2017-2018
CARROLL COUNTY PUBLIC SCHOOLS
INFORMATIONAL CALENDAR

CARROLL COUNTY PUBLIC SCHOOLS
410-751-3000
TTY users call via MD Relay 7-1-1
125 North Court Street
Westminster, Maryland 21157
publicinfo@carrollk12.org
www.carrollk12.org
CETV - Channel 21

Building the Future
Carroll County Public Schools
TO PARENTS AND STUDENTS

This informational calendar has been published to provide you with some essential facts about the Carroll County Public School System. It should answer many questions asked by parents, students and citizens, as well as supply information about the many programs that are carried out in the county. If you have a concern or need additional information, please contact . . .

YOUR CHILD’S TEACHER . . .
on matters concerning your child’s progress, what is being taught, or any other matter related to the classroom operation. Call the teacher or send a note to arrange a conference.

THE PRINCIPAL OF THE SCHOOL . . .
on matters of schoolwide operation or policy, general school information, or help with a problem.

DIRECTORS AND ASSISTANT SUPERINTENDENTS . . .
on matters that cannot be resolved by the school principal.

THE SUPERINTENDENT OF SCHOOLS . . .
who is responsible to the Board of Education for the administration of the school system. You may call the Superintendent at the Board of Education Offices or write him at 125 North Court Street, Westminster, MD 21157 or send an e-mail to shguthr@carrollk12.org.

YOUR BOARD OF EDUCATION . . .
whose members are elected by the citizens of Carroll County. For correspondence directed to the Board, write President of the Board of Education of Carroll County, 125 North Court Street, Westminster, MD 21157 or send an e-mail via the Board Members page of the CCPS website at www.carrollk12.org.

CARROLL COUNTY PUBLIC SCHOOLS
STRATEGIC PLANNING PILLARS

PROVIDE MULTIPLE PATHWAY OPPORTUNITIES FOR STUDENT SUCCESS

Upon graduation, Carroll County Public Schools students will be college and career ready. The variety of course options found in the CCPS program of studies empowers students to meet the educational prerequisites to enter an institution of higher learning, the military, or the work force. Targeted interventions, alternative placements, career connections internships, dual enrollment options, online courses, special education services, gifted and talented services, and differentiated course levels are provided to meet the individual learning needs of students.

STRENGTHEN PRODUCTIVE FAMILY AND COMMUNITY PARTNERSHIPS

Carroll County Public Schools’ personnel will communicate openly and honestly to foster a trusting and supportive relationship with parents, community members, business partners, and public officials. CCPS strives to create an atmosphere of mutual appreciation and respect for diversity and encourage unity among all students, staff, and community. CCPS welcomes parent and community volunteers to help with the total school program.

DEVELOP AND SUPPORT A SUCCESSFUL WORKFORCE

Carroll County Public Schools will hire and retain highly qualified and skilled employees who are dedicated to the success of our school system and students. Employees can expect to be supervised by experts in their field who provide timely and relevant professional development opportunities and feedback designed to promote their effectiveness and success. CCPS values a high performing and diverse workforce who contribute to a positive educational experience for all students.

ESTABLISH SAFE, SECURE, HEALTHY, AND MODERN LEARNING ENVIRONMENTS

Carroll County Public Schools recognizes that the safety and well-being of our students and staff is our highest priority. Students, parents, and CCPS employees can expect policies, procedures, and programs to be implemented that promote a safe and orderly environment in school, on school grounds, and on school buses, as well as programs that promote healthy lifestyle choices and social and emotional well-being. CCPS strives to provide up-to-date facilities, technologies, equipment, and instructional materials appropriate for a modern learning environment.
It is my pleasure to welcome all of our students back to a wonderful new school year! Best of luck to all as you tackle new challenges and aspire to accomplish great things.

Please take time to review the information provided in this Informational Calendar Handbook. In it you can find the resources you need throughout the school year. There is plenty of useful information regarding all aspects of our school system, as well as programs and policies that help oversee our day to day operation.

Carroll County Public Schools is an outstanding school system with students who are motivated to learn, caring and dedicated employees who are recognized statewide and nationally for their achievements, and parents and community members who recognize and value the importance of education.

Best wishes for a rewarding and successful school year.

Stephen H. Guthrie
Superintendent of Schools

Buchanan Auto Stores Supports Teacher of the Year Program

Carroll County Public Schools would like to extend a special thank you to Buchanan Auto Stores for partnering with the school system to support the Carroll County Teacher of the Year Program for the second consecutive year.

As part of the partnership, Buchanan Auto Stores is providing the 2017 Carroll County Teacher of the Year – Thomas McHugh from Century High School – the use of a new KIA Sedona for one year. This year, Thom had the pleasure of choosing his vehicle from two different models of cars. In addition, Buchanan Auto Stores is providing all scheduled service and maintenance on the car at no charge.

According to Superintendent of Schools Stephen Guthrie, “We would like to express our sincere appreciation to Buchanan Auto Stores for their support of the Teacher of the Year program and Carroll County Public Schools. We are thrilled to be able to present this car to our 2017 Teacher of the Year. Thom is a wonderful example of the outstanding teachers we have in our school system and we are proud to be able to honor him in this special way.”
CORE STATEMENT
Carroll County Public Schools: Building the Future

CORE BELIEFS
The Board of Education of Carroll County believes that the Carroll County Public School System operates effectively and efficiently when:

The greater Carroll County community:
- Values the importance of a quality education
- Supports educational initiatives at home
- Volunteers in schools
- Forms partnerships with schools to support system initiatives

All central office staff:
- Establish and maintain a framework for organizational decisions to be based on empirical data
- Establish and maintain a safe and orderly environment for students and staff
- Provide adequate resources that are equitably distributed
- Provide an equitable educational opportunity for all students
- Communicate effectively with all stakeholders
- Enforce accountability for system initiatives
- Model effective leadership and professional respect
- Provide a diverse program of studies with a global perspective designed to meet students’ educational goals

All school staff:
- Coordinate professional development opportunities that are relevant, site-based, job embedded, aligned with the tenets of cultural proficiency, and meet the needs of all staff
- Empower employees, students, and communities to make school-based decisions within an established framework
- Welcome their school community
- Establish positive home and school relationships
- Provide a safe and orderly learning environment for students and staff
- Work to ensure that every child succeeds
- Display cultural proficiency
- Prepare students with a global education
- Place priority on the educational needs of students
- Motivate students to learn
- Recognize the unique learning styles of each student
- Facilitate learning by encouraging, prompting, and interacting with students
- Establish and maintain positive and appropriate relationships with students

All students:
- Enroll in coursework that prepares them to be career – college ready
- Obtain the skills to thrive as independent 21st century learners
- Become knowledgeable, responsible, and caring American citizens
- Demonstrate respect for the learning environment and other individuals
- Reach their potential
- Develop effective communication, interpersonal, and leadership skills
- Participate in varied co-curricular and extracurricular activities

CORE VALUES
The Board of Education establishes the following core values:
- The Pursuit of Excellence
- Life-long Learning and Success
- A Safe and Orderly Learning Environment
- Community Participation
- Fairness, Honesty, and Respect
- Continuous Improvement
- Reflecting the priorities, beliefs, and mores of our local community

Board Ambassador Program
The Board of Education of Carroll County is committed to being active participants in the schools and has launched an initiative called "The Ambassador Program." The goal of this program is to strengthen relationships with staff and community members and to be more accessible to the citizens in the county.

Each Board member has selected schools for which they will be the Board Ambassadors. The Ambassadors will rotate annually. A list of the Board Ambassadors for each school is posted on the CCPS website at www.carrollk12.org.
The Board of Education of Carroll County is composed of five elected members. The law provides for the County Commissioners to serve as non-voting, ex-officio members of the Board. The Superintendent serves as the Board’s Executive Officer, Secretary and Treasurer; and a student representative is selected by the Carroll County Student Government Association.

Board meetings are generally held on the second Wednesday of the month at 5 p.m. beginning with business items. Specific meeting dates and times are listed on the calendar for each month. Board meetings are streamed live on the CCPS website at www.carrollk12.org and broadcast live and throughout the month on Carroll Educational Television – Channel 21. The Board meeting schedule is subject to change. Special meetings are called by the President.

Carroll County citizens are encouraged to attend Board meetings. Any citizen may participate in the meeting during Citizen Participation. The agenda and back-up materials for Board meetings are available for review on the school system’s website at www.carrollk12.org.

The Board of Education of Carroll County and the Superintendent welcome suggestions for the continued improvement of the policies and procedures of the Carroll County Public School System. Contact information for Board members and the Superintendent is listed on this page. They may also be reached by e-mail via the Board Members page of the CCPS website.
# CCPS - General Information

## 2017-2018 School Calendar

### August

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-25</td>
<td>New Teacher Pre-service Professional Days</td>
</tr>
<tr>
<td>28-31</td>
<td>Pre-service Professional Days for Teachers and Instructional Assistants</td>
</tr>
</tbody>
</table>

### September

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pre-service Professional Day for Teachers</td>
</tr>
<tr>
<td>4</td>
<td>Schools/Offices Closed – Labor Day</td>
</tr>
<tr>
<td>5</td>
<td>Schools Open – First Day for Students</td>
</tr>
<tr>
<td>21</td>
<td>Schools/Offices Closed – Rosh Hashanah</td>
</tr>
<tr>
<td>22</td>
<td>Schools Closed for Students</td>
</tr>
<tr>
<td></td>
<td>Professional Development Day for Teachers and Instructional Assistants</td>
</tr>
</tbody>
</table>

### October

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Two-Hour and Forty-Five Minute Early Dismissal System-wide Professional Development Time Available for Instructional Staff Schools Closed for Pre-Kindergarten Students</td>
</tr>
<tr>
<td></td>
<td>Schools Closed for Students and 10-Month Staff Professional Meeting Day</td>
</tr>
</tbody>
</table>

### November

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Marking Period Ends</td>
</tr>
<tr>
<td></td>
<td>Two-Hour and Forty-Five Minute Early Dismissal System-wide Teachers Work on End of Marking Period Items Schools Closed for Pre-Kindergarten Students</td>
</tr>
<tr>
<td>22</td>
<td>Schools/Offices Two Hour and Forty-Five Minute Early Dismissal Last Day Before Thanksgiving Holiday Schools Closed for Pre-Kindergarten Students</td>
</tr>
<tr>
<td>23-24</td>
<td>Schools/Offices Closed – Thanksgiving Holiday</td>
</tr>
<tr>
<td>27</td>
<td>Schools/Offices Reopen</td>
</tr>
</tbody>
</table>

### December

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>25-29</td>
<td>Schools/Offices Closed – Christmas/Winter Holiday</td>
</tr>
</tbody>
</table>

### January

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Schools/Offices Closed – Christmas/Winter Holiday</td>
</tr>
<tr>
<td>2</td>
<td>School/Offices Reopen</td>
</tr>
<tr>
<td>15</td>
<td>Schools/Offices Closed – Martin Luther King, Jr. Holiday</td>
</tr>
<tr>
<td>29</td>
<td>Schools Closed for Students Teachers Work on End of Marking Period Items Non-Work Day for Instructional Assistants</td>
</tr>
</tbody>
</table>

### February

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>Schools/Offices Closed – Presidents’ Day</td>
</tr>
</tbody>
</table>

### March

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Two Hour and Forty-Five Minute Early Dismissal System-wide Professional Development Time Available for Instructional Staff Schools Closed for Pre-Kindergarten Students</td>
</tr>
<tr>
<td>30</td>
<td>Schools/Offices Closed – Good Friday</td>
</tr>
</tbody>
</table>

### April

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Schools/Offices Closed – Easter Monday</td>
</tr>
<tr>
<td>3</td>
<td>School/Offices Reopen</td>
</tr>
<tr>
<td>10</td>
<td>Marking Period Ends</td>
</tr>
<tr>
<td></td>
<td>Two-Hour and Forty-Five Minute Early Dismissal System-wide Teachers Work on End of Marking Period Items Schools Closed for Pre-Kindergarten Students</td>
</tr>
</tbody>
</table>

### May

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>Schools/Offices Closed – Memorial Day</td>
</tr>
</tbody>
</table>

### June

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Last Day for Pre-Kindergarten Students</td>
</tr>
<tr>
<td>14</td>
<td>Last Day for Students</td>
</tr>
<tr>
<td>15</td>
<td>Professional Time for Teachers – Last Duty Day for Teachers Non-work Day for Instructional Assistants</td>
</tr>
</tbody>
</table>
## ELEMENTARY

<table>
<thead>
<tr>
<th>School Name</th>
<th>Address</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carrolltowne Elementary School</td>
<td>6542 Ridge Road, Sykesville 21784</td>
<td>410-751-3530, 410-795-5673</td>
</tr>
<tr>
<td>Cranberry Station Elementary School</td>
<td>505 North Center Street, Westminster 21157</td>
<td>410-386-4440</td>
</tr>
<tr>
<td>Ebb Valley Elementary School</td>
<td>1021 Johnsville Road, Sykesville 21784</td>
<td>410-751-3520, 410-795-1702</td>
</tr>
<tr>
<td>Eldersburg Elementary School</td>
<td>505 North Center Street, Westminster 21157</td>
<td>410-386-4440</td>
</tr>
<tr>
<td>Elmer Wolfe Elementary School</td>
<td>119 North Main Street, Union Bridge 21791</td>
<td>410-751-3307</td>
</tr>
<tr>
<td>Freedom Elementary School</td>
<td>5826 Sykesville Road, Sykesville 21784</td>
<td>410-751-3525, 410-795-4767</td>
</tr>
<tr>
<td>Friendship Valley Elementary School</td>
<td>1100 Gist Road, Westminster 21157</td>
<td>410-751-3650</td>
</tr>
<tr>
<td>Hampstead Elementary School</td>
<td>3757 Shiloh Road, Hampstead 21074</td>
<td>410-751-3420</td>
</tr>
<tr>
<td>Linton Springs Elementary School</td>
<td>3757 Ronsdale Road, Sykesville 21784</td>
<td>410-751-3280, 410-549-5008</td>
</tr>
<tr>
<td>Manchester Elementary School</td>
<td>3224 York Street, Manchester 21102</td>
<td>410-751-3410</td>
</tr>
<tr>
<td>Mechanicsville Elementary School</td>
<td>3838 Sykesville Road, Sykesville 21784</td>
<td>410-751-3528, 410-751-3650</td>
</tr>
<tr>
<td>Mt. Airy Elementary School</td>
<td>405 North Main Street, Mt. Airy 21771</td>
<td>410-751-3540, 301-829-1515</td>
</tr>
<tr>
<td>Parr's Ridge Elementary School</td>
<td>202 Watersville Road, Mt. Airy 21771</td>
<td>410-751-3410</td>
</tr>
<tr>
<td>Piney Ridge Elementary School</td>
<td>6315 Freedom Avenue, Sykesville 21784</td>
<td>410-751-3559, 301-829-6585</td>
</tr>
<tr>
<td>Robert Moton Elementary School</td>
<td>1413 Washington Road, Westminster 21157</td>
<td>410-751-3620</td>
</tr>
<tr>
<td>Runnymede Elementary School</td>
<td>3000 Langdon Drive, Westminster 21158</td>
<td>410-751-3203</td>
</tr>
</tbody>
</table>

