SCHOOL ORCHESTRA ADJUDICATION ABSOLUTELY INCREDIBLE KID DAY	<b>19</b>	<b>20</b> MIDDLE/HIGH SCHOOL MUSIC SOLO AND ENSEMBLE ADJUDICATION VERNAL EQUINOX (FIRST DAY OF SPRING)
<b>21</b> INTERNATIONAL DAY FOR THE ELIMINATION OF RACIAL DISCRIMINATION	<b>22</b>	<b>23</b> PTA COUNCIL GENERAL MEETING AT MONOCACY MIDDLE	<b>24</b> BOARD OF EDUCATION MEETING	<b>25</b>	<b>26</b> FREDERICK COUNTY SCIENCE AND ENGINEERING FAIR	<b>27</b> SAT I FREDERICK COUNTY SCIENCE AND ENGINEERING FAIR
<b>28</b>	<b>29</b> TEXTBOOK REVIEW WEEK (THROUGH APRIL 4)	<b>30</b> HIGH SCHOOL BAND ADJUDICATION CONVERSATION WITH THE SUPERINTENDENT, MIDDLETOWN FEEDER	<b>31</b>		FEBRUARY 2004 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	APRIL 2004 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

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

MARCH 1-31: WOMEN'S HISTORY MONTH  
MARCH 1-31: YOUTH ART MONTH  
MARCH 1-5: NATIONAL SCHOOL BREAKFAST WEEK  
MARCH 2-9: READING IS FUN WEEK  
MARCH 21-27: NATIONAL POISON PREVENTION WEEK

# CHARACTER COUNTS!

# APRIL 2004

*Caring*  
Show you care about others through kindness, caring, sharing and compassion. Live by the Golden Rule, and help others.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																											
<p>MARCH 2004</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</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				<p>MAY 2004</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></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>31</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								<p><b>1</b></p> <p>TEXTBOOK REVIEW WEEK (THROUGH APRIL 4) APRIL FOOLS' DAY</p>	<p><b>2</b></p> <p>INTERNATIONAL CHILDREN'S BOOK DAY TERM ENDS</p>	<p><b>3</b></p> <p>ACT</p>
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<p><b>4</b></p> <p>DAYLIGHT SAVINGS TIME</p>	<p><b>5</b></p> <p>PASSOVER (BEGINS AT SUNSET) PROFESSIONAL DEVELOPMENT: SCHOOLS CLOSED FOR STUDENTS; OFFICES OPEN</p>	<p><b>6</b></p> <p>PASSOVER SPRING BREAK SCHOOLS CLOSED; OFFICES OPEN</p>	<p><b>7</b></p> <p>PASSOVER SPRING BREAK SCHOOLS CLOSED; MOST OFFICES OPEN</p>	<p><b>8</b></p> <p>SPRING BREAK SCHOOLS AND MOST OFFICES CLOSED</p>	<p><b>9</b></p> <p>GOOD FRIDAY SPRING BREAK SCHOOLS AND OFFICES CLOSED</p>	<p><b>10</b></p>																																																																																											
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<p><b>18</b></p> <p>PAUL REVERE'S RIDE ANNIVERSARY HOLOCAUST REMEMBRANCE DAY</p>		<p><b>20</b></p>	<p><b>21</b></p> <p>ADMINISTRATIVE PROFESSIONALS DAY</p>	<p><b>22</b></p> <p>PUBLIC FORUM: ADVISORY COMMITTEE ON MULTICULTURAL EDUCATION EARTH DAY</p>	<p><b>23</b></p> <p>WILLIAM SHAKESPEARE'S BIRTHDAY</p>	<p><b>24</b></p>																																																																																											
<p><b>25</b></p>	<p><b>26</b></p> <p>TEXTBOOK REVIEW WEEK (THROUGH MAY 2)</p>	<p><b>27</b></p> <p>REPORT CARDS ISSUED PTA LIFE MEMBERSHIP BANQUET</p>	<p><b>28</b></p> <p>BOARD OF EDUCATION MEETING</p>	<p><b>29</b></p>	<p><b>30</b></p> <p>NATIONAL ARBOR DAY</p>																																																																																												

APRIL 1-30: KEEP AMERICA BEAUTIFUL MONTH  
APRIL 12-18: YOUNG PEOPLE'S POETRY WEEK  
APRIL 18-24: ADMINISTRATIVE PROFESSIONALS WEEK  
APRIL 18-24: NATIONAL COIN WEEK  
APRIL 18-24: PUBLIC SCHOOL VOLUNTEER WEEK



# CHARACTER COUNTS!

# JUNE 2004

## Citizenship

Show you care about your community and neighbors.  
Vote and pay your taxes. Volunteer your time and talent, and work to protect the environment.

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

		<b>1</b> HIGH SCHOOL ASSESSMENT MAKEUP DAY	<b>2</b> HIGH SCHOOL ASSESSMENT MAKEUP DAY	<b>3</b> HIGH SCHOOL ASSESSMENT MAKEUP DAY	<b>4</b> HIGH SCHOOL ASSESSMENT MAKEUP DAY	<b>5</b> SAT WORLD ENVIRONMENT DAY																																																																																																																
<b>6</b>	<b>7</b> HIGH SCHOOL ASSESSMENT MAKEUP DAY GRADUATIONS: FREDERICK HIGH GOVERNOR THOMAS JOHNSON HIGH	<b>8</b> GRADUATIONS: MIDDLETOWN HIGH LINGANORE HIGH	<b>9</b> GRADUATIONS: WALKERSVILLE HIGH CATOCTIN HIGH BOARD OF EDUCATION MEETING	<b>10</b> GRADUATIONS: URBANA HIGH BRUNSWICK HIGH																																																																																																																		
<b>13</b> RACE UNITY DAY	<b>14</b> FLAG DAY	<b>15</b> MAGNA CARTA DAY	<b>16</b> TERM ENDS REPORT CARDS ISSUED: ELEMENTARY LAST DAY OF SCHOOL FOR STUDENTS*	<b>17</b> LAST DAY OF SCHOOL FOR TEACHERS*	<b>18</b>	<b>19</b> ACT ANNE FRANK'S BIRTHDAY																																																																																																																
<b>20</b> FATHER'S DAY	<b>21</b> SUMMER SOLSTICE (FIRST DAY OF SUMMER)	<b>22</b>	<b>23</b> BOARD OF EDUCATION MEETING	<b>24</b>	<b>25</b>	<b>26</b> PTA NATIONAL CONVENTION (THROUGH JUNE 28)																																																																																																																
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\*INCLUDES 5 DAYS FOR SNOW OR OTHER EMERGENCY CLOSINGS. IF ALL DAYS ARE NOT NEEDED, THE SCHOOL YEAR WILL BE SHORTENED BY THE NUMBER OF UNUSED DAYS TO PROVIDE 180 DAYS FOR STUDENTS. IF MORE DAYS ARE REQUIRED, THE DAYS MAY BE MADE UP DURING OR ADDED TO THE END OF THE SCHOOL YEAR, AT THE BOARD OF EDUCATION'S DISCRETION.

# JULY 2004

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

JUNE 2004

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AUGUST 2004

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
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**1**

TEXTBOOK REVIEW WEEK  
(THROUGH JULY 4)

**2**

**3**

**4**

INDEPENDENCE DAY

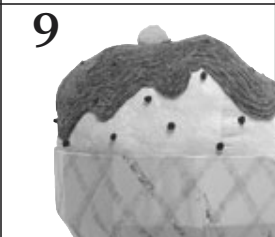
**5**

ALL OFFICES CLOSED

**6**

**7**

**8**



**10**

**11**

E.B. WHITE'S BIRTHDAY

**12**

**13**

**14**

**15**

**16**

**17**

**18**

**19**

**20**

**21**

**22**

**23**

**24**

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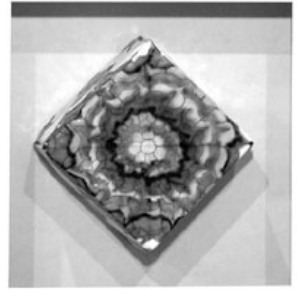
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**30**

**31**



# AUGUST 2004

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

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## ADMISSION AND ATTENDANCE AREAS

### ENROLLING A STUDENT

FCPS provides free public education to eligible Frederick County students age 5 through 20. Students are assigned to schools based on the location of their homes. Children who attend a child care center may attend the school that serves the center unless that school is restricted to out-of-district students due to overcrowding.

To register a student, visit the office of the school your child will attend. If you are unsure which schools serve your neighborhood or child care center or whether a school is restricted, call the FCPS Facilities Services Division or Pupil Personnel Office.

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 age 5 to 16 attend a school program.)* ★

### KINDERGARTEN

To enter the FCPS kindergarten program in August, a child must observe the 5th birthday on or before November 30, 2003. Maryland is phasing in a change in the minimum age of kindergartners. For 2004-05, students must be 5 on or before October 31, 2004. For 2005-06, students must be 5 on or before September 30, 2005. For 2006-07 and after, students must be 5 on or before September 1. Children entering first grade must have completed public kindergarten or a Maryland-approved alternate program. 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.

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 Early Childhood Education Curriculum Specialist or the Supervisor of Pupil Personnel.* ★

### HEALTH RECORDS

Accurate health records help the school to evaluate and support students' needs. To enroll a student for the first time, the child must have verification of all state-required immunizations recorded on the Department of Health and Mental Hygiene (DHMH) form 896 and a recent physical examination, as documented on the FCPS/MSDE health inventory card. Pre-k, kindergarten and first grade students must also provide a completed copy of the Maryland DHMH Blood Lead Testing Certificate. Lack of these records may delay enrollment or exclude a child from school. School offices have all required health forms and can provide further information. For assistance in obtaining immunizations or a physical examination, contact the school health staff in your school.

FCPS suggests another physical examination when the student enters 6th grade, and all students who participate in interscholastic sports must have a physical exam before the sport begins (*see below*). ★

### INTERSCHOLASTIC SPORTS

To participate in interscholastic sports activities, students must have an annual physical examination between June 1 and the first day of practice (mid-August for fall sports), and also have evidence of medical insurance coverage. *See also Insurance.* ★

### 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 that is allowed to offer the program through schools. A football accident policy is also available for students. 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 Maryland Children's Health Program offers health insurance for children up to age 19 and pregnant women of

any age from low to average income families. Applications are available in school health rooms or by calling the Frederick County Health Department, 301-694-1745. ★

### OUT-OF-DISTRICT TRANSFERS

Parents or guardians who want their child to attend a school outside their assigned attendance area must apply by completing the appropriate form, available at all schools or at the FCPS Pupil Personnel Office. Approval criteria are stringent. Application for an out-of-district transfer may be made at any time, although the Pupil Personnel Office will not begin processing requests for the next school year until March 1. 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.

When a school reaches 100% capacity, it will be restricted from out-of-district transfers. FCPS publishes a list of restricted schools annually on February 1. 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 Pupil Personnel Office and their reason for out-of-district status has not changed. The students' sisters or brothers 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

Students who come to Frederick County to live with persons other than their parents or legal guardian must apply to attend and may be charged tuition. Students under 18 years of age who are establishing residency by changing guardianship or custody must present a document signed by the court. ★

# BUS TRANSPORTATION

## BUS RIDERS

Elementary students who live within a one-mile radius of their school are not eligible for school bus transportation to school unless the most practical, direct walking route is longer than one and one-half miles. Middle and high school students who live within a one and one-half mile radius of their school are not eligible for school bus transportation to school unless the most practical, direct walking route is longer than two miles. The Superintendent has authority to create regulation to allow exceptions in order to avoid unsafe walking conditions for students.

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. School principals may authorize a pupil to ride another bus on a temporary basis in emergency situations only. Transportation to jobs, social meetings, non-school sporting events or practice remains a parental responsibility.

Students who are enrolled in a school outside their attendance area (out-of-district) must provide their own transportation to and from school.

If you are unsure which bus your child should ride or of the bus stop location, call the FCPS Transportation Department or your child's school.

## 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, and from the time they leave the bus until they reach home at the end of the day. Once the child enters the school bus, the responsibility lies with the bus driver and school administration.

- 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 arriving 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 may cause.

- Students should get off the school bus only at their designated stop.
- 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. They should 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. FCPS will not tolerate students preventing drivers from doing their job or preventing other students from having safe transportation. Video cameras on buses enable FCPS to document behavior that infringes on others; these cameras and videotapes 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 personal property inside the bus and to yourself, and keep your voice low.
- No eating, smoking, drinking or vulgar language on the bus.
- Do not block the aisles and 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 on the school bus.

### Consequences:

- The driver will first give a verbal warning, using the student's name and the action for which he/she is being warned.
- The driver then has the right to select and implement, in any order, one or more of the following actions: written communication to parents, probation period, special seat assignment.
- A severe incident may call for a bus driver to refer the matter to the principal without taking the above steps.

## 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 meals that meet the Dietary Guidelines for Americans. Many schools also offer à la carte items and breakfast. Students may also bring lunch from home. Family members are welcome to join students for lunch after registering at the school office. Menus and prices are posted at schools, on cable channel 18 and at [www.fcps.org](http://www.fcps.org).

To prepay meals, make checks payable to the school cafeteria (example: Hillcrest Elementary Cafeteria). If you are worried your child may forget to turn in the check or lose lunch money, consider paying via an Internet online prepay program. To register, visit [www.cafeprepay.com](http://www.cafeprepay.com). Many of our schools participate. Online purchases must be made in \$30 increments and are credited to your student's cafeteria account the morning after you prepay.

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 United States Department of Agriculture. Meal Benefit forms are distributed to students in August and should be returned promptly by families who wish to be considered. However, application can be made at any time during the school year. Only one Meal Benefit form per family is required. The FCPS Food Services Department will notify families whether they qualify.

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 Services Office (301-644-5065) or Maryland Relay Number 1-800-735-2258.

See page 4 for more information about school meals, or call the FCPS Food Services Department. ★

## BASIC EDUCATION PROGRAMS

### ELEMENTARY SCHOOL

Elementary schools encompass grades kindergarten through 5, generally serving students age 5 to 10. Beginning this school year, full-day kindergarten is offered in eight schools. In accordance with Maryland law, all elementary schools will offer full-day kindergarten by 2007-08. Some elementary schools offer pre-kindergarten programs for 4-year-olds. The classroom teacher is responsible for most student instruction, supported by other faculty who specialize in art, music, physical education, media services, reading, special education and guidance. ★

### MIDDLE SCHOOL

Middle schools encompass grades 6, 7 and 8 and are designed to provide a friendly and challenging academic environment that addresses the diverse needs of 10 to 14 year olds. Middle schools provide students with a solid educational foundation for future studies, an opportunity to sample a variety of exploratory subjects and encouragement to participate in activities that explore their special interests and talents. Middle schools also provide the adult guidance and positive school climate that children need as they move from close dependence on adults to greater personal independence that recognizes the special importance of peer friendships.

All courses and activities are designed to capitalize on students' energy and inquisitiveness by providing educational opportunities in a supportive environment. The curriculum includes the required subjects of language arts, social studies, science and math. Each student is also required to explore activities in family and consumer science, technology, and the arts. For students who would like a wider sample of study and/or a more in-depth experience, there are electives such as foreign language, band, chorus, theatre and visual art. In all areas, students are grouped in a variety of ways so they can study relationships between subjects.★

### HIGH SCHOOL

Students in grades 9 to 12 attend one of nine Frederick County high schools. Students currently in grades 11 and 12 are required to earn 21 credits to graduate. Students entering grades 9 and 10 this school year must earn 25 credits. *See page 31 for details.*

The mission of the public high school is to challenge and help students to 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. Guidance counselors meet with high school students and incoming freshmen at least once a year to evaluate and plan course schedules. ★

### CAREER AND TECHNOLOGY EDUCATION

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

#### *Career and Technology Center*

This specialized high school offers 25 career preparatory programs, most open to students in grades 10-12. Programs range from the Academy of Finance, agricultural and commercial metals technology, automotive technology and carpentry to Cisco computer networking, computer-aided architectural design and engineering graphics, cosmetology, culinary arts, electronics, fire and rescue, communications, health careers, landscape management, law enforcement, marketing, masonry, plumbing/HVAC, television production and Web design. Most require two years, and many prepare students for national and state certification and offer college credits. Visit [www.careertech.net](http://www.careertech.net) for details. To apply, contact the high school guidance counselor. ★

### FLEXIBLE EVENING HIGH SCHOOL AND ADULT EDUCATION

Flexible Evening High School (FEHS), located in Walkersville, offers students of high school age and over an opportunity to earn a Maryland high school diploma by attending evening classes. Out-of-school adults may obtain a high school diploma at FEHS by accumulating credits, through General Educational Development (GED) preparation and testing or through the Maryland External Diploma Program (EDP).

The Adult Education Office, also in Walkersville, sponsors programs that enable county residents to improve skills and knowledge in areas that complement the FCPS curriculum. Generally for enrichment rather than credit, programs include Adult Basic Education, the Parent/Child Program, English As a Second Language, Even Start and customized training classes.

*For information on these programs, call the Adult Education Office. ★*

### PRE-APPRENTICESHIP PROGRAM

High school students enrolled in the pre-apprenticeship program attend regular classes for half of the school day and work under the supervision of a sponsoring employer the remainder of the day. In addition to earning wages, the student can accumulate work experience credit that applies toward a registered apprenticeship agreement. Successful academic and job performance could lead to a full-time supervised work experience in the second semester of the senior year. ★

### WORK-STUDY OPPORTUNITIES

The Work-Study Program is a cornerstone of the FCPS School-to-Careers Transition Education Program that helps learners make smooth transitions between education and employment. A cooperative venture between the school system and employers, it is planned and supervised by school staff and employers. It enables students to develop additional skills in a field of interest while working and provides a well-trained student work force for local business and industry. Eligible 12th grade students may spend a half day in classes and a half day at a job. To apply, contact your high school Work-Study coordinator before the end of the junior year. ★

# SPECIAL EDUCATION PROGRAMS

## SPECIAL EDUCATION

The Special Education program serves the instructional needs of students with educational disabilities that impact 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 residential 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.

Contact the Supervisor of Special Education for more information. ★

## HEATHER RIDGE SCHOOL

This school provides an alternative educational program for students who require a highly structured setting. Heather Ridge emphasizes family involvement and utilizes individual and group counseling to enable students to learn the educational and behavioral objectives necessary to re-enter their home schools.

Heather Ridge operates a regular day program for students in grade 6 through the semester they reach age 16 and an afternoon (Twilight) program for students age 16 or older. Students may be referred to the Heather Ridge day program by their home school's IEP team, or to the Twilight program by the Superintendent or designee.

The Middle and High School-Within-a-School programs, for students with significant emotional/behavioral issues who require more intensive special education and therapeutic services, are offered in a large classroom with a separate entrance. Students receive special transportation and are gradually mainstreamed when the team determines they are ready. ★

## ROCK CREEK SCHOOL

Rock Creek School provides individualized special education programs for students with more severe intellectual, physical, emotional, hearing, visual and learning disabilities, from age three through the school year they reach age 21. Students are admitted by the county IEP team process.

The school offers an appropriate life skills curriculum with emphasis on functional academic skills, social skills training, community-based instruction, personal management and communication skills. Older students participate in vocational training, supported employment and work-study programs. Students may be referred to the Career and Technology Center for consumer education and transition skills classes. Transition planning prepares graduating students for employment or additional training through adult day placement. Related services may include adapted art, music and physical education, swimming, physical and occupational therapy, and speech/language therapy.

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

## CHALLENGES PROGRAMS

Two programs, located at Carroll Manor Elementary, are designed for children age 3 through 5 and grades 1 through 5 who have extensive needs in the areas of communication and social interaction. A third program, at Oakdale and Thurmont middle schools, serves students in grades 6 through 8. "Challenges" provides integrated support in the areas of communication, social interaction, academic skill development, executive functioning and play/leisure skills. Parent and family support is an essential component. Students are admitted through the County IEP team process. For further information, contact the Supervisor of Special Education. ★

## CHILD FIND PROJECT

Child Find is the process for identifying all children from birth through age 21 who have special needs. Parents of school-age children who suspect their child may have an educational disability should contact their community school. If the child is two years and nine months or older and not enrolled in school, parents should contact the Child Find office. Information regarding the Child Find process for children younger than two years and nine months may be obtained from the Frederick County Developmental Center, 301-694-1611. ★

## INFANTS AND TODDLERS PROGRAM

This interagency program provides early intervention services for children from birth through age 2 who are experiencing developmental delays in areas such as motor development, cognition, communication, social-emotional or self-help skills. Audiology, nursing, nutrition, occupational and physical therapy, vision and hearing services, speech/language therapy, special instruction, developmental pediatrics and family counseling services are available at no cost to families. The Frederick County Health Department is the lead agency for this program, together with FCPS, the Frederick County Department of Social Services, Maryland School for the Deaf, Frederick County Head Start and other local community providers. For information, call the Frederick County Developmental Center, Coordinator of Client Services, 301-694-1612. ★

## PARTNERS FOR SUCCESS

Partners for Success, based in Walkersville, serves parents and educational professionals of all Frederick County children and youth with disabilities from ages 3 through 21. To parents, Partners for Success offers individual consultation, an information and referral service, problem-solving assistance, training and support. To educators, the program offers information on disabilities and support for making accommodations for students with special needs. ★

## SPECIAL EDUCATION & TREATMENT PROGRAM

SET, located at Lewistown Elementary, serves elementary-age students with significant emotional and/or behavioral issues. Students are admitted into the program through the county IEP team process. Special education teachers instruct students using Frederick County curricular goals and assessments. On-site therapists provide a variety of therapeutic services. For further information, contact the principal of Lewistown Elementary. ★

## SUCCESS PROGRAM

Located in Walkersville, this program provides post-secondary transition education for students age 18-21 who have completed at least 4 years in a comprehensive high school and exhibit potential for competitive employment. Students earn a Maryland Certificate of Completion. They work in a community-based setting to learn skills for independent living and are exposed to the world of work. ★

**IMPORTANT:** See page 36 regarding retention of special education records.

## OTHER EDUCATION PROGRAMS

### CHARACTER COUNTS!

*Character Counts!* is a character education program and ethical decision-making model incorporated into the FCPS curriculum at all grade levels. The program promotes six "pillars of character": caring, citizenship, fairness, respect, responsibility and trustworthiness. Staff and parents are encouraged to model these character traits at school, at home and in the community. ★

### CHARTER SCHOOLS

FCPS opened Monocacy Valley Montessori School, Maryland's first charter school, in September 2002.

Kindergartners through seventh graders, enrolled through a lottery system, attend classes grouped in mixed ages and abilities. According to the Montessori Method, students move throughout the classroom during the school day, pursuing knowledge according to their interests. Lessons direct them toward activities that help develop reasoning abilities and life skills. *To learn more about this school, use the directory listings on page 50.*

The charter school functions as a semi-independent 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 (Section 343) online at [www.fcps.org](http://www.fcps.org) or get a copy by calling the FCPS Legal Services Office. ★

### EARTH AND SPACE SCIENCE LABORATORY

The Earth and Space Science Laboratory is located in South Frederick Elementary School and may be used by all students in Frederick County. Emphasis is placed on use by grades 1-5. Students visit the laboratory to expand their knowledge of astronomy, geology, oceanography or meteorology, depending on the earth science unit they are studying. Evening planetarium programs, presented from November through March, are open to the public. ★

### FAST FORWARD

Through agreements with Frederick Community College, Hagerstown Business College and the Art Institute of Washington, the FCPS Fast Forward program is an opportunity for students to earn college credit in certain high school classes in which they earn a grade of "B" or better. High school guidance counselors have information including a list of courses for college credit and applications. ★

### GIFTED AND TALENTED, ENRICHMENT

FCPS is committed to addressing the individual needs of all gifted and talented students. Based on multiple performance criteria, students with outstanding capabilities and specific academic aptitudes participate in enriched and accelerated learning activities.

Elementary students who have completed specific instructional levels in language arts and math have the opportunity to work on objectives beyond their grade placement. Highly advanced elementary students may be recommended for placement in the "magnet" gifted and talented program, serving students in grades 1-5 at three schools. All elementary schools offer opportunities for enrichment, either through consultation with a representative from the Office of Gifted and Talented Education or a full-time school-based enrichment teacher.