## MIDDLE

<table>
<thead>
<tr>
<th>School Name</th>
<th>Address</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandymount Elementary School</td>
<td>2222 Old Westminster Pike, Finksburg 21048</td>
<td>410-751-3215</td>
</tr>
<tr>
<td>Spring Garden Elementary School</td>
<td>700 Boxwood Drive, Hampstead 21074</td>
<td>410-751-3433</td>
</tr>
<tr>
<td>Taneytown Elementary School</td>
<td>100 Kings Drive, Taneytown 21787</td>
<td>410-751-3260</td>
</tr>
<tr>
<td>Westminster Elementary School</td>
<td>811 Uniontown Road, Westminster 21158</td>
<td>410-751-3222</td>
</tr>
<tr>
<td>William Winchester Elementary School</td>
<td>79 Monroe Street, Westminster 21157</td>
<td>410-751-3230</td>
</tr>
<tr>
<td>Winfield Elementary School</td>
<td>4401 Salem Bottom Road, Westminster 21157</td>
<td>410-751-3242, 410-795-6701</td>
</tr>
</tbody>
</table>

## HIGH

<table>
<thead>
<tr>
<th>School Name</th>
<th>Address</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Century High School</td>
<td>355 Ronsdale Road, Sykesville 21784</td>
<td>410-386-4400, 410-386-4408</td>
</tr>
<tr>
<td>Francis Scott Key High School</td>
<td>3825 Bark Hill Road, Union Bridge 21791</td>
<td>410-751-3320</td>
</tr>
<tr>
<td>Liberty High School</td>
<td>5855 Bartholow Road, Eldersburg 21784</td>
<td>410-751-3560, 410-795-8102, 410-795-8103</td>
</tr>
<tr>
<td>Manchester Valley High School</td>
<td>3300 Maple Grove Road, Manchester 21102</td>
<td>410-386-1673</td>
</tr>
<tr>
<td>South Carroll High School</td>
<td>1300 West Old Liberty Road, Sykesville 21784</td>
<td>410-751-3630</td>
</tr>
<tr>
<td>Westminster High School</td>
<td>1225 Washington Road, Westminster 21157</td>
<td>410-751-3675, 410-795-8516</td>
</tr>
<tr>
<td>Winters Mill High School</td>
<td>560 Gorsuch Road, Westminster 21157</td>
<td>410-386-1509</td>
</tr>
</tbody>
</table>

## OTHER

<table>
<thead>
<tr>
<th>School Name</th>
<th>Address</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carroll County Career and Technology Center</td>
<td>1229 Washington Road, Westminster 21157</td>
<td>410-751-3669</td>
</tr>
<tr>
<td>Carroll County Outdoor School</td>
<td>Hashawha Environmental Center</td>
<td>410-751-3301</td>
</tr>
<tr>
<td>Carroll County Outdoor School</td>
<td>402 John Owings Road, Westminster 21158</td>
<td>410-751-3167</td>
</tr>
<tr>
<td>Carroll County Outdoor School</td>
<td>Gina Felter, Coordinator of Outdoor Education</td>
<td>410-751-3301</td>
</tr>
<tr>
<td>Central Office</td>
<td>125 North Court Street, Westminster 21157</td>
<td>410-857-7932</td>
</tr>
<tr>
<td>Computer Support</td>
<td>100 Gist Road, Westminster 21157</td>
<td>410-751-3109</td>
</tr>
<tr>
<td>Crossroads Middle School</td>
<td>45 Kate Wagner Road, Westminster 21157</td>
<td>410-751-3691</td>
</tr>
<tr>
<td>Gateway School</td>
<td>45 Kate Wagner Road, Westminster 21157</td>
<td>410-751-3691</td>
</tr>
<tr>
<td>PRIDE Program</td>
<td>100 Gist Road, Westminster 21157</td>
<td>410-751-3109</td>
</tr>
</tbody>
</table>
### CCPS - GENERAL INFORMATION

#### CENTRAL OFFICE ADMINISTRATIVE AND SUPERVISORY STAFF 410-751-3000

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeffrey Alisauckas</td>
<td>Supervisor of Teacher and Leadership Development 386-1542</td>
</tr>
<tr>
<td>Michael Andrews</td>
<td>Supervisor of Facilities Maintenance and Operations 751-3199</td>
</tr>
<tr>
<td>Chantress Baptist</td>
<td>Director of Human Resources 751-3070</td>
</tr>
<tr>
<td>Kathy Barrett</td>
<td>Pupil Personnel Worker 751-3108</td>
</tr>
<tr>
<td>Christine Bechtel</td>
<td>Supervisor of Special Education - Middle Schools 751-3047</td>
</tr>
<tr>
<td>Ellen Becker</td>
<td>Construction Project Manager 386-4437</td>
</tr>
<tr>
<td>Claudia Bowen</td>
<td>School Psychologist 876-4437</td>
</tr>
<tr>
<td>Brenda Bowers</td>
<td>Communications Manager 751-3019</td>
</tr>
<tr>
<td>Gregory Bricca</td>
<td>Director of Research and Accountability 751-3068</td>
</tr>
<tr>
<td>Beth Brown</td>
<td>Supervisor of Social Studies 386-1688</td>
</tr>
<tr>
<td>Mark Bugbee</td>
<td>Pupil Personnel Worker 751-3135</td>
</tr>
<tr>
<td>Patricia Burns</td>
<td>Coordinator of Interpretation and Translation Services 386-1699</td>
</tr>
<tr>
<td>Lisa Busher</td>
<td>Supervisor of Accountability and Assessment 386-1514</td>
</tr>
<tr>
<td>William Caine</td>
<td>Facilities Planner 386-1817</td>
</tr>
<tr>
<td>Michille Caples</td>
<td></td>
</tr>
<tr>
<td>Nancy Codner</td>
<td>Supervisor of Purchasing 751-3060</td>
</tr>
<tr>
<td>Gloria Coleman</td>
<td>School Psychologist 386-1827</td>
</tr>
<tr>
<td>Dawn Czajkowski</td>
<td>Internal Auditor 386-1698</td>
</tr>
<tr>
<td>Stephanie Dale</td>
<td>Supervisor of Elementary Education - ELA 751-3095</td>
</tr>
<tr>
<td>Gary Davis</td>
<td>Chief Information Officer 751-3500</td>
</tr>
<tr>
<td>David Dolch</td>
<td>Supervisor of Athletics 751-3059</td>
</tr>
<tr>
<td>Laura Doolan</td>
<td>Coordinator of Secondary ELA 751-3057</td>
</tr>
<tr>
<td>Kim Dorsey</td>
<td>School Psychologist 386-1519</td>
</tr>
<tr>
<td>Deborah Dwyer</td>
<td>School Psychologist 386-1678</td>
</tr>
<tr>
<td>Mary Pat Dye</td>
<td>Coordinator of Special Education - Post Secondary Programs 751-3953</td>
</tr>
<tr>
<td>Michael Eisenklam</td>
<td>Supervisor of Elementary Education - Science/STEM 751-3153</td>
</tr>
<tr>
<td>Josselyn Ensr</td>
<td>Coordinator of Special Education - Autism Services 751-3140</td>
</tr>
<tr>
<td>Dana Falls</td>
<td>Director of Student Services 751-3123</td>
</tr>
<tr>
<td>Lavonne Fiore</td>
<td>Pupil Personnel Worker 751-3179</td>
</tr>
<tr>
<td>Patrick Flaherty</td>
<td>Video Production Manager 751-3493</td>
</tr>
<tr>
<td>Dona Foster</td>
<td>Supervisor of Research and Accountability/Section 504 Coordinator 386-1822</td>
</tr>
<tr>
<td>Kristi Fostik-Peters</td>
<td>School Psychologist 386-1821</td>
</tr>
<tr>
<td>Carey Gaddis</td>
<td>Supervisor of Community and Media Relations 751-3020</td>
</tr>
<tr>
<td>Judith Gehr</td>
<td>Secondary Math Coordinator 386-1690</td>
</tr>
<tr>
<td>Gretchen Glas</td>
<td>Coordinator of Special Education - Non-Public Placement 386-1666</td>
</tr>
<tr>
<td>Gabrielle Glorioso</td>
<td>School Psychologist 386-1529</td>
</tr>
<tr>
<td>Filipa Gomes</td>
<td>Supervisor of Health Services 751-3124</td>
</tr>
<tr>
<td>Julie Gordon</td>
<td>School Psychologist 751-3002</td>
</tr>
<tr>
<td>Katherine Green</td>
<td>Supervisor of Pupil Personnel and Student Support Services 751-3179</td>
</tr>
<tr>
<td>Brenda Gretzinger</td>
<td>School Psychologist 386-1684</td>
</tr>
<tr>
<td>Cristina Gruss</td>
<td>Supervisor of Fine Arts 386-1811</td>
</tr>
<tr>
<td>Stephen Guthrie</td>
<td>Superintendent of Schools 751-3128</td>
</tr>
<tr>
<td>Kelly Hammond</td>
<td>Coordinator of Curriculum and Instructional Resources 751-3103</td>
</tr>
<tr>
<td>Michael Hardesty</td>
<td>Director of Transportation Services 751-3229</td>
</tr>
<tr>
<td>Kendra Hart</td>
<td>Supervisor of Elementary Education - Social Studies and Gifted and Talented 386-1660</td>
</tr>
<tr>
<td>Christopher Hartlove</td>
<td>Chief Financial Officer 386-1829</td>
</tr>
<tr>
<td>Donn Hicks</td>
<td>Supervisor of Elementary Education - Mathematics 751-3148</td>
</tr>
<tr>
<td>Irene Hildebrandt</td>
<td>Supervisor of Library Media 751-3490</td>
</tr>
<tr>
<td>Thomas Hill</td>
<td>Director of Middle Schools 751-3157</td>
</tr>
<tr>
<td>Terry Holechek</td>
<td>Coordinator of Curriculum and Instructional Resources 386-1689</td>
</tr>
<tr>
<td>Amy Jagoda</td>
<td>School Psychologist 386-1819</td>
</tr>
<tr>
<td>Steven Johnson</td>
<td>Assistant Superintendent of Instruction 751-3138</td>
</tr>
<tr>
<td>Judith Jones</td>
<td>Supervisor of Equity and Community Outreach 386-1680</td>
</tr>
<tr>
<td>Debra Kachik</td>
<td>School Psychologist 751-3001</td>
</tr>
<tr>
<td>Kathy Kaufman</td>
<td>Supervisor of Special Education - High Schools 751-3086</td>
</tr>
<tr>
<td>Kelly Keith</td>
<td>Human Resources Specialist 751-3333</td>
</tr>
<tr>
<td>Kenneth Keith</td>
<td>Supervisor of Finance 751-3085</td>
</tr>
<tr>
<td>Judy Klinger</td>
<td>Supervisor of School Counseling 751-3125</td>
</tr>
<tr>
<td>James Lawson</td>
<td>School Psychologist 386-1819</td>
</tr>
<tr>
<td>Melissa Leahy</td>
<td>School Psychologist 751-3018</td>
</tr>
<tr>
<td>Colleen Lippenholz</td>
<td>School Psychologist 751-3307</td>
</tr>
<tr>
<td>Andrea Lucido</td>
<td>Executive Assistant to the Superintendent and Board of Education 386-1670</td>
</tr>
<tr>
<td>James Marks</td>
<td>Supervisor of Construction 751-3129</td>
</tr>
<tr>
<td>Inez Marvel</td>
<td>Coordinator of Early Intervention Services 751-3624</td>
</tr>
<tr>
<td>Cynthia McCabe</td>
<td>Director of Elementary Schools 751-3009</td>
</tr>
<tr>
<td>Angela McCauslin</td>
<td>Supervisor of Career and Technology Education 751-3104</td>
</tr>
<tr>
<td>Susan McFadden</td>
<td>Pupil Personnel Worker 751-3106</td>
</tr>
<tr>
<td>Michael McGrew</td>
<td>School Psychologist 386-1528</td>
</tr>
<tr>
<td>Edward McNett</td>
<td>Assistant Supervisor of Career and Technology Education 751-3049</td>
</tr>
<tr>
<td>Pamela Mesta</td>
<td>Supervisor of ESOL 751-3173</td>
</tr>
<tr>
<td>Pamela Meyers</td>
<td>Supervisor of Early Childhood Education 751-3069</td>
</tr>
</tbody>
</table>
CCPS - GENERAL INFORMATION

CENTRAL OFFICE ADMINISTRATIVE AND SUPERVISORY STAFF 410-751-3000 (CONTINUED)

Sharon Minor  Supervisor of Information Technology  751-3500
Juralee Miranda  School Psychologist  751-3260
Donald Mongold  Pupil Personnel Worker  751-3110
Byron Moore  Area Supervisor in Transportation Services  751-3229
Kathryn Morgan  Coordinator of Career and Technology Education/Career Development  751-3131
Kimberly Muniz  Supervisor of Student Services and Special Programs  751-3109
Mary Mussaw  Supervisor of Human Resources  751-3020
Mary Naugle  Pupil Personnel Worker  751-3107
Katie Nefflen  Coordinator of Secondary Science  751-3468
Julie Nguyen  Human Resources Generalist  751-3072
Raymond Nowicki  Buyer  751-3060
John O'Meally  Area Supervisor in Transportation Services  751-3229
Jonathan O'Neal  Assistant Superintendent of Administration  751-3127
Scott Parsons  Area Supervisor in Transportation Services  751-3229
Rose Pentz  Pupil Personnel Worker  386-4446
James Peters  Supervisor of Science  386-1813
Margaret Pfaff  Director of Curriculum and Instructional Resources  751-3067
Amy Pritchett  Assistant Supervisor of World Languages  751-3064
Raymond Prokop  Director of Facilities Management  751-3177
Jocelyn Quinn-York  Human Resources Specialist  751-3077
Stephanie Rauen  Employee Benefits and Insurance Administrator  751-3074
Cynthia Reilly  Buyer  751-3060
James Rodriguez  Supervisor of Physical Education and Health  751-3056
Suzanne Rumpf  Supervisor of Special Education - Elementary  751-3022
Gwen Ruskey  Payroll Officer  751-3136
Paula Sandridge  Coordinator of Curriculum and Instructional Resources  386-1808
Karen Sarno  Supervisor of Food Services  751-3041
Jessica Schindler  Senior Accountant (Accounts Payable and Fixed Assets)  386-1814
Jenn Seashole  Supervisor of Information Services  751-3500
Andrew Sexton  Supervisor of Budget and Grants  751-3083
Mary Sherry  School Psychologist  751-3014
Nicholas Shockney  Director of Special Education  386-1825
Keith Shorter  Supervisor of Transportation Services  751-3229
Steven Shoup  Pupil Personnel Worker  386-1838
Laura Shriver  School Psychologist  386-1530
Bryan Shumaker  STEM Coordinator  386-1667
Alice Smith  Coordinator of Research and Planning  386-4423
Kelly Snyder  Pupil Personnel Worker  386-1595
Karl Stewart  Assistant Supervisor of Fine Arts  751-3055
Brittnay Stafford  School Psychologist  751-3066
Mary Swack  Supervisor of Mathematics - Secondary  751-3066
Danielle Thomas  School Psychologist  386-1679
Laura Thompson  Pupil Personnel Worker  386-4447
John Timcheck  Coordinator of Environmental Safety  751-3114
Christine Tobias  Assistant Supervisor of Health  386-1687
Miguel Ugarte  Construction Project Manager  751-3112
Joseph Varrone  Senior Accountant (School-Based Training and Support)  751-3081
Abby Wagner  School Psychologist  751-3012
Jamie Weaver  Coordinator of Teacher Induction  386-1686
Elisha Weinberger  School Psychologist  386-1531
Steven Wernick  Supervisor of Title I  386-1535
Wayne Whalen  Supervisor of Special Education - Compliance  751-3332
Brian Wienholt  Supervisor of Secondary ELA and World Languages  751-3158
Duane Williams  Supervisor of School Security and Emergency Management  751-3171
Christine Wittle  Supervisor of Special Education - Elementary  386-1826

For the most up-to-date contact information for central office staff, including e-mail addresses, visit the CCPS website at www.carrollK12.org and click on Central Office Staff.

Fraud Hotline
The Board of Education and the superintendent encourage any concerned individual to report potential fraud, waste, or abuse. Citizens wishing to provide information may do so by calling 410-386-1668. Callers may leave contact information or remain anonymous. All information will remain confidential. Reports will be given careful attention and handled promptly and discreetly. In accordance with Board Policy BHC, no retaliatory action will be taken against any employee reporting in good faith.
NOTICE OF NON-DISCRIMINATION

The Board of Education of Carroll County in its operation of the Carroll County Public Schools (CCPS) is firmly committed to providing an environment that supports optimal academic achievement and productive work and is free from any form of unlawful discrimination.

CCPS does not discriminate on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, sexual orientation, gender identity, or gender expression. CCPS provides nondiscriminatory access to school facilities in accordance with its policies and regulations regarding the community use of schools (including, but not limited to, the Boy Scouts).

CCPS maintains all of its policies and practices in strict compliance with all applicable Federal and State civil rights laws, including Titles VI and VII of the Civil Rights Act of 1964, Titles I and II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Education Act, Title IX of the Education Amendments of 1972, and Title 20 of the State Government Article of the Annotated Code of Maryland.

From time to time, state and federal agencies, as well as court rulings, will revise or alter the scope of protected classes in the laws and regulations. In order to maintain legal compliance, the CCPS definition of each protected class is, at all times, consistent with the definitions published by the regulatory agencies charged with oversight.

No person will be denied admission to any school or to any program or course in study in CCPS on a basis that is contrary to any of the above stated laws.

TITLES VI AND VII OF THE CIVIL RIGHTS ACT OF 1964

Titles VI and VII of the Civil Rights Act of 1964 prohibit discrimination in the provision of programs and services (Title VI) and in employment practices (Title VII). All students and employees in the CCPS are covered by these laws. They require that the system must provide equal opportunity in admissions, athletics, counseling, access to courses, and employment policies regarding race, color, or national origin.

For questions or concerns regarding Titles VI and VII, please contact one of the following: Dana Falls, Director of Student Services, 125 North Court Street, Westminster, Maryland 21157, (410) 751-3132, or Chantress Baptist, Director of Human Resources, 125 North Court Street, Westminster, Maryland 21157, (410) 751-3070.

TITLES I AND II OF THE AMERICANS WITH DISABILITIES ACT

The CCPS does not discriminate on the basis of disability in employment or provision of services, programs or activities. Persons needing auxiliary aids and services for communication should contact the Office of Community and Media Relations at 410-751-3020 or publicinfo@carrollk12.org, or write to Carroll County Public Schools, 125 North Court Street, Westminster, Maryland 21157. Persons who are deaf, hard of hearing, or have a speech disability, may use Relay or 7-1-1. Please contact the school system at least one (1) week in advance of the date the special accommodation is needed.

Information concerning the Americans with Disabilities Act is available from the Director of Facilities Management or the Supervisor of Community and Media Relations: Raymond Prokop, Director of Facilities Management, 125 North Court Street, Westminster, Maryland 21157, (410) 751-3177; or Carey Gaddis, Supervisor of Community and Media Relations, 125 North Court Street, Westminster, Maryland 21157, (410) 751-3020.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination based on disability. Inquiries regarding students’ rights related to Section 504 of the Rehabilitation Act of 1973 should be addressed to the CCPS 504 Coordinator. All other Section 504 related questions should be addressed to the Director of Research and Accountability.

Contact Dona Foster, Supervisor of Research and Accountability/504 Coordinator, 125 North Court Street, Westminster, Maryland 21157, (410) 386-1822, or Gregory Bricca, Director of Research and Accountability, 125 North Court Street, Westminster, Maryland 21157, (410) 751-3068.

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

Title IX is that portion of the Educational Amendments of 1972 which prohibits discrimination on the basis of sex in educational programs or activities receiving federal funds. All students and employees in Carroll County Public Schools are covered by this law. It requires that the system must provide equal opportunity in admissions, athletics, counseling, access to courses, employment policies regarding marital or parental status of students, and treatment of students.

The United States Department of Education (USDE) maintains that gender identity is covered under Title IX. CCPS shall adopt guidelines and practices to ensure compliance.

For questions or concerns regarding Title IX, please contact one of the Title IX Coordinators: Judith Jones, Supervisor of Equity and Community Outreach, 125 North Court Street, Westminster, Maryland 21157, (410) 386-1680, or David Dolch, Supervisor of Athletics, 125 North Court Street, Westminster, Maryland 21157, (410) 751-3059.

NON-DISCRIMINATION GRIEVANCE PROCEDURE

The CCPS has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any discriminatory action prohibited by applicable laws. Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for the CCPS or any of its employees to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Grievances or complaints related to allegations of discrimination should be addressed to the Director of Research and Accountability, Gregory Bricca, 125 North Court Street, Westminster, Maryland 21157, (410) 751-3068.

Procedure:

• Grievances must be submitted to the Director of Research and Accountability within 20 calendar days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
• A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
• The Director of Research and Accountability (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Director of Research and Accountability will maintain the files and records for the CCPS relating to such grievances.
• The Director of Research and Accountability (or her/his designee) will issue a written decision on the grievance no later than 30 days after its filing.
• The person filing the grievance may appeal the decision of the Director of Research and Accountability (or her/his designee) by writing to the Superintendent of Schools within 15 days of receiving the written decision from the Director of Research and Accountability (or her/his designee). The Superintendent of Schools shall issue a written decision in response to the appeal no later than 30 days after its filing.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination with the U.S. Department of Education, Office for Civil Rights, the Equal Employment Opportunity Commission, or the Maryland Commission on Human Relations. In addition, employees may submit a grievance in accordance with the terms of their negotiated collective bargaining agreements.

The CCPS will make appropriate arrangements to ensure that persons with disabilities are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing recording of materials for the blind, or assuring a barrier-free location for the proceedings. The Director of Research and Accountability will be responsible for such arrangements.

SERVICE ANIMALS IN SCHOOLS

The Carroll County Public Schools acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a “service animal” in its school buildings, in classrooms, and at school functions, as required by the Americans with Disabilities Act, 28 CFR Part 35. Procedures for service animals are available on the CCPS website or by calling Dona Foster, Supervisor of Research and Accountability, at 410-386-1822.
CONSENT AND RELEASE

PERMISSION TO PHOTOGRAPH, VIDEO_TAPE OR AUDIOTAPE

Throughout the school year, the Carroll County Public School System frequently covers school activities and may use your child’s photograph, video image, or voice for educational, informational, or public relations purposes, with or without identification by name.

If you do not wish to have your child’s voice reproduced on tape or to have his/her image appear in such things as a video or a photograph, or on the school or school system website or social media, please notify the school principal in writing. It is assumed that parents and guardians consent to their children being audiotaped, photographed, videotaped, or having their image placed on a school website or social media by the school system unless such notification is received.

There are also occasions when the media cover certain school events (such as when a government leader visits a school). If you do not wish to have your child’s name or likeness published by the media, you should address your concerns directly to the school involving so that the media is so advised. Please be advised that the school system has no control over the media when they are covering activities such as sporting events and musical programs that are open to the public.

USE OF STUDENT WORK ON WEBSITES AND IN PUBLICATIONS

There may be times throughout the year when the Carroll County Public School System wishes to display student work on school websites, social media, or in publications. If you do not wish to have your child’s art, poetry, writing, etc. appear on school websites, social media, or in publications, please notify the school principal in writing. It is assumed that parents and guardians consent to their child’s work being displayed on school websites, social media, or in publications unless such notification is received.

COMMUNITY AND MEDIA RELATIONS

The role of the Office of Community and Media Relations is to encourage and facilitate communication between the school system and the community. The office serves as a resource for parents/guardians, community members, businesses, and other individuals interested in the school system by providing information, answering questions, and addressing concerns.

The office is involved in numerous other activities, including School Messenger, the school system website, social media, and publications. In addition, Carroll Educational Television Channel 21 and Interpretation and Translation Services are part of the Office of Community and Media Relations. The office also is responsible for inclement weather and emergency notifications and providing special accommodations to community members.

If you have questions about the school system or need additional information, please e-mail us at publicinfo@carrollk12.org or call 410-751-3020.

REPORT CARD ON EDUCATION

During the school year, WTTR AM 1470 airs a program entitled Report Card on Education. The program features the Superintendent of Schools talking about topics of interest to the community and highlighting the good things taking place in Carroll County Public Schools.

Report Card on Education is broadcast on Sunday mornings as a part of WTTR’s public affairs programming. The program also is available on the Superintendent’s page of the school system’s website at www.carrollk12.org.

CARROLL EDUCATIONAL TELEVISION-CHANNEL 21

Carroll Educational Television – CETV Channel 21 is a part of the Office of Community and Media Relations and is one of the vital ways the school system communicates with the community.

CETV serves cable subscribers with educational and school-based programs and offers a variety of programming including a video bulletin board, information regarding school closings related to inclement weather, emergency announcements, Board of Education meetings, locally produced programs designed to supplement instruction in the schools, and programs of general educational interest to the community.

CETV Channel 21 is also streamed live on the school system’s website and produces video segments for the web called “CETV Spotlight.” Many past programs are also available on the video-on-demand page. You can access the channel online by going to www.carrollk12.org.

For additional information about CETV Channel 21, please call 410-751-3493 or send an e-mail to channel21@carrollk12.org. For a programming schedule, please visit www.carrollk12.org.

INTERPRETATION AND TRANSLATION SERVICES

Interpreters assist with verbal communication and translators assist with written communication. The team currently includes 30 interpreters that represent 20 different languages spoken in the county. All interpreters and translators receive mandatory in-house training several times a year.

Interpretation and translation services are available for all families in Carroll County and school system personnel who may need language assistance to communicate. Assistance is provided with:

- all IEP meetings and special education paperwork
- school registrations
- parent/teacher conferences
- placement/retention meetings
- disciplinary matters
- interim/progress report communication
- safety issues/concerns
- school events/after-school activities
- home visits
- telephonic interpretation related to emergency issues.

To request interpretation/translation services, please contact Patricia Burns, Coordinator of Interpretation and Translation Services, at 410-386-1699 or paburns@carrollk12.org.
SCHOOLMESSENGER

The Carroll County Public School System uses SchoolMessenger to provide parents with information from their child’s school and the school system. This service enhances the ability of the schools to communicate with parents and members of the school community. It delivers both e-mail and phone alerts at no charge to parents. Parents may also opt in to receive text messages.

There is no need to sign up for this service. All information is taken from the emergency procedure cards. Parents/guardians are automatically enrolled in the system. If at any time you need to update your contact information, please call your child’s school office.

Messages and announcements sent through SchoolMessenger may include:

- closings due to inclement weather or other emergencies
- information from the Superintendent and Board of Education
- school newsletters
- attendance calls
- report card reminders
- parent organization updates
- notices of upcoming events
- cancellation notices
- calendar reminders.

VOLUNTEER PROGRAM

Volunteers are dedicated individuals who are valued by Carroll County Public Schools. Volunteering is an excellent way for parents/guardians, families, community members, and business partners to build and strengthen ties with the school system.

Volunteers engage in activities that support meaningful student learning by encouraging them to reach their highest potential. Activities include, but are not limited to event ticket collection, concession stand operation, guest speaking, reading to students, helping in classrooms, tutoring, chaperoning, and mentoring students.

We invite you to invest in the success of Carroll County Public Schools students by donating your time and talents. For more information regarding the Volunteer Program and how to become a volunteer, please call (410) 751-3070.
CCPS - GENERAL INFORMATION

STUDENT DRESS CODE

Students of Carroll County Public Schools are required to groom themselves in a manner that is modest, clean, appropriate, decent, and not disruptive to the educational process. Students are expected to abide by this dress code from their arrival to the school building until the end of the school day. Requirements include, but are not limited to:

HEAD COVERINGS:
Hats, sunglasses, or head coverings of any kind, including bandanas and visors, shall not be worn in the school building unless approved for religious or medical reasons. Certain headbands, scrunchies, etc., which are used to hold hair in place and do not cover the entire head, are permitted.

SHIRTS
- Shirts shall:
- Cover the entire back (i.e., no cutout backs, no shirts that tie in back).
- Cover the midriff area (bottom of the shirt must meet the top of the lower attire at all times).
- Cover undergarments (i.e., tank top undershirts and skin-tight compression shirts are considered undergarments, and must have a shirt over them).
- Not be see-through.
- Fit modestly so that cleavage area is covered.
- Have two straps, one on each shoulder (no tube tops or halter tops).