Secondary students have the opportunity to enroll in a variety of honors classes and other challenging courses. Every middle school offers individual, small-group, whole-class and schoolwide enrichment activities through a full-time enrichment teacher. High schools offer Advanced Placement (AP) courses along with options for independent study and internships. ★

### 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. Developed to correspond to the State Department of Education's document,

### PRE-KINDERGARTEN

FCPS offers pre-kindergarten programs in the elementary schools designated by an asterisk on page 50. To enter the pre-kindergarten program this school year, a child must observe the 4th birthday on or before October 31, 2003. Maryland is phasing in a change in the minimum age of pre-kindergartners. For 2004-05, students must be 4 on or before September 30, 2004. For 2005-06 and after, students must be 4 on or before September 1. Students are selected based on criteria such as eligibility for free or reduced-price meals or factors that increase a child's risk of not being successful in school. Applications are available at the designated schools, and registration begins the first day of March parent-teacher conferences. Enrollment is limited. ★

### SAFE AND DRUG-FREE SCHOOLS

The Safe and Drug-Free Schools program reinforces self-esteem, self-control and decision-making skills that promote healthy choices and a drug-free lifestyle among students from kindergarten through 12th grade. It supports teachers with training and resources to assist in effective instruction, and provides programs that educate students and parents about the dangers of drugs, drug abuse, and available treatment and services. The program offers guidance and support to school organizations that promote drug-free living (SHOUT, SHOP, SADD), and collaborates with the Frederick County Sheriff's Department and School Resource Officers in delivering the 6th grade COP program. For details, contact the Safe and Drug-Free Schools Facilitator. ★

### SCHOOL-TO-CAREERS

School-to-Careers is a systemwide (pre-k-12+) initiative built on the foundational expectation that all graduates will be prepared for post-secondary education, training and a career. Exposure to career options and the career development process equips students with knowledge and sound decision-making skills and provides steps to follow in a career interest area. Activities emphasize collaboration among students, parents, educators, post-secondary insti-

## EDUCATION THAT IS MULTICULTURAL

Equity is a key component of FCPS' commitment to educational excellence. Education That Is Multicultural (ETM) prepares students to live, learn, interact, work and participate productively in our increasingly diverse democratic society. ETM fosters respect for individuals regardless of factors such as religion, socioeconomic status, race, disability, national origin and gender. A primary program goal is to promote student achievement through the use of resources and classroom practices that reflect the diversity and similarity of students, cultural groups and communities. Additionally, ETM emphasizes equitable personnel practices and improved community relations. For more information, contact the Supervisor of Education That Is Multicultural. ★

## ENGLISH AS A SECOND LANGUAGE (ESL)

English As a Second Language instruction promotes successful integration into mainstream academic programs for students in pre-kindergarten through grade 12 whose first, or primary, language is not English and who have limited English proficiency. ESL students new to Frederick County must first be assessed for English language proficiency. Interpreters are available for parent conferences, and many translated documents are available. Most ESL elementary students receive their ESL instruction in their home school. Some new ESL students in grades 3-5 are served at Monocacy or Orchard Grove elementary schools. While West Frederick Middle School ESL students receive their ESL instruction at their home school, all other middle school students attend Monocacy Middle School where an ESL teacher is located. All high school ESL students attend Frederick High School and take ESL classes there. A four-week summer-school program is offered in conjunction with the FCPS Summer Academy. ★

## EVEN START

Located at Rock Creek School, Even Start is a federally funded grant program offered for qualifying foreign-born families, served by Waverley and Hillcrest elementary schools, who do not communicate proficiently in English. Parents attend English language and parenting classes while their young children receive early childhood or elementary education at Waverley. Classes meet Monday through Thursday. A summer camp is also offered. For details, contact the Adult Education Office. ★

*Health Education, A Maryland Curricular Framework*, the health curriculum includes family life and human development, HIV/AIDS and substance abuse prevention, mental health, nutrition, fitness/exercise and wellness/safety concepts.

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 and HIV/AIDS education. Parental permission is required before a student takes the family life and HIV/AIDS prevention units. ★

## JUDY CENTER

The Judy Center prepares students for academic success in school through a combination of high-quality child care, educational experiences and comprehensive family services. Based at Waverley Elementary, the program also offers services at South Frederick Elementary. Judy Center services are available to all families residing in those school districts with a child birth through age 5. ★

## LEARNING/LANGUAGE SUPPORT

Previously known as the Learning/Language Disabilities-Dyslexia Program, this FCPS program provides specialized intervention addressing the needs of students identified as having characteristics of dyslexia or other phonics-based reading and writing difficulties. Teachers are trained to identify appropriate students and implement strategies for remediation. The program is available in all elementary and middle schools. For more information, call the Learning/Language Support Program Office. ★

## PARENT/CHILD PROGRAM

Located at Rock Creek School, this division of the Adult Education Program offers tuition classes for parents and their children from birth through 3 years. The 6- to 8-week sessions are offered September through June, and include activities for the children as well as parenting and child development information for the adults. To register, call the Adult Education Office. ★

tutions, businesses and community organizations. The process impacts college major and career choices, success in post-secondary education and the workplace, and achievement and fulfillment in life and the community. ★

## SUMMER PROGRAMS

Our schools offer a variety of remedial, enrichment and credit courses for all grades during the summer. A middle school Summer Academy helps students who have not passed one of the Maryland Functional tests (required for graduation). High school students may obtain assistance in passing these tests in Summer School. Information about courses, locations, hours and fees is available in the spring from school principals. ★

## TITLE I

The Title I program provides supplemental instructional services to meet student needs in schools with a high concentration of low-income families. Emphasis is on reading and mathematics. For further information, contact the Curriculum Specialist for Early Childhood Education and Title I. ★



## STUDENT SUPPORT SERVICES

### COMMUNITY AGENCY SCHOOL SERVICES

Community Agency School Services (CASS) is a collaborative outreach program of Frederick County Public Schools. CASS works with families of children from birth to 18 years of age to provide support and access to needed services. Conveniently located in each school feeder community, CASS facilitates collaboration and cooperation among schools, private and public agencies, communities and families. CASS is a voluntary and confidential program committed to increasing student achievement through strengthening families and building stronger communities. ★

### COUNSELING

School counselors monitor and promote student potential, kindergarten through 12th grade. They assist with crises and problem situations, and conduct classroom sessions to provide instruction in educational and career decision-making, interpersonal skills, and personal and academic growth. Counselors help students and their families with a broad range of needs related to education: emotions, interpersonal relations, social and learning skills, post-secondary education planning and scholarships, graduation information, testing information and class schedules. Counselors coordinate with community services agencies, address developmental needs, help with the orientation of new students and provide information about school system programs. ★

### HEALTH SERVICES

#### *School Health Staff*

Through a cooperative arrangement with the Frederick County Health Department and FCPS, health services are offered in all schools. Each school has a health room technician who provides emergency treatment of accidents and illnesses, administers medications and performs selected treatments under the supervision of a school community health nurse (a licensed Registered Nurse). In addition to supervising health room technicians at multiple schools, these nurses 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 staff and parents to call the school nurse or the Frederick County Health Department regarding health concerns.

#### *Health Screening Services*

Schools conduct vision and hearing screening for students in pre-kindergarten, kindergarten, 4th and 8th grades. Students in other grades may be tested at the request of parents or teachers. School nurses and vision or hearing technicians follow up when problems are detected. Schools conduct scoliosis screening for 6th grade girls and 8th grade boys, and also provide language, speech and psychological screening when problems are noted. ★

#### *HOME/HOSPITAL TEACHING SERVICES (H/HTS)*

FCPS high school students who cannot attend school for a minimum of 10 consecutive days, and elementary and middle school students who cannot attend school for a minimum of 20 consecutive days, due to a verified physical or emotional condition, may apply for H/HTS on a short-term basis. If approved, a certified home teacher is assigned. A licensed physician, certified school or licensed psychologist, or licensed psychiatrist must sign the application, which is available from the Office of Pupil Personnel. ★

#### *PSYCHOLOGICAL SERVICES*

School psychologists are assigned to every school to consult, observe and assess students, and may participate on School and County Individualized Education Program (IEP) teams. They evaluate and address students' special education needs and the needs of all students regarding emotional, learning, behavioral and student threat concerns. In addition, psychologists offer short-term individual and group counseling and collaborate with the Supervisor of Counseling and Student Support to provide leadership in crisis situations. Their training services are available to schools, parent groups and community organizations on request. ★

### STUDENT SUPPORT PROGRAMS

Student Support Programs are designed to help students in grades 6 through 12 learn in the regular schools rather than in a more restrictive school environment, and to adapt and cope when they return from a restrictive setting to their regular school. Programs focus on family involvement and utilize crisis intervention, social skills training and academic/behavioral intervention. For details, contact the Counseling and Student Support Office. ★

### TUTORING

FCPS maintains lists of individuals and businesses that offer tutoring services on a fee basis outside the regular school day. Most individual tutors specialize in certain subject areas, such as math or reading, and may also prefer to work with a specific age level. *For more information, call the numbers shown under "Tutors" in the directory at the back of this handbook.* ★



# HOMework HAS A PURPOSE

## PURPOSE

Homework has different purposes at different grades. 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, e-mail or notes to keep pace with assignments.
- Some teachers use their classroom voicemail to convey homework and other information.
- Some teachers post assignments on school web sites (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.
- Weight overnight assignments differently from 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.
- Utilize 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. 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.

### 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 not recommended

### MIDDLE SCHOOL

**Grades 6-8** – 3-4 evenings per week  
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

About 2 hours homework per evening for all subjects combined

## ACADEMIC PERFORMANCE

### PROMOTION

FCPS policy for student promotion is based on student achievement and academic performance. Recognizing that all children do not learn or develop at the same rate, the policy provides for supplemental or accelerated instruction for those students who require it. Parents are to be notified when a child is having trouble mastering certain skills and may not be promoted despite intervention, or when a child who demonstrates exceptional achievement may benefit from advanced placement. Parents are encouraged to direct questions about these matters to the school principal.

In the elementary grades, students are promoted as they progress successfully through the essential curriculum.

In grades 6-8, a student who passes all subjects or fails only one of the four core (major) subjects for the year will be promoted. A child who fails two core subjects must satisfactorily complete one of the failed courses during summer school in order to be promoted. Failure of three core subjects requires successful completion of two of the courses in summer school. A student who fails all four major subjects for the 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 both state and local graduation requirements. Promotion is based on the number of credits earned as of September 1. Students who do not have the required number of credits by the end of the school year may earn the credits in summer school.

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

### 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 grade point average in all subjects and strong scholarship, service, leadership and character, as rated by school staff. *Additional information is available from school principals.* ★

### WEIGHTED GRADES

FCPS offers an optional ranking system, that can be implemented at the request of student and family, in which grades earned in specified courses receive additional grade points. The weighted system does not replace the traditional ranking for selecting valedictorian and salutatorian. The weighted ranking will not appear on any transcript unless the student requests that a label be generated to be attached to the transcript for purposes of applying to college.

High schools have three academic levels: honors, merit and directed. In all high schools, specific courses may be weighted. Academic courses described as advanced placement, honors English, honors math, honors science, honors social studies, and accelerated math may be weighted. The regular 4-point system is modified for the weighted ranking. The following points are awarded:

Grade	Regular	Weighted
A (100%-90%)	4 points	5.00 points
B (89%-80%)	3 points	3.75 points
C (79%-70%)	2 points	2.50 points
D* (69%-60%)	1 point	1.25 points
F (59%-0%**)	0 points	0.00 points
F (69%-0%***)	0 points	0.00 points

\* 'D' grade not given beginning the school year 2002-03.

\*\* prior to 2002-03 school year

\*\*\* beginning 2002-03 school year

Additional information is available from high school counselors. ★

### VALEDICTORIANS AND SALUTATORIANS

Prior to graduation, each high school designates those seniors who rank first in scholarship as valedictorians and those who have the second highest grade point averages as salutatorians. Selection is based on final grades earned for courses taken for graduation credit during middle school and grades 9-12. To qualify, students must attend for at least four periods and earn at least four credits during their senior year and meet other criteria specified in Reg. No. 400-27. ★

### 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 have a B average.
- 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. Seniors must be enrolled for a minimum of four credits.

All courses will be weighed equally. The principal will set up a procedure and assign staff to establish the honor roll. The honor roll will be 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

### ELIGIBILITY FOR EXTRACURRICULAR HIGH SCHOOL ACTIVITIES

To participate in extracurricular activities, a high school student must have a minimum 2.00 grade point average and no "F" grades. Report card and interim report grades determine eligibility; ineligibility is determined by end-of-term report cards only. Eligibility for fall extracurricular activities is based on 4th-term grades from the previous 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). ★

# CLASSROOM PERFORMANCE AND REPORT CARDS

## 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 dates for each term are listed below:

<b>TERM 1</b>	
Mid-Term Date	September 26
Interims Issued	October 10*
Term Ends	October 31
Report Cards Issued	November 18
<b>TERM 2</b>	
Mid-Term Date	December 5
Interims Issued	December 19*
Term Ends	January 16
Report Cards Issued	February 3
<b>TERM 3</b>	
Mid-Term Date	February 26
Interims Issued	March 12*
Term Ends	April 2
Report Cards Issued	April 27
<b>TERM 4</b>	
Mid-Term Date	May 13
Interims Issued	May 27
Term Ends	June 16
Report Cards Issued	June 29**

\*Elementary interims will be issued September 26, December 5, February 26, and May 7

\*\*Elementary Term 4 report cards will be issued June 16

*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 in the fall and spring offer a helpful avenue for gauging student achievement. For details about these and other student performance measures, contact your school. ★



## Help Prepare Your Child for Success

- ★ Let your child know you expect high achievement in school
- ★ Stay in touch with your child's teachers, and volunteer when you can
- ★ Read and write together, and make books part of everyday family life
- ★ Provide a comfortable place for studying
- ★ Show an interest in your child's school activities
- ★ Limit television viewing and other passive activities
- ★ Learn about the issues that affect your child's education
- ★ Champion the character attributes that build better citizens and a better society: trustworthiness, respect, responsibility, fairness, caring and citizenship

## TESTING PROGRAMS



### FCPS TESTING PROGRAMS

#### Criterion-Referenced Evaluation System (CRES)

FCPS uses the local CRES testing program to determine how well students have mastered our essential curriculum through daily instruction. The assessments generally consist of a variety of formats, and include both selected response (multiple choice) and constructed response (essay and short answer) items. CRES results are used to ascertain students' and schools' progress toward meeting accepted standards for student performance and to establish the steps necessary to improve instruction and performance. Student report cards provide parents with information about their children's progress on CRES.★

#### Final Examinations

High school students take final examinations in English, mathematics, social studies, science, art, ninth grade physical education/health, and Level I and II foreign language courses. The letter grades assigned to the examinations count 20% of students' final course grades.