SKIRTS/SKORTS/SHORTS/PANTS:
- Dresses, skirts, skorts, and shorts should not be excessively short. The guideline for "excessively short" is clothing that does not reach the student’s fingertips when the student is standing with arms extended at the side.
- Pants shall cover undergarments at all times and not be excessively long so that they drag on the floor.

OTHER:
- No shoes with wheels shall be worn.
- No bedroom slippers shall be worn.
- No chains which could inflict significant bodily harm if used as a weapon, spiked clothing or accessories shall be worn.
- No mutilated, cutout or ragged clothing shall be worn that exposes bare skin between the upper chest and mid-thigh or creates a significant distraction.
- Underwear shall not be showing and shall not be worn as outerwear.
- Clothing shall not convey advertisements for or promote the use of condoms or other birth control devices, tobacco, alcohol, drugs, or weapons, stated or implied.
- Clothing shall not convey symbols or messages generally acceptable to promote intolerance, hate, racial slurs, or sexual harassment.
- Clothing shall not convey establishments or products whose names can be directly interpreted or construed as carrying a "double meaning" involving sexual innuendo, gang symbols, or sexual activity.

VIOLATIONS
A student found wearing inappropriate clothing will be asked to change or remove the item and will be given the opportunity to do so. Should the student not be able to change or remove the item, clothing may be provided by the individual school. Students who fail to cooperate will be referred to an administrator. Any student not complying with the direction of the administrator may be considered insubordinate and subject to appropriate disciplinary action. A school administrator, in consultation with a Director, has the discretion to enforce additional requirements in order to maintain a safe and secure environment.

REQUESTS FOR EXCEPTIONS
Exceptions to the dress code for the purpose of school spirit activities by clubs or organizations will occur at the discretion of the school administration.
<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Board of Education Meeting (4:00 p.m.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>New Teacher Pre-Service Professional Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>New Teacher Pre-Service Professional Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>New Teacher Pre-Service Professional Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>New Teacher Pre-Service Professional Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>New Teacher Pre-Service Professional Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>New Teacher Pre-Service Professional Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>New Teacher Pre-Service Professional Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>New Teacher Pre-Service Professional Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>New Teacher Pre-Service Professional Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>New Teacher Pre-Service Professional Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Pre-service Professional Day for Teachers and Instructional Assistants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Pre-service Professional Day for Teachers and Instructional Assistants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Pre-service Professional Day for Teachers and Instructional Assistants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Pre-service Professional Day for Teachers and Instructional Assistants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Pre-service Professional Day for Teachers and Instructional Assistants</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Schools are frequently asked to distribute materials to students and parents or communicate information in school newsletters or on the public address system on behalf of outside groups and individuals. Schools will follow the procedures below when requested to distribute materials or communicate information by non-school groups and individuals.

1. All non-school materials offered for distribution must be provided to the school principal prior to any distribution.

2. If the non-school materials are a publication of an entity that has a joint program with the Carroll County Public Schools (for example, the Carroll County Department of Recreation and Parks, PTA or PTO) or is a direct extension of the educational program (for example, notification of sign-up for the SAT test or school photographs), then the principal may permit direct distribution of the materials to the students. No other direct distribution of non-school materials shall be allowed.

3. All other materials that are provided to a school for distribution may be placed by the principal in an area designated by the principal (such as a table) for voluntary pick-up by students and parents, so long as the materials meet the requirements of number 7 below. If non-religious groups are permitted to place materials in the designated area, then religious groups shall be granted the same privileges.

4. Announcements of community events or inclusion of such announcements in school newsletters may only be made by school personnel or students if first approved by the principal and only if they are connected with a joint program of the Carroll County Public Schools or are a direct extension of the educational program. (See number 2 above)

5. If community organizations not connected with a joint program of CCPS or not a direct extension of the education program are permitted to set up tables during school events, such as “Back to School Nights,” schools must provide the same opportunity to non-secular organizations.

6. Exceptions to the above guidelines may be made by the principal in the event of a health or safety emergency.

7. No materials may be distributed or placed in the school for voluntary pick-up or communicated over the public address system if the materials or communications are unacceptable for distribution or announcement. Materials or communications deemed unacceptable for distribution or announcement within the Carroll County Public Schools include, but are not limited to, the following: campaign literature, obscenities, advertisements for alcoholic beverages, drugs, drug paraphernalia, contraceptives, abortion services, sexual deviation, tobacco products, fortune telling, palm reading, mind reading, defamatory falsehoods, attacks on person(s) or group(s), or statements of discrimination towards race, culture, religion or sex. The following definitions shall apply in interpreting this guideline:

- **Obscene materials**: These are materials that an average, adult person, applying contemporary community standards would find, taken as a whole, appeal to the prurient interest of minors and lack serious literary, artistic, political, or scientific value for minor students. These also include materials that depict or describe, in a manner not suited for the education of minors, sexual conduct as defined by applicable Maryland law. See Article 27, Section 416(d) of the Annotated Code of Maryland.

- **Defamation**: Defamation includes both libel and slander. Libel is the false and unprivileged publication by writing, printing, picture, effigy, or other fixed representation to the eye which exposes a person to public hatred, contempt, ridicule, or obloquy, or which causes him/her to be shunned or avoided, or which has a tendency to injure him/her in his/her occupation. Slander is the false and unprivileged publication by the spoken word instead of the printed word.

8. For further information, see the guidelines entitled “Distribution of Publications” in the Student Services Handbook. These guidelines deal specifically with students’ distribution of publications.
**SEPTEMBER 2017**

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Schools/Offices Closed</td>
<td>Schools Open</td>
<td>First Day for Students</td>
<td>First Marking Period Begins</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>National Grandparents Day</td>
<td>Patriot Day</td>
<td>Board of Education Meeting (5:00 p.m.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>Citizenship Day</td>
<td>Custodial and Maintenance Personnel Recognition Day</td>
<td>Rosh Hashanah (begins at sunset)</td>
<td></td>
<td>Schools/Offices Closed – Rosh Hashanah</td>
<td>Schools Closed for Students – Professional Development Day for Teachers and Instructional Assistants</td>
<td>First Day of Autumn</td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yom Kippur (begins at sunset)</td>
<td></td>
</tr>
</tbody>
</table>

**October 2017**

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Library Card Sign-Up Month**

**National Hispanic Heritage Month (September 15 - October 15)**
CONSTITUTIONALLY PROTECTED PRAYER

Prayer during noninstructional time – Students may pray when not engaged in instruction, as long as they do not cause a "material disruption." Students may pray, alone or together, during noninstructional time, to the same extent that they may engage in nonreligious activities.

Organized prayer groups and activities – Students may organize prayer groups, religious clubs, and gatherings, to the same extent they are allowed to organize other noncurricular groups. Carroll County Public Schools must give religious groups the same access to school facilities as they give other non-curricular groups. If Carroll County Public Schools allows nonreligious groups to advertise or announce meetings using the school newspaper, the public address system, or leaflets, it must grant religious groups the same privileges. Carroll County Public Schools may disclaim sponsorship of non-curricular groups and events, if it does so in a manner that neither favors nor disfavors religious groups.

Teachers, administrators, and other school employees – School employees “in their official capacity” may not encourage or discourage prayer or actively participate in it with students. Teachers may participate in religious activities where the “overall context makes clear” they are not participating in “their official capacity.”

Moment of Silence – In accordance with Section 7-104 of the Education Article, Annotated Code of Maryland, all students may be required to “...participate in opening exercises on each morning of a school day and to meditate silently for approximately one minute.” It is the policy of the Board of Education of Carroll County that schools be required to have a moment of silence for approximately one minute each school day. During this moment of silence, the Carroll County Public Schools shall neither advance nor inhibit silent religious activity.

Accommodation of prayer during instructional time – Carroll County Public Schools may dismiss students for off-site religious instruction, as long as it does not encourage or discourage participation. Students may be excused from class for religious exercises, as long as this does not “materially burden” other students. If Carroll County Public Schools excuses students from class for nonreligious reasons, it may not treat religious requests less favorably.

Religious expression and prayer in class assignments – Students may express religious beliefs in oral and written class assignments. Such assignments should be judged by ordinary academic standards and legitimate pedagogical concerns.

Student assemblies and extracurricular events – Student speakers at assemblies and extracurricular events may not be selected on a basis that favors or disfavors religious speech. If student speakers are selected with “genuinely neutral, evenhanded criteria” and “retain primary control” over their expression, their speech is not attributable to the school and may not be restricted because of a religious or anti-religious message. However, if district employees “determine or substantially control the content” of the speech, the speech is attributable to the school and may not contain a religious or anti-religious message.

To avoid being perceived as endorsing speech, Carroll County Public Schools may make an “appropriate, neutral disclaimer” clarifying that it does not endorse the speech. But then it must also issue such disclaimers for nonreligious speech.

Baccalaureate ceremonies – Carroll County Public Schools may not mandate or organize religious baccalaureate ceremonies. If Carroll County Public Schools makes its facilities and related services available to other private groups, it must make them available on the same terms for religious baccalaureate ceremonies.

Carroll County Public Schools may disclaim official endorsement of these events in a manner that does not favor or disfavor religious groups.

Prayer at graduation – Carroll County Public Schools may not mandate or organize prayer at graduation or select speakers in a way that favors religious speech. However, if speakers are selected on the basis of “genuinely neutral, evenhanded criteria” and “retain primary control” over their expression, the speech is not attributable to the school and may not be restricted because of religious or anti-religious content.

To avoid being perceived as endorsing speech, Carroll County Public Schools may make an “appropriate, neutral disclaimer” clarifying that it does not endorse the speech. But then it must also issue such disclaimers for nonreligious speech.
## October 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 8-14</td>
<td>Fire Prevention Week</td>
</tr>
<tr>
<td>October 9-13</td>
<td>National School Lunch Week</td>
</tr>
<tr>
<td>October 15-21</td>
<td>America’s Safe Schools Week</td>
</tr>
<tr>
<td>October 16-20</td>
<td>National School Bus Safety Week</td>
</tr>
</tbody>
</table>

**Sukkot (begins at sunset)**

**Two Hour and Forty-Five Minute Early Dismissal System-wide**

**Professional Development Time Available for Instructional Staff**

**Schools Closed for Pre-Kindergarten Students**

**College Fair (6-8 pm, Carroll Community College)**

**Columbus Day**

**Board of Education Meeting (5:00 p.m.)**

**Sukkot (ends at sunset)**

**Shemini Atzeret (begins at sunset)**

**Shemini Atzeret (ends at sunset)**

**National Boss’s Day**

**Bus Drivers and Bus Assistants Recognition Day**

**Diwali (Indian Festival of Lights)**

**Career and Technology Center Open House (6-8 p.m.)**

**Schools Closed for Students and 10-Month Staff Professional Meeting Day**

---

**COURTESY, KINDNESS, COOPERATION, FAIRNESS, JUSTICE, EMPATHY**

- **October 8-14**: Fire Prevention Week
- **October 9-13**: National School Lunch Week
- **October 15-21**: America’s Safe Schools Week
- **October 16-20**: National School Bus Safety Week

- **Czech Heritage Month**
- **Italian American Heritage and Culture Month**
- **America’s Safe Schools Week**
- **National School Bus Safety Week**

- **October 8-14**: Fire Prevention Week
- **October 9-13**: National School Lunch Week
- **October 15-21**: America’s Safe Schools Week
- **October 16-20**: National School Bus Safety Week

- **November 28-29**: Professional Meeting Day
- **November 30**: Halloween

- **November 29-30**: Professional Meeting Day
- **November 30**: Halloween
INCLEMENT WEATHER – SCHOOL CLOSING DECISIONS

The Carroll County Public School System understands that the decision to open or close schools in inclement weather has a big effect on families. We also understand that our students are better served, both academically and socially, by being in school. However, our top priority, as always, is the safety of our students.

WHO MAKES THE DECISION?

The Superintendent of Schools is responsible for the final decision, based on recommendations from the Director of Transportation Services.

HOW IS THE DECISION MADE?

When the school system is advised by the weather service that storm conditions exist, three or four Transportation officials are sent out at 3:00 a.m. to survey the roads. Each section of the county is driven to determine if the roads are, or will be, safe for children to travel on school buses. Transportation staff is in constant contact with weather stations, county and state government staff, police, transportation officials in other counties, and each other during the road and weather assessment.

While on the road, the following factors are used to develop the recommendation for closing school:

- Existing road conditions across the entire county. Remember, even if your street or road looks clear, travel elsewhere in the county may be dangerous.
- Amount of snow and ice that has accumulated and whether it will continue.
- Temperature, both air and road.
- Weather predictions – The school system prefers not making a decision based on weather predictions, which are not always accurate. However, weather predictions are considered in combination with existing conditions.
- School parking lots (both student and staff).
- Other traffic (other traffic can slide into buses or make waiting at bus stops dangerous).
- Other factors specific to the current weather pattern or conditions.

WHEN IS THE DECISION MADE?

The decision will be made no later than 6:00 a.m. in order to notify radio and TV stations, send out an e-mail and phone alert on SchoolMessenger, and post the decision on the CCPS website, social media and Channel 21.

HOW IS THE PUBLIC NOTIFIED?

Parents will receive a SchoolMessenger phone message and e-mail notifying them of a late opening, closing, or early dismissal. In this calendar is a list that provides parents and students with the radio and TV stations that will have up-to-date information on school closings. You can also check the CCPS website at www.carrollkt2.org or Carroll Educational Television - Channel 21.

WILL WE CLOSE SCHOOL WHEN WEATHER CONDITIONS WORSEN?

Keep in mind that even if weather conditions change, a decision cannot be reversed during the morning run without affecting students and their parents and/or families.

Once the decision is made to open schools, many parents rely on this decision and leave for work. If it were decided to send students back home, many may return to unsupervised conditions. When weather conditions change during the school day, it may be necessary to have an early dismissal. The school system will strive to give adequate notice to parents first.

Please discourage teenagers from driving to and from school in adverse weather conditions.

The Carroll County Public School System transports approximately 23,500 students to and from school every school day using 263 buses. There is no perfect decision when deciding to close school, but the Superintendent will always make his decision with the safety of each student in mind.

It is our hope that this explanation helps everyone understand the process used to make the best possible decision concerning weather-related school closings.
Standard Time Begins at 2 a.m.

Board of Education Meeting (5:00 p.m.)

First Marking Period Ends
Two Hour and Forty-Five Minute Early Dismissal System-wide
Teachers Work on End of Marking Period Items
Schools Closed for Pre-Kindergarten Students

Second Marking Period Begins

Schools/Offices Two Hour and Forty-Five Minute Early Dismissal
Last Day before Thanksgiving Holiday
Schools Closed for Pre-Kindergarten Students

Schools/Offices Closed
Thanksgiving Day

Schools/Offices Closed
Thanksgiving Holiday

Schools/Offices Reopen

Employee Recognition and Pinning Ceremony (7:00 p.m.)

November 13-17 American Education Week
School Psychology Awareness Week

November 17 - National Native American Heritage Month

COURTESY, KINDNESS, COOPERATION, FAIRNESS, JUSTICE, EMPATHY
INCLEMENT WEATHER POLICY

When inclement weather conditions occur, the decision may be made to delay the opening of school by two hours, to close school, or to dismiss school early. An announcement will be made for delayed openings or closings by 6:00 a.m. Every effort will be made to make the announcement as early as possible.

There may be an announcement made to open schools 2 hours late with a "re-evaluation" period to possibly close schools. If no re-evaluation announcement is made by 7:15 a.m., schools will open 2 hours late as originally announced.

All weather-related announcements will be made through the Carroll County Public School System's School Messenger system, website, and CETV - Channel 21, as well as through local and regional media. The official stations for carrying school closing announcements are listed in the chart on this page.

On days when schools are closed or there is an early dismissal because of inclement weather, school activities scheduled for that evening may be canceled. The school system and/or individual school administrators will make separate announcements regarding evening and weekend activities that may be canceled.

Any decision to close schools, delay opening, or dismiss schools early due to inclement weather is not made lightly. Every effort will be made to provide an instructional school day consistent with the published school calendar and with the foremost concern always being the safe travel of all Carroll County Public Schools students.

TORNADO WARNING PROTOCOL

In the event of a tornado warning occurring during school hours, it is the procedure of Carroll County Public Schools to retain all students in school until the warning has been lifted. A tornado warning may apply to the entire county or may be localized to a specific section of the county. School administrators will follow their specific tornado warning procedures within each school building.

TORNADO WARNING OCCURRING AT SCHOOL DISMISSAL TIME

Every effort will be made to dismiss students for schools in unaffected areas. However, depending on transportation routing issues, weather predictions, and other information, students will be held in school until it has been determined that it is safe to release students. All parents will be notified through a SchoolMessenger email and phone message when the National Weather Service has issued a tornado warning. Parents also will be notified through SchoolMessenger as the tornado warning time period expires.

TORNADO WARNING OCCURRING AT SCHOOL TAKE-IN TIME

Every effort will be made to notify parents within the affected area(s) of the tornado warning as soon as possible. Depending on the timing of the warning, students may be at bus stops and may have already boarded buses prior to knowledge of the warning. Buses will resume their normal bus routes once the warning has expired. Bus drivers have specific training on how to secure their bus and evacuate students in the event they are in an area being affected by a tornado. Students arriving to school during the warning period will be accepted at school and directed to the established tornado shelter area within each school.

As we have seen in past tornado events, the first warning expiration time may be extended. These extensions may be repeated several times. It is important for parents to pay close attention to local weather stations for the latest weather information.

OFFICIAL STATIONS

School Closing Announcements

RADIO STATIONS

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Station Name</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>1470 AM</td>
<td>WTTR</td>
<td>Westminster</td>
</tr>
<tr>
<td>103.1 FM</td>
<td>WAFY-KEY</td>
<td>Frederick</td>
</tr>
<tr>
<td>1090 AM</td>
<td>WBAL</td>
<td>Baltimore</td>
</tr>
<tr>
<td>680 AM</td>
<td>WCBM</td>
<td>Baltimore</td>
</tr>
<tr>
<td>930 AM</td>
<td>WFMD</td>
<td>Frederick</td>
</tr>
<tr>
<td>99.9 FM</td>
<td>WFRE</td>
<td>Frederick</td>
</tr>
<tr>
<td>1320 AM</td>
<td>WGET</td>
<td>Gettysburg</td>
</tr>
<tr>
<td>107.7 FM</td>
<td>WGTY</td>
<td>Gettysburg</td>
</tr>
<tr>
<td>1280 AM</td>
<td>WHVR</td>
<td>Hanover</td>
</tr>
<tr>
<td>95.1 FM</td>
<td>WRBS</td>
<td>Baltimore</td>
</tr>
<tr>
<td>98.5 FM</td>
<td>WYCR</td>
<td>Hanover</td>
</tr>
</tbody>
</table>

TELEVISION STATIONS

<table>
<thead>
<tr>
<th>Station Name</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>CETV Channel 21</td>
<td>Westminster</td>
</tr>
<tr>
<td>WMAR-TV Channel 2</td>
<td>Baltimore</td>
</tr>
<tr>
<td>WBAL-TV Channel 11</td>
<td>Baltimore</td>
</tr>
<tr>
<td>WIZ-TV Channel 13</td>
<td>Baltimore</td>
</tr>
<tr>
<td>WBFF - Fox 45</td>
<td>Baltimore</td>
</tr>
</tbody>
</table>

INTERNET – WWW.CARROLLK12.ORG
E-MAIL AND PHONE ALERTS – SCHOOL MESSENGER
SOCIAL MEDIA – FACEBOOK AND TWITTER
**November 2017**

[SUNDAY] [MONDAY] [TUESDAY] [WEDNESDAY] [THURSDAY] [FRIDAY] [SATURDAY]

- December 4-8: National Inclusive Schools Week

**December 2017**

[SUNDAY] [MONDAY] [TUESDAY] [WEDNESDAY] [THURSDAY] [FRIDAY] [SATURDAY]

- December 8: Pearl Harbor Day
- December 9: Hanukkah (begins at sunset) Board of Education Meeting (5:00 p.m.)

**January 2018**

[SUNDAY] [MONDAY] [TUESDAY] [WEDNESDAY] [THURSDAY] [FRIDAY] [SATURDAY]

- January 2: New Year's Eve
- January 3-8: Schools/Offices Closed Christmas/Winter Holiday
- January 9: Christmas Day
- January 10: Schools/Offices Closed Christmas/Winter Holiday
- January 14-28: Schools/Offices Closed Christmas/Winter Holiday
- January 30-31: Schools/Offices Closed Christmas/Winter Holiday

**INTEGRITY, DEPENDABILITY, SERVICE, ACCOUNTABILITY, HELPFULNESS, COMMITMENT**

December 4-8: National Inclusive Schools Week
PROTECTION OF PUPIL RIGHTS

The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 or older or emancipated minors (“eligible students”) certain rights regarding the Carroll County Public School System’s administration of surveys, collection and use of information for marketing purposes, and administration of certain physical exams. These include the right to:

1. **Consent to federally funded surveys concerning “protected information.”** If the U.S. Department of Education funds a survey in whole or in part, a student’s parents or an eligible student must consent in writing before the student may provide information relating to the following categories:
   - Political affiliations;
   - Mental or psychological problems of the student or student’s family;
   - Sexual behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior;
   - Critical appraisals of student’s family members;
   - Privileged or similar relationships recognized by law, such as with attorneys, doctors, and ministers;
   - Religious practices, affiliations, or beliefs of the student or student’s parents; or
   - Income other than that required by law to determine program eligibility.
   
   A survey that concerns any of these points is called a “protected information survey.”

2. **Opt out of certain surveys and exams.** Parents and eligible students will receive notice of any of the following activities and will have the right to opt out of them:
   - Any protected information survey, regardless of funding; and
   - Any non-emergency, invasive physical exam or screening required as a condition of attendance; administered by the school or its agent and scheduled by the school; and not necessary to protect the immediate health and safety of a student or of another student, except for hearing or vision screenings or any physical exam or screening permitted or required under state law.

3. **Inspect certain material.** Parents and eligible students have the right to inspect the following, upon request, before Carroll County Public Schools administers or uses them:
   - Protected information surveys of students (including any instructional materials used in connection with the survey);
   - Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
   - Instructional materials used as part of the educational curriculum (except tests and assessments).

4. **Report violations.** Parents and eligible students who believe their rights have been violated may file a complaint with the Office of Research and Accountability.
<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Schools/Offices Closed</td>
<td>Schools/Offices Reopen</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10</td>
<td>Board of Education Meeting (5:00 p.m.)</td>
<td></td>
<td></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></td>
<td></td>
<td></td>
<td>14</td>
<td></td>
<td></td>
<td></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></td>
<td></td>
<td></td>
<td>21</td>
<td></td>
<td></td>
<td></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></td>
<td></td>
<td></td>
<td>28</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td>31</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SUNDAY**

- **Schools/Offices Closed**
- **New Year’s Day**

**MONDAY**

- **Schools/Offices Closed**
- **Martin Luther King, Jr. Holiday**

**TUESDAY**

- **Second Marking Period Ends**

**WEDNESDAY**

- **Schools Closed for Students**
- **Teachers Work on End of Marking Period Items**
- **Non-Work Day for Instructional Assistants**

**THURSDAY**

- **Third Marking Period Begins**

**FRIDAY**

- **Non-Work Day for Instructional Assistants**

**SATURDAY**

- **Non-Work Day for Instructional Assistants**
CCPS - GENERAL INFORMATION

TELECOMMUNICATIONS AND INTERNET SAFETY

Carroll County Public Schools strives to communicate regularly with parents in a variety of ways. Regarding electronic mail (e-mail) communications, Carroll County Public Schools staff may communicate with parents via e-mail if the parent provides an e-mail address and if permission to communicate via e-mail is authorized annually by the parent/legal guardian on the student’s Emergency Card. However, e-mail is not a secure communication system in that unauthorized access is always a possibility, regardless of the level of security of the e-mail system. Although Carroll County Public Schools endeavors to ensure the confidentiality of its e-mail system, Carroll County Public Schools cannot guarantee confidentiality or security of information communicated via e-mail.

The Internet and other instructional technologies are valuable tools for learning. The Carroll County Public School System recognizes the positive impact technology can have on education, while recognizing the challenges it also presents.

The use of telecommunications is a privilege, not a right, and is to be used for educational purposes only.

The consequence of unacceptable use is decided by the school principal or designee and could result in the cancellation of telecommunications privileges, suspension from school, or, depending upon the severity of the incident, a request for extended suspension or expulsion from CCPS. The consequences can be the result of actions by students taken at school or at home.

Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and electronic communication and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

STUDENTS ARE EXPECTED TO:

- Use telecommunications services for curriculum-related purposes
- Monitor time online in consideration of others and in a courteous manner
- Use appropriate language/behavior
- Observe copyright laws/property rights (Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law [Title 17, USC] and the TEACH Act - Section 110(2) of the U.S. Copyright Act)
- Practice responsible, ethical, and legal behavior.

STUDENTS MAY NOT:

- Use telecommunications for financial gain or any illegal purpose
- Degrade or disrupt the telecommunication system performance
- Access information inconsistent with curriculum-related purposes
- Reveal home telephone numbers, addresses, or other personal information
- Attempt to access network resources inconsistent with curriculum-related purposes
- Make any attempt to bypass security devices or CIPA (Children's Internet Protection Act) required content filtering on the CCPS network
- Install non-CCPS equipment or software on CCPS computers, networks, and/or other CCPS assets
- Violate the privacy of others, share passwords or computer accounts, or attempt to access others’ accounts.
- Portable electronic devices are permitted to enhance student learning under the guidelines of the school. Please see the Portable Electronic Devices article for more information.

If parents do not want their child to have access to computers and the Internet, they must notify the school principal in writing.
<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Groundhog Day</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FEBRUARY 2018

- **February 5-9**: National School Counseling Week
- **February 17-24**: National FFA Week

Career and Technology Education Month
Gifted and Talented Education Month
National African American History Month

INTEGRITY, DEPENDABILITY, SERVICE, ACCOUNTABILITY, HELPFULNESS, COMMITMENT

- **February 5-9**: National School Counseling Week
- **February 17-24**: National FFA Week

- **February 11**: Abraham Lincoln's Birthday
- **February 12**: Mardi Gras
- **February 13**: Board of Education Meeting (5:00 p.m.)
- **February 14**: Valentine's Day
- **February 15**: Ash Wednesday
- **February 18**: Schools/Offices Closed
- **February 19**: Presidents' Day
- **February 20**: George Washington's Birthday
- **February 21**: George Washington's Birthday
- **February 25**: Instructional Assistants Day

MARCH 2018

- **March 25-27**: 1-3
- **March 28-29**: 4-5
- **March 30-31**: 6-7

INTEGRITY, DEPENDABILITY, SERVICE, ACCOUNTABILITY, HELPFULNESS, COMMITMENT
PORTABLE ELECTRONIC DEVICES

The Board of Education recognizes that the use of personally-owned portable electronic devices plays a beneficial role in the educational process. Carroll County Public Schools allows for the use of portable electronic devices owned by adults and students in grades 3-12 during the school day when used within established guidelines. The use of these devices is voluntary. Examples of portable electronic devices include, but are not limited to: laptops, tablets, netbooks, mobile phones, mp3 players, and eReaders. School staff members are not expected to assist students with troubleshooting problems with personally owned devices.

RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Who</th>
<th>What</th>
</tr>
</thead>
</table>
| Parents              | ▪ Talk with your student about the responsibility that comes with owning and using a portable electronic device.  
 ▪ Decide whether or not to allow your student to use a personally owned portable electronic device in school.  
 ▪ Review the Portable Electronic Devices Guidelines and agree to the terms stated on the Parent Sign-Off Sheet.  
 ▪ Monitor your device's data plan for appropriate coverage.                                               |
| Students in Grades 3-12 | ▪ Review the Portable Electronic Devices Guidelines with your parents/guardians and agree to abide by the guidelines.  
 ▪ Guard your device against loss, damage, and theft.  
 ▪ Make sure your device is charged before coming to school.  
 ▪ Silence the audible notification sounds and volume of your device during the school day, or use ear buds/headphones when appropriate.  
 ▪ Do not use your device to record, store, or transmit any type of image, sound, or video, except for approved projects with the permission of school staff.  
 ▪ Use your device to enhance your learning.  
 ▪ Troubleshoot problems with your device.  
 ▪ Maintain the privilege of using your device by minimizing distractions, using your device appropriately, and following the directions of school staff. |
| School Staff         | ▪ Model the appropriate use of devices and digital citizenship.  
 ▪ Allow students to use their devices within the CCPS guidelines.  
 ▪ Do not direct or encourage students to allow other students to use their device as part of instruction.  
 ▪ Consider equity of access to technology when designing lessons and provide the tools necessary for all students to complete assignments. |

WHERE STUDENTS CAN USE PORTABLE ELECTRONIC DEVICES

<table>
<thead>
<tr>
<th>Location</th>
<th>Elementary Schools Grades 3-5</th>
<th>Middle and High Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Bus</td>
<td>Yes, with ear buds or headphones, unless otherwise directed by the bus driver.</td>
<td>Yes, with ear buds or headphones, unless otherwise directed by the bus driver.</td>
</tr>
<tr>
<td>Classroom, Media Center, and Field Trips</td>
<td>Yes, unless otherwise directed by the teacher.</td>
<td>Yes, unless otherwise directed by the teacher.</td>
</tr>
<tr>
<td>Hallways and Stairwells</td>
<td>No, unless permission is granted by school staff.</td>
<td>Yes, unless otherwise directed by school staff.</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>No, unless permission is granted by school staff.</td>
<td>Yes, unless otherwise directed by school staff.</td>
</tr>
<tr>
<td>Restrooms</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Assemblies</td>
<td>No, unless permission is granted by school staff.</td>
<td>No, unless permission is granted by school staff.</td>
</tr>
<tr>
<td>Recess Locations</td>
<td>No, unless permission is granted by school staff.</td>
<td>N/A</td>
</tr>
<tr>
<td>Locker Rooms</td>
<td>N/A</td>
<td>No images/video/audio recordings.</td>
</tr>
</tbody>
</table>

LIABILITY

Carroll County Public Schools assumes no responsibility for the loss, damage, theft, or charging of personally owned portable electronic devices and/or related accessories brought to school or on the school buses. Students bring these devices to Carroll County Public Schools at their own risk.