School-sponsored events are prohibited on the afternoons and evenings preceding end-of-semester examinations.★

### STATE TESTING PROGRAMS

#### Maryland School Assessments (MSA)

The Maryland School Assessment (MSA) is Maryland's testing program designed to meet requirements of the federal No Child Left Behind Act (NCLB). The MSA includes multiple-choice and constructed-response items. Students receive individual test results. In late February 2004, students will take the MSA in reading and math at grades 3 through 8 and in reading at grade 10.

#### Maryland Functional Testing

The Maryland Functional Testing Program was designed to assess students' mastery of functional skills in reading, mathematics, and writing as described in the Declared Competencies Index published by the state. Students must pass the tests in order to graduate from any Maryland public high school. Students begin taking the reading tests in the 6th grade and the mathematics and writing in the 7th grade, and continue taking them through grade 12 until they pass. The reading and mathematics tests are offered in the fall and spring and the writing test in the winter.

#### High School Assessments (HSA)

The High School Assessments (HSA) are state-level, end-of-course exams aimed at raising academic standards and preparing graduates to compete in the workplace and post-secondary education. Middle and high school students enrolled in Algebra/Data Analysis, Geometry, English 9, Biology and Government 9 take the exams at the completion of each course. Taking the HSA is a graduation requirement, and FCPS will record scores on transcripts. At the present time, passing the HSA is not a graduation requirement. ★



### COLLEGE ENTRANCE EXAMINATIONS

FCPS offers several opportunities for high school students to take the optional SAT I and II and ACT examinations. Successful performance on one of these two national exams is a widely accepted college entrance requirement. Schools also offer SAT preparatory courses and the PSAT, a preliminary exam. Registration and other college entrance information is available in high school guidance offices. Registration deadlines are typically a month before the test date.

SAT I & II	PSAT	ACT
October 11	October 18	September 27
November 1	October 21	October 25
December 6		December 13
January 24		February 7
March 27 ( <i>SAT I only</i> )		April 3
May 1		June 12
June 5		

Test results and other data for individual schools and the school system as a whole are published in the FCPS Progress Report available annually.

# GRADUATION REQUIREMENTS

## GRADUATION REQUIREMENTS: GRADES 11 AND 12

In order to graduate from a Maryland secondary school, students currently in grades 11 and 12 must earn a minimum of 21 credits beyond the 8th grade and pass functional tests required by the Maryland State Board of Education. Four of the 21 credits must be earned after completion of grade 11.

English ..... 4 credits  
 Social Studies ..... 3 credits  
 (including American Studies I & II,  
 and Modern World History)

Science ..... 3 credits  
 Mathematics ..... 3 credits  
 Physical Education ..... 1/2 credit  
 Health ..... 1/2 credit  
 Fine Arts ..... 1 credit  
 (Music, Art, Drama)  
 Technology Education ..... 1 credit

Choice of one of the following:  
 Advanced Technology ..... 2 credits  
 Foreign Language ..... 2 credits  
 State-Approved  
 Career and Technology Program

Electives ..... 3 credits  
 (chosen from offerings in any curricular area)

## NEW GRADUATION REQUIREMENTS: GRADES 9 AND 10

All FCPS students entering grades 9 and 10 in 2003–04, or after, will be required to meet all Maryland minimum graduation requirements above plus four additional credits:

Mathematics ..... 1 elective credit  
 Graduation project ..... 1 credit  
 Student's career pathway ..... 2 credits

Students must also take the HSA's (although passing the tests is not required for graduation at this time).

## STUDENT SERVICE

FCPS has developed a local student service program to meet the state's student service graduation requirement. The program integrates community service concepts in specific curricular areas in grades K-12. It also provides a structure that encourages student involvement in service activities both within and beyond classroom activities. Each high school has a Service Learning Coordinator to assist with the implementation of this program.

The Student Service Learning Program is open to students interested in helping community agencies or in serving as tutors to peers or to students in middle and elementary schools. Interested students should see the Service Learning Coordinator or Contact in their building. ★

### “D” NO LONGER A PASSING GRADE

Beginning the school year 2002-2003, all students must achieve a “C” or 70% mastery to earn credit for a high school class. The “D” grade has been eliminated in the belief that students who achieve at a higher level are better prepared for success in their chosen career paths.

## CERTIFICATE OF MERIT

In addition to receiving the Maryland High School Diploma, students who meet the following requirements are eligible for the Maryland High School Certificate of Merit:

- Specified core credits:
  - English ..... 4 credits
  - Fine Arts ..... 1 credit
  - Mathematics ..... 3 credits
  - Physical Education ..... 1/2 credit
  - Health ..... 1/2 credit
  - Social Studies ..... 3 credits
  - Science ..... 3 credits
  - Technology Education ..... 1 credit
- Choice of one of the following:
  - Advanced Technology ..... 2 credits
  - Foreign Language ..... 2 credits  
 (must be level 3 or beyond)
  - State-Approved Career  
 and Technology Program
- At least 12 high school Certificate of Merit courses, which are identified in the Course Offering Guide by numbers ending with the number 1.
- A minimum 3.00 cumulative grade point average on a 4.00 scale for the high school years.
- Beginning with the class of 2006, students are required to successfully complete Algebra II in order to receive a Certificate of Merit. ★

## SENIORS' END-OF-YEAR SCHEDULE

SCHOOL	LAST DAY OF INSTRUCTION*	FINAL EXAMINATIONS*	GRADUATION
Rock Creek	May 21		May 21
Flexible Evening High	May 20	May 21	May 27
Frederick High and Governor Thomas Johnson High	May 28	June 1	June 7
Middletown High and Linganore High	June 1	June 2	June 8
Walkersville High and Catocin High	June 2	June 3	June 9
Urbana High and Brunswick High	June 3	June 4	June 10

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

## OTHER SELECTED POLICIES, REGULATIONS AND PROCEDURES

### 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 within two school days of the student's return, or the absence is automatically classified as unlawful. 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
- State emergency
- Suspension
- Lack of authorized transportation
- Other emergency (judgment of the Superintendent or designee)

Other causes of pupil absence from school may be considered lawful or unlawful with the determination made by the principal. These causes include:

- Illness in family
- Poverty
- Trips with parents
- College visits

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 with excused absences.

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

- Indifference of parent
- Uncertified illness of pupil

- Illegal employment
- Truancy or "playing hookey"
- Other at judgment of the Superintendent or designee

Parents will be notified on the fifth day of an unlawful absence. If the absence continues for more than five days, the student will fail all subjects in which the absence occurred for the quarter. Parents will also be notified on the tenth, fifteenth, and twentieth days of a student's unlawful absence.

Students with more than five unlawful absences in any 9-week grading period will automatically fail for that grading period. When a student has reached three days or classes of unlawful absences in any marking period, the principal will mail a certified letter to the parents or guardians alerting them to the impending failure.

Middle and high school students who are unlawfully absent more than 10 days for a semester course or more than 20 days for a year-long course and who do nothing to make up the lost time will lose credit regardless of grades earned. Students with excessive absences may be required to present a doctor's verification for each day absent for illness for the remainder of the year.

High school students whose absences place them in danger of losing credit for the school year can reinstate themselves by attending Saturday School. Attendance at each 3 1/2-hour Saturday School session will earn the student a half-day credit. Saturday School is also used as an option in the disciplinary process for students. Individual schools have the option to participate in this program. ★

### CHEATING AND PLAGIARISM

The nature of the schooling experience demands the highest standards of integrity on the part of all involved. For this reason, the deliberate unauthorized use of another person's work or talents (e.g., cheating, plagiarism) is considered a serious breach of appropriate behavior. Any grades or credit earned as a result of such action will be disallowed. In addition, any incident of such behavior will be subject to the guidelines of the disciplinary regulation as outlined under Disruptive Behavior. ★

### CHILD ABUSE AND NEGLECT

Every school system employee or school volunteer who has reason to believe that a child has been physically or mentally abused or neglected is required by law to report the incident to the local Department of Social Services or the appropriate law enforcement agency, to the principal of the school, and to the Associate Superintendent for Curriculum, Administration, and School Improvement. ★

### CORPORAL PUNISHMENT

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

### DISTRIBUTING MATERIALS IN SCHOOLS

Community and other organizations wishing to distribute materials through schools must submit separate requests for each item to the appropriate Associate Superintendent for Curriculum, Administration and School Improvement. For elementary schools, materials must be submitted for approval by August 20 for September 10 distribution, November 1 for November 20, December 15 for January 10, March 1 for March 20, and May 15 for June 5. For secondary schools, materials must be submitted in final form at least five school days before intended distribution or posting. Organizations are responsible for duplicating, bundling and delivering materials to schools. FCPS cannot give "blanket" approvals for agencies wishing to distribute multiple items throughout the year. ★

### DRESS CODES

FCPS policy outlines the minimal acceptable standard for student dress. For example, it restricts students from wearing overly revealing clothing and apparel items that are offensive or derogatory. Schools are strongly encouraged to adopt their own dress requirements, which may be more stringent than the system's, and principals have the authority to enforce them. Given sufficient agreement among staff, parents and students and accordance with other provisions, schools may adopt a voluntary or mandatory uniform policy. Check with your school for detailed dress code information. ★

## DRUGS, ALCOHOL, TOBACCO

Board of Education policies reflect state requirements regarding the use of alcohol, drugs and tobacco by public school employees and students. All buildings that are part of the FCPS system are drug-free school zones. Signs reminding the public of that fact are posted on school property. FCPS is also a smoke-free environment.

### Drugs and Alcohol

It is the school system's desire to create a drug-free and alcohol-free environment in all of its buildings, on its buses, and in other FCPS-owned vehicles, and on premises. The drug and alcohol policy makes a strong statement against the use and misuse of alcohol and other drugs. The principal provisions of the policy include:

- Standards of conduct for students and employees;
- Procedures for reporting illegal and prohibited acts;
- Procedures for helping students, employees, and their families;
- Comprehensive substance abuse curriculum used in the Frederick County Public School system;
- Due process and confidentiality;
- Steps for emergency medical care.

The Maryland Youth Protection Act prohibits, within 1,000 feet of any school property and on any school vehicle, the manufacture, distribution, or sale of drugs, as well as the possession of drugs with intent to distribute.

Penalties are severe. First offenders can be sentenced for up to 20 years and/or fined \$20,000. Second offenders must be sentenced to prison for a mandatory minimum of five years and can be sentenced for up to 40 years and/or fined \$40,000. Second offenders may not be paroled during the minimum five-year sentence.

The law further states that using children to distribute or manufacture drugs is a felony, punishable by a prison sentence of up to 20 years and/or a fine of \$20,000.

### Tobacco

Maryland law restricts the use of tobacco on school property. FCPS regulation prohibits smoking in school buildings, on school property, and in FCPS vehicles at all times.

Students using or possessing tobacco on school property or during school-sponsored events will be disciplined as provided in the student discipline code. Additionally, Maryland law makes it a civil offense for anyone under the age of 18 to use or possess tobacco products. Under the law, police may issue citations to offenders, and violators are subject to penalties, including fines ranging up to \$100. As part of a cooperative agreement with local law enforcement agencies, school administrators will notify police authorities upon a student's fourth violation. ★

## 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 that schools notify parents, guardians, and staff 24 hours before pesticides are to be applied inside the school building or on the grounds. 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 wishing to be notified can obtain a notification form at each middle or high school office. The form must be updated each school year.