MISUSE

Disciplinary action, as outlined in the Carroll County Public Schools Student Handbook, shall be taken when a student fails to follow the directions of a staff member regarding portable electronic devices or if reasonable belief exists that the student has violated the terms of the Acceptable Use Procedures and Guidelines or other school policy.
**SELF-CONFIDENCE, PERSEVERANCE, SELF-DISCIPLINE, FLEXIBILITY, PATIENCE, GRIT**

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MEA's Read Across America</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4</td>
<td></td>
<td>Two Hour and Forty-Five Minute Early Dismissal System-wide</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5</td>
<td></td>
<td>Professional Development Time Available for Instructional Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12</td>
<td></td>
<td>Daylight Saving Time Begins at 2 a.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>13</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>14</td>
<td></td>
<td>Board of Education Meeting (5:00 p.m.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>16</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>17</td>
<td></td>
<td>St. Patrick's Day</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>18</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>19</td>
<td></td>
<td>First Day of Spring</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20</td>
<td></td>
<td>Chamber of Commerce Outstanding Teacher Awards (6 p.m. WMHS)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>21</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>22</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>23</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>24</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>25</td>
<td></td>
<td>Maryland Day</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>26</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>27</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>28</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>29</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>30</td>
<td></td>
<td>Schools/Offices Closed Good Friday Passover, First Days (begins at sunset)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>31</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FEBRUARY 2018**

<table>
<thead>
<tr>
<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>29</td>
<td>30</td>
<td>31</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

**MARCH 2018**

<table>
<thead>
<tr>
<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>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

**APRIL 2018**

<table>
<thead>
<tr>
<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>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>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

**Irish American Heritage Month**
**Middle Level Education Month**
**Music in Our Schools Month**

**April 2018**

**National Nutrition Month**
**Women's History Month**
**Youth Art Month**
REGISTRATION/ENROLLMENT PROCEDURES

Only the biological parent, custodial parent, or court-appointed legal guardian may register a child for school. In order to register your child in a Carroll County public school, you are required to present the following items before your child may be enrolled in school:

**Legal proof of age, which may be verified by one of the following:**
- Birth certificate
- Birth registration notice
- Passport/visa
- Physician’s certificate - signed statement by physician or midwife in attendance at birth
- Baptismal or church certification
- Hospital certificate with child's full name, parent(s) name, date of birth, physician signature
- Official school record
- Official court document indicating child’s birth date
- Parent’s affidavit, if approved by the Pupil Personnel Worker.

**Proof of legal residence in Carroll County, which may be verified by one of the following:**
- a current rent receipt*
- a recent bill for a service delivered to the residence*
- a mortgage statement/bill*
- a signed settlement document
- a property tax bill from the current fiscal year indicating "primary residence"
- a signed lease/rental agreement on a home/apartment in which the parent/legal guardian is currently residing
- a deed, with the house number and street address and the parent's/legal guardian's name
- Real Property Data Search Report listing parent/guardian name and "principal residence"
- a Residence Verification Statement accompanied by an acceptable proof of residence for the owner/lessee of the property

*Date on document must be within 60 days of enrollment.

It is the practice of Carroll County Public Schools to investigate claims of county residence when there is reason to believe a student may not be a bona fide resident and entitled to enrollment. A student who is not a bona fide resident will be immediately withdrawn from school. Individuals who make false claims of residence may be charged with felony theft and prosecuted. Complete restitution to Carroll County Public Schools will also be sought.

A complete immunization record showing that your child has had the proper immunizations as required by law.

Additionally, Maryland law requires that all first time enrollees into the Maryland Public School System have a physical examination no sooner than nine months before or no later than six months after entrance into school. Students entering PreK, kindergarten, and first grade need to present appropriate documentation regarding blood lead levels.

If you have any questions regarding these requirements, please contact a counselor or the principal of the school in which you plan to enroll your child, or the Pupil Personnel Worker assigned to the school.

Please call the school to schedule an appointment to register your child.

AGE REQUIREMENTS

The Public School Laws of Maryland state that individuals who are 5 years old or older, under age 21 and have not received a diploma or satisfied graduation requirements, shall be permitted to attend a public school free of charge. Attendance in a school program for children from age five to age eighteen is compulsory. Attendance in Carroll County Public Schools is for bona fide residents of Carroll County.

A kindergarten program is mandatory in Maryland. Children admitted to a kindergarten program shall be at least five years old on or before September 1.

Information regarding alternatives to public school kindergarten attendance is available at each elementary school.

The Board of Education shall permit a five year old child, upon the request of the parent, to be admitted to the first grade if the local Superintendent or his designee determines that such child has demonstrated capabilities warranting early admission. Further information and guidelines for early admission may be obtained from any elementary school principal.

A student who becomes 21 years old prior to the opening day of any school year is not eligible to enroll in the Carroll County Public Schools.
### April 2018:

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Easter</td>
<td>Schools/Offices Closed</td>
<td>Schools/Offices Reopen</td>
<td></td>
<td>Passover, Concluding Days</td>
<td>Passover, Concluding Days (ends at sunset)</td>
</tr>
<tr>
<td>2</td>
<td>Easter Monday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Fourth Marking Period Begins</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Board of Education Meeting (5:00 p.m.)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>Third Marking Period Ends</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>Two Hour and Forty-Five Minute Early Dismissal System-wide</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>Teachers Work on End of Marking Period Items</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>Schools Closed for Pre-Kindergarten Students</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Earth Day</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>National Arbor Day</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Carroll County Public Schools recognizes the relationship between good attendance and academic achievement. All students are expected to maintain a regular, daily attendance rate of at least 96 percent. When students are absent, arrive late, or leave school before the scheduled dismissal time, their parents are requested to provide an explanation to the school via a written note, fax, e-mail, or phone call. A parent/legal guardian must provide an explanation of the absence within 5 school days of the student’s return to school or the absence will be coded as unlawful.

Tardiness is treated in a similar manner as lawful or unlawful absences as it can be a serious disruption to a student’s educational progress.

Student attendance requirements are described in the Annotated Code of Maryland and Code of Maryland Regulations. These absences are considered lawful and therefore excused with a parent explanation of the absence:

- Death in the immediate family
- Illness of the child
- Court summons
- Observance of a religious holiday
- Suspension.

An absence for any portion of the day, for any reason other than lawful excuses or emergencies as determined by the Carroll County Public Schools Superintendent or his designee, is presumed to be unlawful and may constitute truancy.

It is strongly recommended that parents plan vacations for times when school is not in regular session. It is recognized, however, that occasionally students are absent for necessary or important family activities. When this occurs, an excused absence may be requested in advance, through the school principal. Even though the absence may be excused, students are required to make up work missed during that time. It must be kept in mind that grades may be affected if students fail to follow through with make-up work. Some school work missed, such as class participation or laboratory experiments, does not lend itself to make-up. Missing such assignments may also affect a student’s grade.

Doctor’s notes may be required for absences when excessive or unlawful absences occur.

**STUDENTS SCHEDULED FOR A FULL DAY**

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

**STUDENTS SCHEDULED FOR A PARTIAL DAY**

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

**Example:** A student scheduled for a two hour block of time will be counted present for a full day if the student is in attendance for that entire block of time. If the student is absent for that entire block of time, the student will be counted absent for a full day. A student scheduled for a two hour block of time will be counted present for 1/2 day if the student is in attendance for one hour.
### Self-Confidence, Perseverance, Self-Discipline, Flexibility, Patience, Grit

May 1-7 National Physical Education and Sport Week
May 6-12 National Teacher Appreciation Week
May 14-18 Pupil Personnel Worker Week

**School Lunch Hero Day**
May 1-7

**Cinco de Mayo**
May 5

**May 6-12**

**National Teacher Day**
May 8

**National School Nurse Day**
May 9

**Board of Education Meeting (5:00 p.m.)**

**May 14-18**

**Pupil Personnel Worker Week**

**Mother’s Day**
May 13

**May 14-18**

**Asian American and Pacific Islander Heritage Month**

**Better Hearing and Speech Month**

**National Physical Education and Sports Month**

**May 14-17**

**Father’s Day**

**Shavuot (begins at sunset)**
May 15

**May 16-18**

**Pupil Personnel Worker Week**

**First Day of Ramadan (Islamic)**
May 16

**May 16-18**

**Shavuot (ends at sunset)**
May 17

**May 20-26**

**Mother’s Day**
May 21

**Shavuot (ends at sunset)**
May 22

**May 22-28**

**Schools/Offices Closed**

**Memo Day**
May 28

**May 28-30**

**School Lunch Hero Day**
May 28

**Schools/Offices Closed**

**Memorial Day**
May 29

**Gateway School Certificate Ceremony**
May 30

**Carroll Springs School Certificate Ceremony**
May 30

**Post-Secondary Graduation**
May 30

**May 31**

**MEMORIAL DAY**

**May 31**

**Mother’s Day**

**Schools/Offices Closed**

**Memorial Day**

**May 31**

**Mother’s Day**

**Schools/Offices Closed**

**Memorial Day**

**May 31**

**Mother’s Day**

**Schools/Offices Closed**

**Memorial Day**
OUT-OF-DISTRICT

Students shall attend the school designated for the attendance areas in which they reside. In specific and limited circumstances, students may be considered for placement outside their designated attendance area. The Department of Student Services will receive and investigate requests for out-of-district placements. These written requests from parents or guardians may be granted if the school has adequate space and facilities to accommodate the pupil, and if an approvable circumstance is deemed to exist. All applications for out-of-district placement must be submitted on an annual basis by March 1.

If the out-of-district request is approved, transportation to and from the out-of-district school will be the responsibility of the parent(s) or guardian(s).

All out-of-district approvals are subject to further and ongoing review and may be rescinded upon recommendation by the Pupil Personnel Worker if one of the following conditions exists:
- Child's attendance, behavior, or grades are unsatisfactory;
- Child no longer meets out-of-district criteria;
- Any information provided on the application or supporting documentation is false.

The residence of the pupil shall, in all cases, be considered the same as the primary residence of the parent or other legally appointed guardian. Purchasing a property, renting, moving into another family’s home, etc. while at the same time maintaining another residence in the county, will not constitute a reason for enrollment in the attendance area of the secondary residence.

ADMISSION OF NONRESIDENT STUDENTS

The Board of Education recognizes as its first responsibility the education of school-age children who are bona fide residents of Carroll County. Only bona fide residents are eligible for free school privileges.

A child is a bona fide resident if that child actually lives within Carroll County with a parent or other person who has court-appointed legal custody or legal guardianship of the child. The determination whether a pupil is a bona fide resident shall be based on facts present in each individual situation and applicable state and local regulations. Should it be determined that a student who is not a bona fide resident attended CCPS, the student’s parents or guardians, or eligible student, if the student is 18 years of age or older, will be assessed tuition and/or withdrawn from Carroll County Public Schools. Further, the matter may be referred to the State’s Attorney for prosecution.

In specific and limited circumstances, a non-resident student may be considered for enrollment in Carroll County Public Schools if the student meets certain criteria. The applicant must submit supporting documentation along with a non-resident application form to the Student Services Department. Tuition charges may apply.

Questions regarding the nonresident policy should be referred to the Supervisor of Pupil Personnel/Designee in the Student Services Department.

REMOVAL OF A CHILD FROM SCHOOL

A child may be removed from school by a custodial parent, a legal guardian, a primary care parent or a foster care parent. Other persons wishing to remove a child from school may do so only with the permission/consent of the child’s custodial parent, legal guardian, primary care parent, or agency assigned foster parents. Photo identification may be required of anyone picking up a child from school.

A non-custodial parent may only pick up a child from school with the permission/consent of the custodial parent. It is the intention of Carroll County Public Schools to remain neutral in matters concerning separation/divorce and child custody. However, school officials may intervene and make decisions in order to ensure the safety and welfare of the child, as well as maintain order and decorum in the school.

In the case of joint custody and in a situation where both parents do not agree about the child’s release from school, the parent who has physical custody via court order or resident parent (the parent in residence from which the child was sent to school that day) has final decision making authority as to whether or not the other parent can remove the child from school.

Parents may authorize individuals other than themselves to be contacted in case of emergency by including the name and phone number of the individual(s) on the emergency procedure card.

Children who are under the care and custody of community agencies may be removed from school by authorized representatives of the agency in order to receive services. Such removal must be through prior arrangement between the home, the agency, and the school principal.

When a subpoena is presented to remove a child from school, a legal document called a “body attachment” must be included before the child may be released.
## Calendar for June 2018

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Graduation FSK (7:00 p.m.)</td>
<td>Graduation CHS (7:00 p.m.)</td>
<td>Graduation WHS (7:00 p.m.)</td>
<td>Graduation SCHS (7:00 p.m.)</td>
<td>Graduation LHS (7:00 p.m.)</td>
<td>Graduation WMHS (1:00 p.m.)</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day for Pre-Kindergarten Students</td>
<td>Board of Education Meeting (5:00 p.m.)</td>
<td>Fourth Marking Period Ends</td>
<td>Last Day for Students</td>
<td>Two Hour and Forty-Five Minute Early Dismissal System-wide</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Custodial/Maintenance Inservice</td>
<td>Custodial/Maintenance Inservice</td>
<td>First Day of Summer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
<tr>
<td>Schools/Offices Closed</td>
<td>Primary Election Day</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ELEMENTARY SCHOOL

Grade level alignment for elementary schools in Carroll County is K-5 with the exception of Parr’s Ridge (K-2) and Mt. Airy Elementary (3-5). Some elementary schools also have prekindergarten programs. In addition, five of the elementary schools are regional special education centers.