The following materials are approved for IPM use: Avert prescription treatment 310 (abamectin B1), PT565plus XLO (piperonyl butoxide), PT515 Wasp Freeze (phenothrin), Maxforce-roach bait station (hydramethylnon), Maxforce-ant bait station (fipronil), Baygon 2% bait (propoxur), Talon-G rodenticide (brodifacoum), Drione (pyrethrins), Round-up (glyphosate), Total Vegetation Killer (prometon). Safety data sheets and labels for these materials are available at each school office. Other materials may be added as necessary.

Frederick County Public Schools conducts regular inspections of school facilities to determine the location and condition of any asbestos-containing building material which may be present. The purpose of the inspections is to identify asbestos-containing building materials so that measures can be undertaken to ensure that the health of all students and employees is protected.

A comprehensive asbestos-management plan for each building was developed to appropriately manage any identified asbestos hazards. Each building plan is available for review at the school or at the FCPS Hayward Complex, Building 3.

*Questions about the IPM program or other environmental concerns, such as indoor air quality, pest control, hazardous materials, lead in water, radon, or asbestos management plans, should be addressed to the FCPS Facilities Services Division, Operations and Safety Supervisor. (See FCPS Regulation 200-3.) ★*

## EQUITY

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

**The Education That Is Multicultural program** 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.

**The Advisory Committee on Multicultural Education** acts to ensure that issues of ethnic, racial, religious and social status affecting public school students are reviewed and addressed properly. The committee holds forums several times a year at which the public is invited to raise minority issues affecting education. In addition, the committee reviews harassment and discrimination issues in the FCPS. A school system regulation requires that all acts of harassment be reported immediately to a school administrator, the individuals involved be seen by a school counselor, the student's parents be contacted by a school official, and a report be made to the Supervisor of Counseling and Student Support.

The Advisory Committee on Multicultural Education is comprised of a Board of Education member, a public school administrator, a teacher, one or more students, a minority parent, and a member of the community. The committee makes regular reports to the Board of Education. *For additional information, contact the office of the Supervisor of Counseling and Student Support.*

### Discrimination

The board prohibits discrimination based on race, religion, color, national origin, age, disability, or gender and is committed to maintaining an environment that is free from such conduct. This policy applies to conduct on and off school premises including sporting events and other extracurricular activities under the auspices of the Board of Education of Frederick County. *For more information, contact the FCPS Office of Legal Services.★*

## FIELD TRIPS

School-sponsored field trips to enhance the curriculum have been designated for students in each grade level. Teachers may schedule additional trips if funds permit. Parents must give permission for students to participate in field trips. Forms will be sent to parents prior to each trip. Further information is available at school offices. ★

## FIREARMS AND WEAPONS

Possession of any firearm or other weapon by a student on school property is strictly forbidden. The penalties for violation of this policy are detailed in the Discipline section of this handbook.

It is a serious offense for employees, 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. An exception is 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.

Criminal penalties may include a fine of no more than one thousand dollars (\$1000) and incarceration of not more than three (3) years. Penalties for possession of a handgun on school property may be more severe.

Employees who possess or bring weapons on school property may be terminated. The school system's prohibition on carrying or possessing a weapon on school property applies to loaded and unloaded weapons and to everyone who has a weapon within their possession, control, or direction. For example, this prohibition applies to weapons contained within automobiles and to weapons contained in glove compartments or trunks of automobiles. This personnel procedure will be followed regardless of whether the employee is convicted under Maryland's criminal statute.

Staff who use knives in the performance of their duties are allowed to carry knives. Other staff are allowed to carry a pen knife or a pocket knife. ★

## 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 Director of Media Services and School Improvement Training. The policy includes the materials selection procedure, the procedure for review of questioned materials, and forms for requesting reconsideration of instructional material. ★

## INTERNET USE

FCPS Regulation 400-73 provides guidelines for the acceptable use of computer networks. Use of Internet access in Frederick County 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 illegal, defamatory, inaccurate, or potentially offensive material which 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 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.

High school students may have independent, non-monitored access to the Internet if they obtain written parental permission. The Telecommunications User Agreement and Parent Permission form must be signed and returned to the teacher who initially sponsors the student.

Many schools rely on the expertise of volunteers for computer assistance. Computer technology volunteers work under the management and direction of the school's designated "computer 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. ★

## PORTABLE PAGERS, COMMUNICATION DEVICES AND LASER POINTERS

FCPS regulation prohibits the carrying of portable pagers and all cellular communication devices. Penalties are outlined in FCPS Regulation 400-8. Limited exceptions are provided: students with disabilities who require portable pagers for medical reasons, students whose portable pagers are contained in vehicles and are not found to be connected with criminal activity, visitors to an authorized program, employees, and designated members of emergency services. Laser pointers are prohibited and will be confiscated if brought on school premises. ★

## RELIGIOUS EXPRESSION

The Supreme Court has repeatedly held that the First Amendment of the U.S. Constitution requires public school officials to be neutral in their treatment of religion. A school system can neither show favoritism toward nor hostility against religious activity and protects religious activity that is initiated by private individuals. Accordingly, it is the board's position that schools be guided by applicable judicial decisions interpreting the religious clauses of the First Amendment. ★

## SEARCHES ON SCHOOL PROPERTY

At unannounced and randomly selected times, police canine units will visit schools to inspect locker areas, other areas of the buildings, and cars in the school parking lot. The continuing effort to keep Frederick County public schools drug 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. Strip searches by school personnel are prohibited. ★

## 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 they have 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 Associate Superintendent for Curriculum, Administration, and School Improvement.

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.

### CONFIDENTIALITY

The school system will respect the confidentiality of the complainant, witnesses, and the individual against whom the complaint is filed as much as 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

### CONFIDENTIALITY /RELEASE OF STUDENT INFORMATION

Student records are accumulated and maintained by teachers and other school personnel in accordance with federal regulation and state law. 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.

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 school principal.

Parents and legally aged students may question, at a hearing, the content of school records should they believe the records are inaccurate, misleading, or otherwise in violation of the student's rights.

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Frederick County Public Schools (FCPS), 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.

Examples include:

- 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, two federal laws

require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters 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 LEA that they do not want their student'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

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.

*\* As outlined in the Family Educational Rights and Privacy Act, Section 99.31(a)(6), personally identifiable information from a student's educational record may be disclosed to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests, administer student aid programs or improve instruction. This information is destroyed when no longer needed for the purposes for which the study was conducted. State and local educational institutions may also have access to records to meet federal or state educational requirements.*

### STUDENT 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 Frederick County Public Schools do not conduct surveys concerning the protected areas listed below, or require invasive physical examinations as described below, this federal PPRA legislation requires all districts to provide parents and students with annual notice of their rights.

**Student Surveys and Collection of Records**  
*continued on page 36*

### Student Surveys and Collection of Records *continued from page 35*

These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education:
- political affiliations or beliefs of the student or student's parent
- mental or psychological problems of the student or student's family
- sexual behavior or attitudes
- illegal or antisocial self-incriminating or demeaning behavior
- critical appraisals of others with whom respondents have close family relationships
- legally recognized privileged relationships such as with lawyers, doctors or ministers
- religious practices, affiliations or beliefs of the student or parent
- income, other than as required by law, to determine program eligibility

The Protection of Pupil's Rights Amendment also provides parents or eligible students the right to receive notice and an opportunity to opt out of:

- Any other protected information survey, regardless of funding
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of the student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law
- Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Parents or eligible students may inspect, upon request and before the administration or use, information surveys of students, instruments used to collect personal information from students from any of the above marketing, sales, or other distribution purposes, and instructional material used as part of the educational curriculum.

### 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 they last attended. ★

### TEACHER QUALIFICATIONS

The "No Child Left Behind" Act of 2002, a federal law, gives families 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 the State of 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 paraprofessional.

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, employment policies regarding marital or parental status of students and treatment of students. All students and employees are covered by this law.

Questions or concerns about the application of Title IX should be directed to the Executive Director of Legal Services, who serves as the Title IX coordinator for FCPS. The Title IX coordinator will work with appropriate staff to conduct an investigation and will respond in writing within 30 days of the findings and recommendations within confidentiality guidelines. A complainant who wishes to appeal the decision of the Title IX coordinator may submit a letter of appeal to the Superintendent as outlined under Maryland law §4-205(c) of the Annotated Code of Maryland or exercise his/her rights directly with the Office of Civil Rights. ★

### 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. ★

### USING SCHOOLS AFTER HOURS

FCPS encourages the use of school facilities by the public 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 are found in the publication After-Hours Use of School Facilities Policy and Procedures, available from the building principal.

To apply, contact the principal of the school building you wish to use. ★

### VISITORS TO SCHOOLS

All visitors are required to register at the main office upon arrival and may be required to 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. ★

# DISCIPLINE

## PHILOSOPHY

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

Disciplinary consequences are designed to change inappropriate behavior, encourage more effective habits of conduct and promote the development of self-discipline. While accountability is essential, inappropriate behavior cannot be effectively addressed solely through punishment.

Consistent with the belief that we continuously teach by example and that training is important in the development of good citizens, the school system adopts the principles of conflict resolution. The implementation of this program will assist in providing students, parents, staff, and the community with lifelong skills necessary to create and maintain an environment that recognizes and rewards ethical, nonviolent behavior.

In order to maintain a healthy, inviting school climate where desired learning and development will occur, all individuals will be expected to adhere to this philosophy or lose their right to remain in the school setting.

## DISCIPLINARY POLICIES

The school administrator has responsibility for taking action based on a knowledge of the facts of the incident and the needs of the student. The following list of minimum and maximum disciplinary actions does not imply or require a progression of increasing severity. Some of the violations are criminal offenses and, if so, appropriate legal authorities would need to be informed.

Students may also be disciplined for activities off of school property and not during school-sponsored activities if school administrators have a reasonable belief that the health and/or safety of the student or others in school may be in danger, or that school operations or activities may be disrupted.

## DEFINITIONS

(1) Probation (Prob.) – trial period for a pupil to change undesirable behavior and still remain in the school.

(2) In-school suspension – exclusion within the school building of a student from the regular education program for up to but not more than ten school days.

(3) Suspension (Susp.) – temporary removal of a student from classes and/or activity by the principal for up to and including ten days. Make-up work is allowed for credit. The student has the responsibility to request make-up work from the teacher within two days upon return to school and to have it completed within a reasonable time, as determined by the teacher.

(4) Extended suspension (Ext. Susp.) – temporary prohibition of student attendance by the Superintendent for eleven to twenty days. Make-up work is allowed for credit. The student has the responsibility to request make-up work from the teacher within two days after returning to school and to have it completed in a reasonable amount of time, as determined by the teacher.

(5) Expulsion (Exp.) (separate and exclusive from suspension) – prohibition of student attendance by the Superintendent for a period in excess of 20 days. Expelled students will be withdrawn from school, and make-up work will not be allowed.

(6) Possession – Possession includes, but is not limited to, having control over, or the right to use, even if the control or right is shared with others. Possession does not require ownership.

Examples:

A. At a party, any student with alcohol and/or drugs on his/her person or property or who has used them is “in possession.” Just being in the vicinity where they are located or possessed by another is not “in possession.”

B. In a car, off school grounds, students are considered to be “in possession” who have used alcohol or drugs and/or have them on their persons or property. A student who knowingly operates or knowingly controls a car in which there are drugs or alcohol is “in possession.”

C. A student brings a firearm onto school property and then gives it to another student to keep. Both students would be considered to be “in possession” of the firearm.

(7) Restitution – Effective October 1, 1996, the General Assembly requires restitution in the form of monetary reimbursement (up to \$2,500) or school work projects from students or their parents when the student damages school or personal property.

(8) Search and Seizure – A school administrator may make a search of a student, his/her locker, automobile, or personal property when the administrator has reasonable belief that the student has in his/her possession an item, the possession of which is a criminal offense, violates civil laws, or violates school rules.

## GENERAL MEASURES

The following chart indicates disciplinary measures which may be used in all schools and designates staff members authorized to use them.

Measure	Teacher	Administrator
a. activity suspension - 1	X	X
b. bus suspension	X	
c. class suspension	X	X
d. detention after school	X	X
e. in-school suspension		X
f. out-of-school suspension - 2		X
g. parent-administrator conference		X
h. parent-teacher conference	X	
i. parent-teacher-student conference	X	
j. parent-teacher-administrator conference	X	X
k. parent-teacher-student-administrator conference	X	X
l. probation		X
m. recommendation for expulsion		X
n. refer to agency		X
o. refer to alternative program		X
p. refer to counselor	X	X
q. teacher-student conference	X	
r. warning	X	X
s. refer to police		X

1 – by the teacher primarily responsible for the activity  
 2 – by the administrator for a period up to ten days; requests for extended suspension or expulsion must be approved by the Superintendent or a designated representative.

**NOTE:** A coach or activity supervisor cannot establish rules more or less restrictive than those placed in policy and procedures. Coaches or supervisors may enforce other rules approved by the principal if placed in writing and signed by the student and parent.

**CONSEQUENCES BY SCHOOL LEVEL**

**I. RESPECT FOR THE PERSONAL RIGHTS OF OTHERS**

*Caring, Respect, Responsibility*

All of us have a responsibility to treat one another with courtesy and respect. If students become angry or upset with anyone, they should make use of the resources available to them in school to reach a peaceful resolution to their problems.

These resources include: guidance counselors, school support teachers, and administrators. These supportive and peaceful methods may not always provide an immediate solution to conflicts, but they frequently provide a more permanent resolution and teach valuable skills useful throughout one's lifetime. Should a student choose not to follow the appropriate methods of conflict resolution, the following consequences will occur.

**A mandatory parent conference is required for any violation in this section. Where appropriate, the use of conflict resolution and peer mediation techniques should be applied. It may also be necessary to make a law enforcement referral.**

**ASSAULT:**

the unlawful attempt, coupled with a present ability, to commit a violent physical attack upon a person. This includes threatening language or gestures without actually touching another person.

**BATTERY:**

any willful and unlawful use of force or violence upon another person.

**FIGHTING:**

mutual aggression in which both parties have contributed to the situation by verbal and/or physical action.

**HAZING:**

any action taken or situation created that causes or is reasonably likely to cause harassment, bodily danger, or physical harm, serious mental or emotional harm, extreme embarrassment or ridicule or loss of dignity to another student.

**VERBAL ABUSE:**

disrespectful and/or inappropriate language directed toward another person.

HIGH		MIDDLE		ELEMENTARY	
Min. Days	Max. Days	Min. Days	Max. Days	Min. Days	Max. Days

1*	Exp.*	Prob.*	Exp.*	Prob.*	Exp.*
3*	Exp.*	1*	Exp.*	Prob.*	Exp.*
3*	Exp.*	1*	Exp.*	Prob.*	10*
3*	Exp.*	1*	Exp.*	Prob.*	Exp.*
Prob.*	10*	Prob.*	10*	Prob.*	10*

**II. RESPONSIBILITY AND RESPECT FOR PROPERTY**

*Fairness, Citizenship, Trustworthiness*

All of us have the right to expect our property to be secure, and all of us have the responsibility to respect the property of others. This includes property belonging to students, staff, and FCPS. Should a student choose not to respect others' rights or property, the following consequences will occur.

*(Police involvement will also occur when appropriate.)*

**EXTORTION:**

the obtaining of property from another, with or without that person's consent, by a wrongful use of force, fear, or threat. The parent or guardian shall be liable for all damages so caused by the student.

**THEFT:**

the unlawful taking of property or obtaining property by false pretense. The parent or guardian shall be liable for all damages so caused by the student.

**WILLFUL DAMAGE OF SCHOOL PROPERTY:**

willfully cutting, defacing, or otherwise injuring in any way any property, real or personal, belonging to the school district. The parent or guardian shall be liable for all damages so caused by the student.

**WILLFUL DAMAGE TO PROPERTY BELONGING TO OTHERS:**

willfully cutting, defacing, or otherwise injuring in any way any property, real or personal, belonging to another. The parent or guardian shall be liable for all damages so caused by the student.

**UNAUTHORIZED ACCESS TO COMPUTER NETWORKS:**

hacking (to gain illegal or unauthorized access to a file or network) or use of another user's account. The student's computer privileges may be revoked.

1 (with restitution as required by law)	Exp.	1 (with restitution as required by law)	Exp.	Prob. (with restitution as required by law)	Exp.
Prob. (with restitution as required by law)	Exp.	Prob. (with restitution as required by law)	Exp.	Prob. (with restitution as required by law)	Exp.
Prob. (with restitution as required by law)	Exp.	Prob. (with restitution as required by law)	Exp.	Prob. (with restitution as required by law)	Exp.
Prob. (with restitution as required by law)	Exp.	Prob. (with restitution as required by law)	Exp.	Prob. (with restitution as required by law)	Exp.
Prob.	Exp.	Prob.	Exp.	Prob.	Exp.

### III. RESPONSIBILITY FOR MAINTAINING PUBLIC DECENCY AND ETHICAL BEHAVIOR

*Trustworthiness, Caring, Respect*

The nature of the school experience demands the highest standards of integrity on the part of all involved. Students have the responsibility to conduct themselves in a manner that demonstrates respect for themselves, each other, the school staff, and the school community. Positive values and attitudes are imperative for student success in the school community as well as in life. Students who choose not to behave in this manner face the following consequences:

**GAMBLING:**

the playing of a game of chance for stakes.

Prob. 10 Prob. 10 Prob. 10

**PLAGIARISM–CHEATING:**

the unauthorized use of another person’s work or talents or the providing of one’s own work to another for an unauthorized purpose. Any grades or credit earned by those involved in such action will be disallowed.

Prob. Exp. Prob. Exp. Prob. Exp.

**VULGARITY/PROFANITY:**

language that is inappropriate, disgusting or repulsive to the senses.

Prob. 10 Prob. 10 Prob. 10

**OFFENSIVE SOCIAL BEHAVIOR:**

activities that are an infraction of acceptable social actions.

Prob. 10 Prob. 10 Prob. 10

**DISCRIMINATORY PRACTICES:**

activities that are intended to be offensive to one’s race, religion, heritage, gender, or disability, including sexual harassment. Offenders will be required to participate in an educational activity. This activity, designed by the school administrator, counselor, or school team, and approved by the building principal, is intended to educate, sensitize, and instill openness, tolerance, and non-discrimination.

1\* Exp.\* 1\* 10\* Prob.\* 10\*

### IV. RESPONSIBILITY FOR MAINTAINING PUBLIC HEALTH AND SAFETY

*Citizenship, Responsibility, Caring*

The school community considers the health and safety of our students extremely important. Violations in this area are not only a threat to the individual, but also the school community. Therefore, in order to protect the individual student and the total school environment, health and safety violations are considered serious.

The police shall be notified when a student is in possession of a firearm or weapon or is distributing, using, or believed to be under the influence of drugs, alcohol, or inhalants as described in this section.

Any student who is involved with dangerous drugs or alcohol must complete a substance abuse assessment before returning to school.

**DRUGS, NARCOTICS, OR CONTROLLED DANGEROUS SUBSTANCES:**

\*\*possession, use, or being under the influence to any degree of any of the substances which are, or have the appearance of, narcotics, controlled dangerous substances, or drugs (prescription or non-prescription) used outside of their legal medical purposes; or possession of drug paraphernalia. Steroids are considered a drug.

5\* Exp.\* 3\* Exp.\* Prob.\* Exp.\*

**SNIFFING OR INHALING HARMFUL SUBSTANCES:**

the deliberate sniffing or inhaling of substances releasing toxic vapors which cause intoxication, excitement, or dulling of the brain or nervous system.

5\* Exp.\* 5\* Exp.\* Prob.\* Exp.\*

**ALCOHOL:**

\*\*possession, use, or being under the influence to any degree of any alcoholic product while on school grounds or at school-sponsored activities.

5\* Exp.\* 3\* Exp.\* Prob.\* Exp.\*

**DISTRIBUTION:**

dispensing or conspiring to dispense, with or without the exchange of money, drugs, narcotics, controlled dangerous substances, drug paraphernalia, inhalants, alcohol, or any substance having the appearance of these items.

Ext. Susp.\* Exp.\* 5\* Exp.\* 5\* Exp.\*

**TOBACCO:**

\*\*possession or use of any type of tobacco product. *The Maryland Assembly passed legislation requiring the police to issue a citation to children under the age of 18 found in possession of, or using, tobacco products. Students will be suspended 1 day – first offense; 3 days – second offense; 5 days – third offense. The police shall be notified upon the fourth offense and each subsequent offense.*

1 10 1 10 1 10

\*Parent conference at school is mandatory. \*\*Refer to definition of possession, p. 37.

DISCIPLINARY POLICIES CONTINUED:

CONSEQUENCES BY SCHOOL LEVEL

**IV. RESPONSIBILITY FOR MAINTAINING PUBLIC HEALTH AND SAFETY (continued):**

**DRUGS/ALCOHOL/TOBACCO/DRUG PARAPHERNALIA – STUDENT ATHLETES:**

the distribution, possession, and/or use of drugs, alcohol, tobacco, or drug paraphernalia on/off school property, under or not under school supervision.

**DRUGS/ALCOHOL/TOBACCO/DRUG PARAPHERNALIA – NON-ATHLETES:**

the distribution, possession, and/or use of drugs, alcohol, tobacco, or drug paraphernalia on/off school property, under or not under school supervision, by students participating in extracurricular or co-curricular activities.

**WEAPON POSSESSION:**

\*\*possession of any instrument such as a knife, brass knuckles, chains, or any other implement that the school administrative staff deems could inflict bodily harm, or any look-alike weapon.

**FIREARM POSSESSION:**

\*\*possession of any weapon from which a shot is discharged by gunpowder. Possession of a firearm (loaded or unloaded) can carry a disciplinary action of permanent removal from Frederick County Public Schools. Any pellet gun capable of producing the same or similar muzzle velocity of any firearm will be considered a firearm under this regulation. *Note: Per Maryland law, the superintendent may specify, on a case-by-case basis, a shorter period of expulsion or an alternative educational setting.*

**SERIOUS ACTS BY STUDENT LEADERS:**

students holding leadership positions or representing the school through academics, athletics and/or activities such as a club or organization, who commit an offense classified as a serious, unlawful act in the community or a serious suspendible offense.

**STUDENTS COMMITTING VIOLENT OFFENSES OFF CAMPUS:**

include, but are not limited to, committing or attempting to commit murder, rape, or assault with a deadly weapon.

Violations listed below shall result in the notification of the Fire Marshall.

**EXPLOSIVE DEVICES AND FIREWORKS:**

the possession or detonation of any explosive device or fireworks.

**BOMB THREAT:**

false notification of impending explosion or presence of a bomb.

**ARSON:**

any person attempting to, aiding in, or setting fire to the property of another.

**FALSE FIRE ALARM:**

illegally activating a fire alarm or issuing a false fire alarm.

**DISCHARGING FIRE EXTINGUISHERS:**

willfully and maliciously discharging a fire extinguisher.

HIGH		MIDDLE		ELEMENTARY	
Min. Days	Max. Days	Min. Days	Max. Days	Min. Days	Max. Days

Removal from extracurricular programs for the remainder of the season. This is effective only during the school year and is not effective beginning the day after the last day of the school year for students until August 15, or the first beginning practice date for fall sports, or the first day for students, whichever is first. A participating student athlete found in possession or use of drugs, alcohol, or tobacco shall be removed from the athletic extra curricular activity for the remainder of the season or 20 days, whichever is greater. If less than 20 days remain in the current season or the athletic event, the remainder of the 20 days will be served beginning the first day of the next athletic event in which the student participates.

A student found in possession and/or use of drugs or alcohol during the school day, or under school supervision and any place beyond the school day, shall be excluded from the extracurricular, co-curricular, club, or student representative activity for 20 school days. The co-curricular activities are those listed in the course catalog as requiring participation in the after-school activity as a part of the grade. Currently listed are: Marching Band, Concert Band, Jazz Band, Choir, Orchestra, Theatre Arts, and Music Studies. Make-up work will be arranged by the teacher at the request of the student.

A student violating these rules who is involved in an athletic and a non-athletic activity as described above will be disciplined in both.

3	Exp.*	Prob.*	Exp.*	Prob.*	Exp.*
Permanent Removal*		Minimum*: Removal for the remainder of the school year plus 1 year Exp.		1 year Exp.	Perm Remov.*
		Maximum*: Permanent Removal			

Student may be removed from the position. Arrest, conviction, or legal judgment is not required.

If a student is charged with committing an act of violence off of school property or during non-school hours, an assessment team will, as soon as practicable, convene to review the student's behavior and condition. The assessment team will promptly report, in writing, to the Superintendent its conclusions and recommendations regarding the student and the most appropriate educational placement or program. During this assessment period, and where appropriate, the student shall receive home teaching. Home teaching will not be provided during school closings.

3*	Exp.	Prob.	Exp.	Prob.	10
Ext. Susp.	Exp.	Ext. Susp.	Exp.	Prob.	10
Ext. Susp.	Exp.	Ext. Susp.	Exp.	Prob.	Exp.
Ext. Susp.	Exp.	Ext. Susp.	Exp.	Prob.	10
3	Exp.	3	Exp.	Prob.	10

## V. RESPECT FOR SCHOOL ADMINISTRATIVE PROCEDURES

### *Fairness, Citizenship, Responsibility*

In any organization, and especially in a school, rules are established to protect the rights of everyone and to maintain a level of order that encourages academic and personal growth and success.