Chronological age determines when a child may start school. Most children begin school in kindergarten and complete one grade per year. Provision is made, however, for the child who may need more or less than six years to complete the elementary program. Students are assigned to a class at the appropriate grade level. The classroom teachers are responsible for most of the student’s instruction. Specialists provide and/or assist with programs for art, music, media, physical education, health, reading and special needs.

Children are grouped and regrouped according to their needs. A student may move to a specialist and/or other classes to receive appropriate instruction on his or her level.

Any time a parent has a question or concern about their child or their child’s progress, it is always best to talk with the child’s teacher. If after talking with the teacher the parent needs more information, they should contact the school principal.

MIDDLE SCHOOL

Middle schools provide all students in grades 6-8 a rigorous and relevant comprehensive instructional program that engages students in learning at high levels in every class. Middle schools sustain successful student learning by providing structured support for the rapidly changing social, emotional, and physical needs of each student. Middle schools also provide for students’ future learning and growth through curricular and extracurricular programs that promote 21st century skills and positive character traits.

HIGH SCHOOL

Students in grades 9-12 attend one of seven Carroll County high schools. A student must earn a minimum of 25 credits to graduate from high school. Specific requirements are listed under “Graduation Requirements.”

In addition to the required courses, many others are available in world languages, business education, fine arts, family and consumer science, and technology education. Numerous vocational programs for high school students are also available in each school and at the Carroll County Career and Technology Center. All high schools have an extensive extra-curricular and co-curricular program.

REPORTING STUDENT ACHIEVEMENT

Student achievement is formally reported to parents four times a year. In addition, teachers communicate with parents by means of conferences, letters, e-mails, and telephone calls.

All parents of grade 3-12 students may login and view information pertaining to their students via the Home Access Center. For additional information, go to the CCPS website at www.carrollk12.org and click on the Home Access Center link.

Conference days between teachers and parents are scheduled by each school. These days are particularly helpful in allowing teachers and parents to cooperatively participate in the student’s education. Other conference times are available throughout the school year by contacting the school.
<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Independence Day</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**JULY 2018**
FIELD TRIPS

Field trips are an important aspect of the curriculum. All field trips are approved by the principal in advance, and written permission to take the trip must be secured from the parent/guardian of each student. An adequate number of chaperones will be in attendance. Overnight field trips need the approval of the principal, the appropriate supervisor, Director of Transportation, School Director, Volunteer Program Coordinator, Supervisor of Health Services, and the Assistant Superintendent of Instruction. These field trips are generally restricted to high school students. Copies of the guidelines for instructional field trips are on file in each school.

CLASS GROUPS AND STUDENT ORGANIZATIONS

All student organizations desiring to conduct activities in school buildings and on school grounds shall be permitted to conduct these activities if authorized to do so by the principal. All meetings and activities will be subject to the supervision of the administration and faculty of the school. All school groups and organizations are either curriculum-related or non-curriculum related groups and are subject to the Federal Equal Access Act and regulations included in COMAR 13A.08.01.09 (“Student Organizations”). Questions related to starting a new club or student organization, or membership in an existing club, should be directed to the principal.

CAREER AND TECHNOLOGY CENTER

The Carroll County Career and Technology Center provides learning experiences that are directed toward preparing students for entering employment and continuing their education. Graduates who complete career and technology programs may go to work, enter apprenticeships, technical school, or college. The environment in which students are educated is similar to the environment in which they will subsequently work. Instruction is based on industry standards. The Center offers opportunities to students from all high schools in Carroll County. Students must enroll in courses through their home schools. The Carroll County Career and Technology Center is located in Westminster, adjacent to Westminster High School.

Students are admitted to career and technology programs on the basis of their interests, their ability to profit from the course of study, and their probability of success in the selected programs. Most programs are two-semester programs with the eleventh grade as the initial year of instruction. Articulation agreements with colleges, state and national certifications, AP courses, and transcripted credits provide students with the opportunity to experience a value-added education in high school.

All career and technology programs are open to both male and female students.

A complete listing and description of courses offered may be obtained by calling your child’s counselor, the Carroll County Career and Technology Center at 410-751-3669 or by checking the Carroll County Public Schools website.

CAREER TECHNOLOGY SERVICES TEAM

The Career Technology Services Team (CTST) provides students with added support and reinforcement as needed to be successful participants in all career programs at the Career and Technology Center. The main purposes of the CTST include:

- To provide direct services to students as indicated in the student’s Individual Educational Plan or 504 Plan
- To act as a resource for students and educators
- To be an advocate in coordinating instruction and providing assistance
- To provide interventions for PARCC, HSA and end of course tests.

DUAL ENROLLMENT

Dual enrollment provides high school juniors and seniors the opportunity to enroll in college level courses through local colleges while enrolled in a Carroll County public high school. Dually enrolled students may take college courses for which they have met the prerequisite requirements and for which they have received authorization by both a parent/guardian and a designated school official.

Approval for participation is dependent upon the student’s GPA, service learning hours, and attendance requirements. Courses may be selected from either the general education component or the career completer courses of CCPS state-approved programs offered at the College. Courses not eligible for the dual enrollment program include summer courses and non-credit bearing courses. With preapproval from the principal, students may take courses at the college level during summer sessions. However, there is no financial discount for summer college courses. Upon successful completion of the course(s), the student will receive college credit. The grade report will be forwarded at the conclusion of each semester directly to the high school. Dual enrollment courses will be reflected on the student’s high school transcript and the final grade will be calculated into the high school GPA. College courses at the 100 level or above will receive .5 high school credit for 1-2 college course credits and 1.0 high school credit for 3-5 college course credits. Dual enrollment courses will be weighted as a transcripted/AP course and may count toward graduation requirements. Students must be enrolled in a total of four credits for the semester (college and a minimum of 1 CCPS credit combined).

Students must make an appointment with their school counselor and have a parent conference to review the educational plan, discuss course options at the college, fees, and obtain appropriate paperwork.
CCPS - ABOUT OUR SCHOOLS

VISITING SCHOOLS

Parents are encouraged to visit schools to meet administrators and staff, to attend programs, to gain knowledge of the instructional program, and to share personal ideas. Visitors should arrange their visit in advance to ensure that the time is appropriate and does not interfere with planned activities.

All visitors should report to the school office on arrival at the school and follow our visitor protocols, which were established to maintain a safe and orderly environment. Persons who enter the school grounds or buildings and cause a disturbance or disrupt the school program are in violation of Public School Laws and will be dealt with accordingly.

CROSSROADS MIDDLE

Crossroads Middle provides an alternative educational opportunity for middle school students. It is committed to facilitating the educational progress of students who have demonstrated difficulties in the areas of behavioral and emotional adjustment in the traditional school setting.

The mission of Crossroads Middle is to help students to develop socially, personally, and intellectually, while assisting them in reaching behavioral and academic success. The goal is to return students to their comprehensive, home schools.

GATEWAY SCHOOL

Gateway School provides an alternative educational opportunity for high school students. It is committed to facilitating the educational progress of students who have demonstrated difficulties in areas of behavioral and emotional adjustment in the traditional school setting.

The mission of Gateway School is to help students to develop socially, personally, and intellectually, while assisting them in reaching behavioral and academic success. Ultimately, this enables students to transition back to their home schools. Students attending Gateway School are eligible to earn credits that apply to graduation.

FLEXIBLE STUDENT SUPPORT

Flexible Student Support provides part-time educational opportunities to students who are not meeting with success in their home school, need to take additional courses during the evenings, have withdrawn from school and wish to re-enroll, etc. The program includes:

- Student Support Center – classroom instruction in the evenings
- Distance Learning Lab – independent work on the computer.
- Career Research and Development – classroom instruction combined with work experience leading to a completer program.

For additional information or to apply to one of the programs, contact the pupil personnel worker (PPW) for the school the student attends, or would attend if enrolled, at 410-751-3120.

ALTERNATIVES TO FOUR-YEAR ENROLLMENT

Alternatives to four-year enrollment include:

- Early College Admission Program
- Early Admission to Approved Vocational, Technical or Other Post-Secondary School
- Alternatively Structured Programs.

Alternative programs must be developed with the school counselor. A written request should be made to the school principal by the student and parents/guardians stating in detail the reason for the request.

Alternatives to a four-year enrollment must be approved by the Superintendent of Schools or his designee and must be in compliance with the Graduation Requirements for Public High Schools in Maryland and the standards established by the Board of Education of Carroll County. Additional information may be obtained from the school counselor.
Labor Day
GRADING AND HOMEWORK

GRADING POLICY

Report card grades shall be as pure a measure as possible of student achievement in mastering content standards and course outcomes.

GRADING GUIDELINES

- There shall be four marking periods during each school year. Report cards are issued at the end of each marking period. Marking period grades are calculated solely on work done during that marking period.
- Grades reported on report cards shall be derived from work that measures student learning of the knowledge, skills, and competency profiles outlined in the course curriculum.
- When calculating student grades, more weight shall be given to summative assignments (assignments designed to evaluate student learning) than to formative assignments (assignments designed to provide practice and guide next-step instruction). Curriculum supervisors shall provide target formative and summative weights for each course.
- All courses offered for high school credit shall administer a final assessment. The final assessment shall be comprehensive and measure student learning of the content standards and outcomes presented during the course. The final assessment grade shall be reported to parents and carry a weight of 10% of the final grade.
- Teachers are encouraged to provide second-chance learning opportunities for all students. Second-chance learning may include reteaching, extra practice, and the opportunity to demonstrate learning on another assessment. Second chance learning opportunities are appropriate for any student regardless of their achievement level.
- Extra credit shall be given judiciously. If awarded, it shall be awarded only as an extension of student learning of course outcomes and not as a substitute for missed learning or as a way to accumulate points for activities not related to course outcomes.
- Teachers shall not assign group grades. Teachers shall assess the work and contributions of each individual student when grading collaborative assignments.
- Attendance, effort, volunteering in class, lateness to class, and other student compliance behaviors or disciplinary action shall not be considered when calculating student grades, unless those behaviors are specifically outlined in a student’s Individualized Education Plan (IEP) or are part of the essential course outcomes stated in approved Carroll County Public Schools curriculum guides or competency profiles of Career and Technology Education programs. Student behaviors shall be reflected in the comments that teachers make on the report card, communicated to parents via phone calls, conferences, or written communications, or handled through the school’s discipline procedures.
- Teachers shall return students’ assessed work in a timely manner in order to facilitate next-step learning.
- At the beginning of each course, teachers shall communicate to students and parents an overview of the course, teacher expectations, and the procedures and criteria for determining grades.
- Teachers shall assist students in understanding the grading process and in using assessment data, grades, and feedback to improve their levels of achievement and performance.

HOMEWORK POLICY

Homework assignments shall be meaningful; that is, they shall be related to course outcomes, rigorous and relevant to students, and differentiated, as appropriate, to account for individual differences among students.

HOMEWORK GUIDELINES

- Different courses will undoubtedly demand varied amounts of homework. Homework shall be assigned on an as needed basis as determined by the teacher.
- The amount of homework shall be appropriate to the student’s needs and abilities; moreover, the total amount of homework from all the student’s teachers shall be reasonable. One guideline found in the educational research that helps to clarify “a reasonable amount” of homework is the Ten-Minute Rule (Cooper, 2006). This guideline suggests that if assigned, students should have a total amount of homework of about ten minutes per grade level. For example, a first-grade student should have no more than a total of 10 minutes of homework, a fifth-grade student 50 minutes of homework, a ninth-grade student 90 minutes of homework, etc. Because of individual student differences, and because homework shall only be assigned on an as needed basis, the Ten-Minute Rule is only intended to be a guideline and should not be interpreted as policy.
- Assigning collaborative or group projects for homework can be problematic for students. Teachers who assign collaborative or group projects for homework shall do so with discretion and the knowledge of the inherent obstacles that such homework can present for students and families. Teachers shall adjust their expectations accordingly to reflect the best interests of all students involved.
- Students should be able to complete homework assignments independently. Parents should monitor student homework and encourage student efforts to complete assignments.
- Teachers shall provide feedback to students on all homework assignments. This feedback can be a verbal check, written comments, or a grade.
GRADING AND HOMEWORK (CONTINUED)

MISSED WORK

- At the secondary level, it is the individual student’s responsibility to request missed assignments upon returning to school. At the elementary level, teachers will work with students upon their return from an absence to address missed assignments.
- For an extended student absence of three or more school days, parents are encouraged to contact the appropriate school personnel to request assignments.
- Students shall have the number of days equal to the number of days absent to turn in completed make-up work, unless a greater extension is granted by the teacher.

PROVISION OF INSTRUCTIONAL MATERIALS

Carroll County Public Schools provides textbooks, library books, and other materials and equipment for student use. These items remain the property of the school system and may be assigned for any length of time. Students are responsible for the proper care and return of school property. Should a student damage or fail to return textbooks, library books, or other school-owned property, or have other outstanding obligations, the principal shall prohibit the further issuance of school-owned property or supplies until appropriate restitution has been made.

CURRICULUM GUIDES AND INSTRUCTIONAL MATERIALS

In accordance with the Public School Laws of Maryland, curricula are available for public review at the Board of Education office in the Department of Curriculum and Instructional Resources. Parents or guardians may review all instructional materials, including teachers’ resources or manuals, audio-visual items, digital content, or other supplementary materials which will be used in connection with any lesson or unit of study. Parents may also request access to curriculum materials through their child’s teacher or the building administrator.

SELECTION, EVALUATION, AND RECONSIDERATION OF INSTRUCTIONAL MATERIALS

The following are the general criteria used in selecting and evaluating instructional materials, including textbooks and library media books:

- Appropriate for recommended age and grade levels
- Appropriate, accurate, and non-biased subject and grade-level content
- Accurate and appropriate recognition of cultural diversity
- Appropriate and current technologies
- Recent copyright date as appropriate to the subject
- Acceptable literary style and technical quality
- Cost effective in terms of use
- Pertinent to the curriculum and the objectives of the instructional program.