The overwhelming majority of students in Frederick County attend school daily, are respectful, and are attentive to those in positions of authority and, if they make a mistake, are honest and contrite about their error and successfully take the steps necessary not to make the same mistake again.

Students who are disrespectful, truant, or insubordinate face the following consequences:

#### **DEFIANCE OF AUTHORITY:**

the willful refusal or failure to follow a legal direction/order given by a staff member.

#### **CONTINUED WILLFUL DISOBEDIENCE:**

repeated refusal or failure to follow school rules and regulations.

#### **DISRUPTIVE BEHAVIOR:**

actions which interfere with the effective operations of the school.

#### **FALSE IDENTIFICATION:**

refusal to give identification or giving a false identification when requested to do so by a staff member.

#### **FORGERY:**

falsifying signatures or data on official records.

#### **LEAVING CAMPUS:**

leaving campus during school hours without proper clearance.

#### **MISBEHAVIOR ON SCHOOL BUSES:**

Bus drivers are responsible for the orderly conduct of pupils while they are on the school bus. Continued disorderly conduct or severe misbehavior shall be sufficient reason for the principal to deny bus transportation.

#### **STUDENT ATTIRE:**

Students shall be clean and neatly dressed in a manner that will be decent and not hazardous to the health and safety of the student or others, and not disruptive of the educational program of the school. For health reasons, bare feet will not be allowed.

#### **VIOLATION OF SUSPENSION:**

being present on a school campus or at a school activity while on suspension.

#### **VISITING OTHER CAMPUS:**

the unauthorized presence during school hours on a school campus other than the assigned campus.

#### **REFUSAL TO ALLOW SEARCH AND SEIZURE:**

willful refusal to cooperate with a school administrator at any time during a search of the student's person or property.

#### **CLASS CUTTING:**

absence from class without permission.

#### **TRUANCY:**

absence from school without permission. Chronic offenders will be referred to a pupil personnel worker and may receive court intervention.

#### **PORTABLE PAGERS AND CELLULAR TELEPHONES:**

Students are not permitted to bring these items into the school building. Such items may be maintained in a vehicle if not connected with criminal activity. Students shall not be permitted to go to their vehicle during school hours to use the phone. Students bringing cellular telephones into the school will receive disciplinary consequences, as outlined in this section, and parents or guardians may retrieve the phone from the school administrator.

Exempted are students with disabilities who need the portable pagers or cellular telephones for medical reasons; and members of a fire department, ambulance company, or rescue squad who have furnished to the principal written authorization from their chief.

#### **LASER POINTERS:**

Students are not permitted to bring laser pointers into the school building. Laser pointers are prohibited and will be confiscated if brought onto school premises. Parents or guardians may retrieve the laser pointer from the school administrator.

#### **RECKLESS DRIVING:**

driving on school property in such a manner as to endanger persons or property. Offenders may have their driving privileges revoked by the school.

#### **PARKING:**

parking in an unauthorized area on school property. The student's parking privileges may be revoked.

#### **COMPUTER USAGE:**

unauthorized use of computers or use that violates the acceptable use regulation (400-73). The student's computer privileges may be revoked.

Prob.	10	Prob.	10	Prob.	10
1	Exp.	1	Exp.	Prob.	Exp.
Prob.	Exp.	Prob.	Exp.	Prob.	Exp.
1	10	1	10	Prob.	10
Prob.	10	Prob.	10	Prob.	10
Prob.	10	Prob.	10	Prob.	10
Prob.	10	Prob.	10	Prob.	10
1	10	1	10	Prob.	10
Prob.	10	Prob.	10	Prob.	10
Ext. Susp.	Exp.	Ext. Susp.	Exp.	Prob.*	Exp.
Prob.	10	Prob.	10	Prob.	Prob.*
Prob.	10	Prob.	10	Prob.	Prob.*
Prob.	10	Prob.	10	Prob.	Prob.
Prob.	10	Prob.	10	Prob.	Prob.
Prob.	Exp.				
Prob.	Prob.				
Prob.	Exp.	Prob.	Exp.	Prob.	Exp.

\*Parent conference at school is mandatory. \*\*Refer to definition of possession, p. 37.

## STUDENT RIGHTS AND RESPONSIBILITIES

### STUDENT RIGHTS AND RESPONSIBILITIES DOCUMENT

The following policy, adopted in January 1975 and edited in May 1985 and January 1993, 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.
  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 (10) days or expulsion
    - a. The principal must determine whether the pupil has committed an offense or has a behavioral problem of a nature as to require a recommendation to the Superintendent of Schools that the pupil be suspended in excess of ten (10) school days or that the pupil be expelled.



- b. The principal should provide 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 the following:
    - (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 of Schools that the suspension be for a period in excess of ten (10) 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, s/he must prepare a request for extended suspension or expulsion and forward it to the Superintendent of Schools 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 will discuss the facts regarding his/her recommendations with the supervisor of pupil personnel and the appropriate director.
  - g. The final recommendation will be submitted to the associate superintendent of Curriculum, Administration, and School Improvement. If the associate superintendent supports the recommendation he/she will notify the student and parent of the suspension/expulsion.
  - h. If, on the basis of this investigation, the associate superintendent 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 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 parent or guardian shall have the right to appeal to the Board of Education within ten (10) 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 associate superintendent for Curriculum, Administration, and School Improvement, and the pupil personnel worker.
  - j. An appeal to the Board of Education shall not operate as a stay of the decision of the Superintendent of Schools, and the pupil will remain on suspension during the interval.
  - k. The decision of the Board of Education following the hearing shall be final.
- B. Each secondary school in Frederick County shall establish a procedure for the 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. A panel of students, representative of the total school population;
      - b. A panel of faculty members chosen by the student body;
      - c. A panel of equal number of students, faculty, and parents selected by the student body;
      - d. A panel of 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.

#### 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, 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 16 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.

#### 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, 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.
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."

**Rights**

- C. Student Involvement
  - 1. School Policy and Curriculum
    - a. Students shall be guaranteed a procedure which 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.)
  - 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.

**Responsibilities**

- 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.
  - 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 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.
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 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)

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. 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

# FCPS CENTRAL OFFICE DIRECTORY

## MAIN ADMINISTRATIVE ADDRESSES

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Frederick, Maryland 21702

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**INTERNET ADDRESS**  
www.fcps.org

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## BOARD OF EDUCATION

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## COMMUNITY SERVICES

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Max White, Curriculum Specialist

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Catoctin Area: William P. Derbyshire, Coordinator

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Frederick Area: Eileen C. McGrath, Coordinator

301-696-6970 Fax 301-696-6976

Gov. Thomas Johnson Area: Christina Karszen, Coordinator

301-696-6972 Fax 301-696-6976

Linganore Area: Cornelia F. Reynolds, Coordinator

240-236-5512 Fax 240-236-5501

Middletown Area: Ginger Hart, Coordinator

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## Curriculum and Administration – Elementary continued

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### Learning/Language Support Program

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### Mathematics, K-5

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### Physical Education and Health, K-5

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Kathy Prichard; Teacher Specialists

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### Science, K-5

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### Social Studies/Language Arts, K-5

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### English and Language Arts, 6-12

Dr. Bonnie Hain, Curriculum Specialist

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### Foreign Languages, 6-12

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## Fiscal Services continued

### Food Service

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### Payroll

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### Purchasing

Lisa Freeman, Purchasing Officer

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### Transportation

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### Warehouse/Property Accountability

Meredith Hudson, Assistant Manager

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## HUMAN RESOURCES

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### Certificated Personnel

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Joyce Harris, Personnel Officer (elementary/special ed staffing)

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Sunora Knill, Personnel Officer (specials staffing)

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Elizabeth Huber, Substitute Coordinator (substitute staffing)

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### Certification

Nancy Slovikosky, Audit Officer

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### Employee Benefits

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### Support Personnel

Robert Hagans, Human Resources Officer

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### Vacancy Hotline

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### Substitute Calling System

301-644-5106

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Tuscarora Area: Pamela A. H. Miller, Coordinator  
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Urbana Area: Deborah W. Swiderski, Coordinator  
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Walkersville Area: Kristen Spear, Coordinator  
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#### Printing

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#### School-to-Careers

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#### Television

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#### Transition Education, Volunteers, Student Service Learning

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#### COUNSELING AND STUDENT SUPPORT

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#### Education That Is Multicultural/Gifted and Talented

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#### Gifted and Talented, Renzulli Enrichment

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Joseph Heidel, Guy Hofer, Tim Policastro; Pupil Personnel Workers  
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# DIRECTORY OF SCHOOLS

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- Carroll Manor\***  
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Monrovia, MD 21770  
240-236-3400 Fax 240-236-3401
- Hillcrest\*♦**  
Grason Jackson, Principal  
1285 Hillcrest Drive  
Frederick, MD 21703  
240-236-3200 Fax 240-236-3201
- Kemptown**  
Steve Parsons, Principal  
3456 Kemptown Church Road  
Monrovia, MD 21770  
240-236-3500 Fax 240-236-3501
- Lewistown**  
Tess Blumenthal, Principal  
11119 Hessong Bridge Road  
Thurmont, MD 21788  
240-236-3750 Fax 240-236-3751
- Liberty\***  
Linda Wiles, Principal  
11820 Liberty Road  
Libertytown, MD 21762  
240-236-1800 Fax 240-236-1801
- Middletown**  
Vicky Stultz, Principal  
201 East Green Street  
Middletown, MD 21769  
240-236-1100 Fax 240-236-1150
- Monocacy\***  
Sherry Collette, Principal  
7421 Hayward Road  
Frederick, MD 21702  
240-236-1400 Fax 240-236-1401
- Myersville**  
Mark Pritts, Principal  
Lushbaugh Way  
Myersville, MD 21773  
240-236-1900 Fax 240-236-1901
- New Market**  
Linda Hezlep, Principal  
93 West Main Street  
New Market, MD 21774  
240-236-1300 Fax 240-236-1301
- New Midway (Grades 4-5)**  
Bonna Loverock, Principal  
19226 Woodsboro Pike  
Keymar, MD 21757  
240-236-1500 Fax 240-236-1501
- North Frederick\*♦**  
Dr. Keith Harris, Principal  
1001 Motter Avenue  
Frederick, MD 21701  
240-236-2000 Fax 240-236-2001
- Oakdale**  
Dr. Judy Sherman, Principal  
9850 Old National Pike  
Ijamsville, MD 21754  
240-236-3300 Fax 240-236-3301
- Orchard Grove**  
Cheryl Crawford, Principal  
5898 Hannover Drive  
Frederick, MD 21703  
240-236-2400 Fax 240-236-2401
- Parkway\*♦**  
Yvonne Johns, Principal  
300 Carroll Parkway  
Frederick, MD 21701  
240-236-2600 Fax 240-236-2601

♦ Full-day Kindergarten

\* Prekindergarten program available

\*\* Future numbers

- Sabillasville**  
Kelly Benveni, Principal  
16210-B Sabillasville Road  
Sabillasville, MD 21780  
301-271-4005 Fax 301-271-3545  
301-241-3070  
\*\*240-236-6000 240-236-6001
- South Frederick\*♦**  
Ann Reeve, Principal  
200 Madison Street  
Frederick, MD 21701  
Grades PreK-1  
(A) 240-236-2650 Fax 240-236-2763  
Grades 2-5  
(B) 240-236-2650 Fax 240-236-2651
- Spring Ridge\*♦**  
Laura Guthrie, Principal  
9051 Ridgefield Drive  
Frederick, MD 21701  
240-236-1600 Fax 240-236-1601
- Thurmont**  
Suzanne O'Toole, Principal  
805 East Main Street  
Thurmont, MD 21788  
240-236-0900 Fax 240-236-0901
- Thurmont Primary\***  
Debra Myers, Principal  
7989 Rocky Ridge Road  
Thurmont, MD 21788  
240-236-2800 Fax 240-236-2801
- Tuscarora**  
Steve Lockard, Principal  
Frederick, MD  
Opening 2004-2005
- Twin Ridge**  
H. Peter Storm, Principal  
1106 Leafy Hollow Circle  
Mt. Airy, MD 21771  
240-236-2300 Fax 240-236-2301
- Urbana**  
Connie Banes, Principal  
3554 Urbana Pike  
Frederick, MD 21704  
240-236-2200 Fax 240-236-2201
- Valley**  
Paul Smith, Principal  
3519 Jefferson Pike  
Jefferson, MD 21755  
240-236-3000 Fax 240-236-3001
- Walkersville\***  
Stephanie Brown, Principal  
83 Frederick Street  
Walkersville, MD 21793  
240-236-1000 Fax 240-236-1050
- Waverley\*♦**  
Barbara Nash, Principal  
201 Waverley Drive  
Frederick, MD 21702  
240-236-3900 Fax 240-236-3901
- Whittier\***  
Lynda Johnson, Principal  
2400 Whittier Drive  
Frederick, MD 21702  
240-236-3100 Fax 240-236-3101
- Wolfsville\***  
Lynnea Richards, Principal  
12520 Wolfsville Road  
Myersville, MD 21773  
240-236-9250 Fax 240-236-9251
- Woodsboro (Grades PreK-3)\***  
Bonna Loverock, Principal  
101 Liberty Road  
Woodsboro, MD 21798  
240-236-3700 Fax 240-236-3701
- Yellow Springs**  
Gerald DeGrange, Principal  
8717 Yellow Springs Road  
Frederick, MD 21702  
240-236-1700 Fax 240-236-1701

## MIDDLE

- Ballenger Creek**  
Aaron D. Phillips, Principal  
5525 Ballenger Creek Pike  
Frederick, MD 21703  
240-236-5700 Fax 240-236-5701
- Brunswick**  
Arthur Fairweather, Principal  
301 Cummings Drive  
Brunswick, MD 21716  
240-236-5400 Fax 240-236-5401
- Crestwood**  
Kathleen Hartsock, Principal  
Frederick, MD  
Opening 2004-2005
- Governor Thomas Johnson**  
Michelle Concepcion, Principal  
1799 Schifferstadt Boulevard  
Frederick, MD 21701  
240-236-4900 Fax 240-236-4901
- Middletown**  
Donna Faith, Principal  
100 High Street  
Middletown, MD 21769  
240-236-4200 Fax 240-236-4250
- Monocacy**  
Dr. Steven Arlen, Principal  
8009 Opossumtown Pike  
Frederick, MD 21702  
240-236-4700 Fax 240-236-4701
- New Market**  
Carolyn Kimberlin, Principal  
125 West Main Street  
New Market, MD 21774  
240-236-4600 Fax 240-236-4650
- Oakdale**  
Sally Smith, Principal  
9840 Old National Pike  
Ijamsville, MD 21754  
240-236-5500 Fax 240-236-5501
- Thurmont**  
Claire Kondig, Principal  
408 East Main Street  
Thurmont, MD 21788  
240-236-5100 Fax 240-236-5101
- Walkersville**  
Larkin Hohnke, Principal  
55 Frederick Street  
Walkersville, MD 21793  
240-236-4400 Fax 240-236-4401
- West Frederick**  
Dr. Paulette Shockey, Principal  
515 West Patrick Street  
Frederick, MD 21701  
240-236-4000 Fax 240-236-4050
- Windsor Knolls**  
Mita Badshah, Principal  
11150 Windsor Road  
Ijamsville, MD 21754  
240-236-5000 Fax 240-236-5001

## HIGH

- Brunswick**  
Melvin Whitfield, Principal  
101 Cummings Drive  
Brunswick, MD 21716  
240-236-8600 Fax 240-236-8601
- Catoctin**  
Ann Bonitatibus, Principal  
14745 Sabillasville Road  
Thurmont, MD 21788  
240-236-8100 Fax 240-236-8101
- Frederick**  
Denise Fargo-Devine, Principal  
650 Carroll Parkway  
Frederick, MD 21701  
240-236-7000 Fax 240-236-7015
- Governor Thomas Johnson**  
Marlene Tarr, Principal  
1501 North Market Street  
Frederick, MD 21701  
240-236-8200 Fax 240-236-8201
- Linganore**  
Margaret Lyburn, Principal  
12013 Old Annapolis Road  
Frederick, MD 21701  
240-236-7800 Fax 240-236-7801
- Middletown**  
Dr. Debra Munk, Principal  
200 Schoolhouse Drive  
Middletown, MD 21769  
240-236-7400 Fax 240-236-7450
- Tuscarora**  
Jay Berno, Principal  
5312 Ballenger Creek Pike  
Frederick, MD 21703  
240-236-6400 Fax 240-236-6401
- Urbana**  
Dr. George Seaton, II, Principal  
3471 Campus Drive  
Ijamsville, MD 21754  
240-236-7600 Fax 240-236-7601
- Walkersville**  
Kristi Mitchell, Principal  
81 Frederick Street  
Walkersville, MD 21793  
240-236-7200 Fax 240-236-7250

## OTHER

- Adult Education/  
Flexible Evening High**  
Richard Ramsburg, Principal  
44 Frederick Street  
Walkersville, MD 21793  
240-236-8450 Fax 240-236-8451
- Career and Technology  
Center**  
Earl F. Miller, Jr., Principal  
7922 Opossumtown Pike  
Frederick, MD 21702  
240-236-8500 Fax 240-236-8501
- Earth and Space Science  
Center**  
Mark Bowman and Jeff Grills,  
Co-Directors  
South Frederick Elementary "B"  
250 Madison Street  
Frederick, MD 21701  
240-236-2694 Fax 240-236-2693
- Heather Ridge School**  
Frank Vetter, Principal  
1445 Taney Avenue  
Frederick, MD 21702  
240-236-8000 Fax 240-236-8001
- Monocacy Valley Montessori  
School**  
Bettejane Weiss, Principal  
2421 Monocacy Blvd.  
Frederick, MD 21701  
301-668-5013 Fax 301-668-5015
- Rock Creek School**  
Gael Butcher, Principal  
191 Waverley Drive  
Frederick, MD 21702  
240-236-8700 Fax 240-236-8701
- Special Education and  
Treatment Program (SET)  
(located at Lewistown ES)**  
Tess Blumenthal, Principal  
11119 Hessong Bridge Road  
Thurmont, MD 21788  
240-236-3750 Fax 240-236-3751



## OTHER USEFUL NUMBERS\*

<b>Child Find</b>	301-644-5292	Fax 301-644-5305
<b>Even Start Program</b>	240-236-8780	Fax 240-236-8781
<b>Family Partnership</b>	301-846-2206	Fax 301-846-2209
<b>Ferko (credit union)</b>	301-662-7266	Fax 301-662-4525
<b>Frederick Association of School Support Employees (FASSE)</b>	Steve Brako, President 301-620-9217	Fax 301-620-8976
<b>Frederick County Health Department</b>	School Health Division 301-631-3312	Fax 301-631-3308
<b>Frederick County Teachers Association (FCTA)</b>	Nancy Dietz, President 301-662-9077	Fax 301-662-9205
<b>Judy Center</b>	240-236-8770	Fax 240-236-8774
<b>Maryland State Department of Education</b>	410-767-0100	
<b>Minority Affairs Advisory Committee</b>	301-644-5224	Fax 301-644-5246
<b>Outdoor School</b>	Eddie Main, Facilitator 240-236-4787	Fax 301-644-5269
<b>Parent/Child Program</b>	240-236-8780	Fax 240-236-8785
<b>Partners for Success</b>	240-236-8430	Fax 240-236-8451
<b>PTA Council of Frederick County</b>	Susan Butt, President 301-845-7613	
<b>SUCCESS Program</b>	240-236-8436	Fax 240-236-8451
<b>Summer School</b>	Call your local school (Elementary)	240-236-8450 (Secondary)
<b>Tutors</b>	301-696-6880 (Elementary)	301-644-5265 (Secondary)
<b>Up-County Family Center</b>	301-447-2810	Fax 301-447-6325

\*see back cover for more

## FCPS GLOSSARY: COMMONLY USED ABBREVIATIONS AND EDUCATION TERMS

**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.

**AYP:** Adequate Yearly Progress – Targets that must be set by all states for schools and school systems, according to the federal No Child Left Behind Act. The AYP must require all students to improve and, in 12 years, to perform at the state-defined proficient levels in reading and math.

**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.

**CRITERION-REFERENCED TEST** – Designed to report whether students’ achievement meets some 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.

**DISTANCE LEARNING** – FCPS high school classes held simultaneously in multiple schools with one teacher via closed-circuit television. Distance-learning classes allow FCPS to offer highly advanced courses to more students.

**FEEDER AREA** – Refers to 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.

**G&T: GIFTED AND TALENTED EDUCATION** – FCPS maintains a commitment to the education of highly able and gifted learners through a variety of programs and services, using accelerated instruction (advancing beyond courses or content customary for a particular grade) and enriched activities (extending the depth and breadth of customary content and application) to meet individual student needs.

**ILP: INDIVIDUALIZED LEARNING PLAN** – An individually designed educational assistance program for students not meeting, or failing to reach, established proficiency levels in math, reading or writing.

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

**JROTC:** Junior Reserve Officer Training Corps instruction is offered at Linganore High School.

**MAGNET PROGRAM** – a countywide educational program held in one location to meet similar academic needs. FCPS has two types of magnet programs:

**G&T:** Housed in 3 schools for students countywide, the FCPS elementary magnet program serves the unique needs of high-performing students in grades 1-5 by providing academic rigor and challenge to students meeting selection criteria.

**VPA:** Housed at Gov. Thomas Johnson High School for junior and senior high school students, the FCPS Visual & Performing Arts magnet program features advanced musical and theatre studies for those meeting selection criteria.

**MASTER PLAN** – FCPS is working closely with the Maryland Department of Education to assure compliance with mandates of the No Child Left Behind Act. In turn, under the Maryland Bridge to Excellence in Education Act, school districts must develop a comprehensive 5-year master plan describing how each will meet the state standards. The FCPS master plan is on-line at [www.fcps.org](http://www.fcps.org). Copies are also available through the FCPS Communications Office, 115 E. Church Street in Frederick.

**NCLB: NO CHILD LEFT BEHIND ACT** – The fundamental purpose of this federal legislation is to ensure that all students meet established proficiency standards. A second purpose is to close the achievement gap between economically disadvantaged, disabled and minority students and their peers. The law calls for “standards-based” tests in reading and math, and eventually science. It requires reading and math tests annually in grades 3 to 8 and once in high school. It also mandates that each student receive his or her individual test scores in a timely manner. Locally, the Maryland School Assessments and other test results will measure progress toward federal, state and FCPS goals.

**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 other parts of the state and the nation.

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

**SAT: SCHOLASTIC APTITUDE TEST** – A national college-entrance examination designed to measure verbal and mathematical reasoning skills. The PSAT is a Preliminary Scholastic Aptitude Test 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 and links to on-line school-specific test data.

**SIT: SCHOOL (OR SITE) 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.

*An expanded glossary is on-line in the Parent Zone at [www.fcps.org](http://www.fcps.org).*

# SCHOOL YEAR 2003–2004

## SPACE FOR YOUR NOTES

### KEY CONTACTS

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

\_\_\_\_\_

Teachers \_\_\_\_\_

\_\_\_\_\_

Administrators \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Other Faculty \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### PARENT-TEACHER CONFERENCE APPOINTMENT NOTES

October \_\_\_\_\_

\_\_\_\_\_

March \_\_\_\_\_

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### NOTES

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## TO FIND OUT MORE ...

The best sources of information about what's happening at your child's school and throughout the school system are:

- ★ Your child
- ★ Your child's teacher, principal and school staff
- ★ School and PTA newsletters
- ★ FCPS web site [www.fcps.org](http://www.fcps.org)
- ★ Channel 18
- ★ FCPS school and progress reports
- ★ FCPS Communications Office, 301-696-6900
- ★ Para obtener una copia de "Una Guía de las Escuelas Públicas del Condado de Frederick," llamar 240-236-8767.

### 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.

Managed by the Community Foundation of Frederick County, Inc., the program offers three ways to give. Your gift may be:

- ◆ Placed in an endowment fund and the annual investment return distributed to respond to needs as they emerge
- ◆ Used for the education purpose of your choice
- ◆ Given to support a short-term capital initiative, such as a stadium renovation or band uniforms

Gifts to any of these funds are fully tax deductible as permitted by law. For more information, contact the FCPS Assistant Superintendent of Business Partnerships, 301-696-6903, or the Community Foundation, 301-695-7660.



### SUNSHINE CARDS FOR SENIOR CITIZENS

Sunshine Cards entitle Frederick County citizens who are 60 years of age or older to free admission, on a space-available basis, to FCPS-sponsored events such as concerts, plays and athletic events (high school graduations are not included). Request a card at a nearby school or call the Community Services Office. ★

### SAFE SCHOOLS AND STUDENTS

Keeping schools safe is everyone's responsibility. To help, each Frederick County public school has at least one on-staff guidance counselor, and there are school psychologists assigned to every school. 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*

### PRODUCED BY THE FCPS COMMUNICATIONS, GRAPHIC ARTS AND PRINTING DEPARTMENTS

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### Frederick County Public Schools

*Working Together to Educate Each Child and Promote Success*

The Frederick County Public School system does not discriminate in admissions, access, treatment, or employment in its programs and activities on the basis of race, color, gender, age, national origin, religion, sexual orientation, or disability. For more information contact the Executive Director of Legal Services.