A citizen may question the use of an instructional or supplemental material. Procedures for requesting reconsideration of a material are in place for any citizen, parent, student, teacher, or school administrator. The Request for Reconsideration of Instructional Materials form may be obtained by calling the school’s principal or library media specialist. The form is also available on the Library Media page of the Carroll County Public Schools website.
### Subject Required Credits

<table>
<thead>
<tr>
<th>Subject</th>
<th>Required Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4 -English 9, English 10, English 11 or AP Language and Composition</td>
</tr>
<tr>
<td></td>
<td>-English 12 or AP Literature and Composition</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3 -Government or AP United States Government and Politics</td>
</tr>
<tr>
<td></td>
<td>-United States History or AP United States History</td>
</tr>
<tr>
<td></td>
<td>-World History or AP World History</td>
</tr>
<tr>
<td>Science</td>
<td>3 -Biology</td>
</tr>
<tr>
<td></td>
<td>*Conceptual Physics and Chemistry I are Prerequisites</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4 -Two credits of Algebra</td>
</tr>
<tr>
<td></td>
<td>-One credit of Geometry</td>
</tr>
<tr>
<td></td>
<td>The fourth credit may be selected from the Program of Studies Mathematics course offerings.</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1 -Physical Education I (½ credit)</td>
</tr>
<tr>
<td>Health</td>
<td>½ -Health I</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1 -Completed credit in any Fine Arts course may be applied to the Fine Arts graduation requirements unless otherwise indicated.</td>
</tr>
<tr>
<td>Technology Education</td>
<td>1 -Foundations of Technology or Exploring Computer Science or Principles of Engineering (Project Lead the Way Completer Program)</td>
</tr>
<tr>
<td>World Language</td>
<td>2 -Two credits of the same World Language</td>
</tr>
<tr>
<td>Or American Sign Language</td>
<td>-Sign Language I, II and III</td>
</tr>
<tr>
<td>Or Advanced Technology</td>
<td>-See technology courses</td>
</tr>
<tr>
<td>Or State-Approved Career and Technology Completer Program</td>
<td>-See Completer Programs</td>
</tr>
<tr>
<td>Financial Literacy</td>
<td>½ -Financial Literacy or Managing Personal Finances Using Excel (1 credit)</td>
</tr>
<tr>
<td>Electives</td>
<td>5-12</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS REQUIRED** 25

Credit will be awarded for high school courses completed successfully in middle school.

### ADDITIONAL REQUIREMENTS

- Four years of approved study beyond the eighth grade
- Four credits must be earned after the completion of grade 11
- State-mandated 75 hours of service-learning may be met by completing the course-related option and/or the exemplary service option.
- Students must meet the High School Assessment requirements for Algebra I, English 10, Biology, and Government. Testing requirements and passing scores vary based on the year of course completion. Details related to each content area are provided below.
- All students shall be assessed not later than 11th grade to determine if the student meets the Maryland State Department of Education criteria for College and Career Readiness in English Language Arts and Mathematics.
- Transition courses or other instructional opportunities will be delivered in the 12th grade to students who have not achieved College and Career Readiness by the end of the 11th grade.

### HIGH SCHOOL ASSESSMENT REQUIREMENTS

**ALGEBRA I**
- Students who have passed the Algebra I course and who have taken the corresponding PARCC assessment during the 2015-16 school year or earlier have met their graduation requirement for this content area.
- Students who pass the Algebra I course in the 2016-17 school year or later will be required to pass the corresponding PARCC Assessment. Students who meet the eligibility criteria also have the option to complete the Bridge Plan for Academic Validation in order to satisfy the High School Assessment requirement.

**ENGLISH 10**
- Students who have passed the English 10 course and who have taken the corresponding PARCC assessment during the 2015-16 school year or earlier have met their graduation requirement for this content area.
- Students who pass the English 10 course in the 2016-17 school year or later will be required to pass the corresponding PARCC Assessment. Students who meet the eligibility criteria also have the option to complete the Bridge Plan for Academic Validation in order to satisfy the High School Assessment requirement.

**BIOLOGY**
- Students who have passed Biology and who have passed the corresponding High School Assessment (HSA) during the 2015-16 school year or earlier have met their graduation requirement for this content area. Students who have taken the Biology HSA but have not yet passed, will retake the assessment in 2016-17 to meet this requirement; they do not have to pass. Beginning in 2017-18, and again in 2018-19, students taking Biology will be required to participate in the Maryland Integrated Science Assessment.

**GOVERNMENT**
- Students who have passed the Government course and who have passed the corresponding HSA have met their graduation requirement for the content area. Students who meet the eligibility criteria also have the option to complete the Bridge Plan for Academic Validation in order to satisfy the High School Assessment requirement.
PATHWAYS TO CAREERS: A SYSTEM FOR CHANGE

It is the vision of the Carroll County Public Schools for all students to graduate prepared for further education, employment, and lifelong learning.

Pathways to Careers, the delivery system for career development and the Career Connections initiative in Carroll County, is a response to this need. It recognizes that rapid technological advances and global economic competition demand increased levels of skill preparation and readiness from young adults entering the workforce.

Pathways to Careers is a vital part of the comprehensive career development plan. It serves to identify a sequential course of study related to a student’s career goals in the public schools, post-secondary institutions, and beyond. This contributes to a student’s ability to leave the school system with enhanced skills for employability and further educational opportunities.

The Pathways to Careers model shows course sequences and suggests career-related electives within six different clusters. Information is available on the Carroll County Public Schools website and in the High School Program of Studies for the following clusters:

- Business Contact
- Business Operations
- Technical
- Science
- Arts
- Social Services

Within each cluster, relevant programs in specified career areas are identified and developed.

Thirty-six (36) different Completer programs, which map out a series of courses to be taken in a specialized career area, are noted:

<table>
<thead>
<tr>
<th>Academy of Health Professions</th>
<th>Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Services</td>
<td>Agricultural Sciences (CASE)</td>
</tr>
<tr>
<td>Agricultural Sciences (CASE)</td>
<td>Auto Service Technology (NATEF)</td>
</tr>
</tbody>
</table>

| Biomedical Sciences (Project Lead the Way) | Building Maintenance |
| Business Administration and Management    | Carpentry |
| Cisco Networking Academy                  | Collision Repair Technology (NATEF) |
| Computer Science (Project Lead the Way)   | Cosmetology |
| Culinary Arts                              | Drafting |
| Early Childhood Education                 | Education Academy (Teacher Academy of Maryland) |
| Electrical Construction                   | Engineering Technology (Project Lead the Way) |
| Financial Services (Academy of Finance)   | Food Service and Hospitality Management (ProStart) |
| Heating, Ventilation, Air Conditioning (HVAC) | Heavy Equipment and Truck Technology |
| Manufacturing and Machine Technology      | Marketing |
| Masonry                                    | Print Production (Print Ed) |
| Textiles and Fashion Careers              | Video Production |
| Welding Technology                         | Wildlife and Natural Resources |

Students who successfully fulfill the requirements of one of these programs are able to obtain certifications, apprenticeships, or advanced standing and credits at participating postsecondary schools upon graduation.

Complementing the Completer programs are thirty-two (32) career-oriented course sequences called Career Majors. These sequences, which are available at most of the county high schools, enable students to focus on a career area not addressed by a Completer program.

Students select a cluster based upon their interest and aptitude in a career area. With the assistance of parents, teachers, advisors, and school counselors, the student can choose a specific career pathway which will specify courses relating to career interests and educational goals. Course work goes from general to very specialized, and work-based learning experiences are available to all qualifying students. Relating the work of school to the career world helps to prepare youth for future education and employment.
**CCPS - INSTRUCTIONAL SERVICES**

**2017 – 2018 ASSESSMENT CALENDAR**

<table>
<thead>
<tr>
<th>DATE</th>
<th>TEST</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 8 –February 2</td>
<td>High School Assessment Government, Biology</td>
<td>All students in HSA aligned courses</td>
</tr>
<tr>
<td>November 13 –January 26</td>
<td>PARCC Assessment</td>
<td>High School Semester 1 Courses</td>
</tr>
<tr>
<td>March 5 - 23</td>
<td>Maryland School Assessment Science</td>
<td>Grades 5 and 8</td>
</tr>
<tr>
<td>April 9 - June 8</td>
<td>PARCC Assessment</td>
<td>Elementary &amp; Middle School Grades 3-8</td>
</tr>
<tr>
<td>May 7 – June 8</td>
<td>High School Assessment Government, Biology</td>
<td>All students in HSA aligned courses</td>
</tr>
</tbody>
</table>

**REPORT CARD SCHEDULE**

**FIRST MARKING PERIOD**
- September 5 – November 10

**SECOND MARKING PERIOD**
- November 13 – January 26

**THIRD MARKING PERIOD**
- January 30 – April 10

**FOURTH MARKING PERIOD**
- April 11 – June 14

Actual marking periods may be adjusted depending on the use of emergency closing days.

**GRADE REPORTING DATES - REPORT CARD DISTRIBUTION**

**ELEMENTARY, MIDDLE AND HIGH SCHOOLS**
- November 17, 2017
- February 2, 2018
- April 16, 2018

**ELEMENTARY AND MIDDLE SCHOOLS**
- June 14, 2018

**HIGH SCHOOL**
- Mail on or before June 22, 2018

Parents will be notified by individual schools of any change in this schedule.
PLACEMENT, PROMOTION, INTERVENTION, RETENTION, AND ACCELERATION OF STUDENTS

Administrative procedures have been established to guide the implementation of Board Policy IKE - Placement, Promotion, Intervention, Retention, and Acceleration of Students. The procedures dealing specifically with the promotion and retention of students are as follows:

The principal shall consider a student for retention when a student fails to meet grade-level standards. The principal may also consider for retention a student who is recommended by school staff or parents/guardians for other reasons. The principal must consider whether the needs of the student can be best met through retention and offer the parent/guardian an opportunity to be included in the process. The principal shall make the decision based on a number of factors including, but not limited to:

- Academic achievement data
- Response to academic interventions
- Age of the student
- Previous retention(s)
- Attendance record
- Parental concerns
- Developmental factors
- Health factors
- Emotional factors
- Report Card
- IEP
- 504 Plan.

KINDERGARTEN, GRADES ONE AND TWO

Students at these grade levels exhibit a wide range of cognitive, physical, social, and emotional developmental levels; therefore, promotion is expected.

Students who are not performing according to expectations shall be provided additional intervention prior to consideration for retention.

GRADES THREE, FOUR AND FIVE

To be promoted to the next grade, students must pass English Language Arts (ELA) and mathematics.

- A student who fails ELA and/or mathematics for the year (as determined by the average of the grades over the four [4] marking periods) shall be considered for retention.
- A student who successfully participates in appropriate interventions, such as extra assistance, a pull-out program, extended day programs, extended year programs, etc., to address the ELA and/or mathematics deficiencies shall be promoted.

GRADES NINE - TWELVE

To be promoted, a student in grades nine through twelve should meet the following requirements:

- 9th to 10th Grade – Completion of a minimum of 6 credits
- 10th to 11th Grade – Completion of a minimum of 12 credits
- 11th to 12th Grade – Completion of a minimum of 18 credits and a minimum of 55 service learning hours
- For Graduation – See Graduation Requirements.

The final responsibility for decisions on promotion of a student rests with the principal, except when decisions are made through the IEP process for students with documented special education needs. The principal is responsible for monitoring the decision. If the parent/guardian disagrees with the IEP Team decision, he or she has the right to appeal the decision according to legally mandated mediation/due process procedures.
USE OF ANIMALS IN INSTRUCTION

Carroll County Public Schools encourages opportunities for students to observe living organisms in their natural settings and for teachers to emphasize the characteristics of living things. Animal dissection contributes to an understanding of the living processes. However, the use of animals in the classroom must include a concern for the humane and proper treatment and use of these animals. Animal dissections are a part of the anatomy and life science curricula.

In some instances, students may find dissections objectionable. Students wishing to be excused from the dissection activities on ethical or moral grounds must 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 video tapes, films, or computer simulations about dissection, or using diagrams or models of animal anatomy. These assignments should be agreed upon early enough to allow sufficient time for proper planning and completion. Students exercising alternative assignments shall not be penalized in any way.

TITLE I

Title I is part of the Elementary and Secondary Education Act authorized under No Child Left Behind. It provides federal funds to school districts, including Carroll County, to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach proficiency on academic achievement standards and academic assessments.

Title I is a program that distributes supplemental federal funding to high poverty schools. The program provides academic support and learning opportunities for children farthest from meeting challenging state standards.

Title I funds are used to provide supplemental educational services to students, professional development experiences for staff, and opportunities that foster parent involvement.

For further information and/or questions regarding the Carroll County Public Schools Title I Program, please contact Steven Wernick at 410-386-1535 or spwerni@carrollk12.org.

INFANTS AND TODDLERS PROGRAM

The Carroll County Public School System serves as the lead agency and cooperates with other agencies in the county to form the Carroll County Infants and Toddlers Program. Services are provided within natural environments for children from birth through two years who have developmental delays. If a child is found eligible for special education services prior to the age of three years, parents may choose to receive services at age three under an individualized family service plan (IFSP) or an individualized education program (IEP). An extended IFSP is available for families until the beginning of the school year following the child’s fourth birthday.

A Service Coordinator works closely with the family to identify their concerns. A team of specialists completes an evaluation to determine if the child is eligible for services and to identify his/her strengths and needs. An Individualized Family Service Plan (IFSP) is then developed by the parents and service providers in order to meet the needs of the child and his/her family. Services are delivered using a parent coaching model.

Services are available to meet a variety of developmental needs including audiology, nursing, nutrition, occupational therapy, physical therapy, special instruction, family counseling and speech/language therapy. In addition, the Service Coordinator can work with the family to identify other resources in the community.

For further information, call the Carroll County Infants and Toddlers Program at 410-876-4437, or the Department of Special Education at 410-751-3033.
Carroll County Public Schools offers Special Education services to meet the needs of all students with disabilities from birth through age twenty-one. Services are provided for the following disabilities:

- Developmental Delay (ages 3-7 only)
- Speech or Language Impairment
- Hearing Impairment
- Visual Impairment, including Blindness
- Orthopedic Impairment
- Emotional Disability
- Specific Learning Disability
- Intellectual Disability
- Multiple Disabilities
- Autism
- Traumatic Brain Injury
- Other Health Impairment
- Deaf-Blindness
- Deafness

Decisions regarding the type of special education services to be provided and the educational placement for the provision of such services are based upon a student’s individual need. Students with disabilities are educated in the Least Restrictive Environment (LRE) that is most appropriate for them.

All decisions regarding the placement of a child with a disability in a special education service delivery model are made by the child’s IEP team in consultation with the parents or guardians of the child and consistent with the LRE requirements of the Individuals with Disabilities Education Act (IDEA). A variety of special education service delivery models are available beginning with full participation in the general education classroom to the extent possible – often with the provision of supplementary aids and support – as determined by the Individualized Education Program (IEP) team.

Related services are support services that may be required to assist a student with a disability to benefit from his or her special education program. If a student does not need special education, related services cannot be provided through an IEP. The student’s related services needs are part of the IEP, which will specify the amount and type of service the student is to receive. Related services may include counseling services, speech or language, and hearing, transportation, assistive technology, and physical and occupational therapy. Related services are available on a continuum of service delivery models, which include consultation, classroom collaboration and/or therapy, and small group and individualized therapy.

Please call the Department of Special Education at 410-751-3033 for additional information.

CHILD FIND

Carroll County Public Schools maintains a Child Find Program to identify children with disabilities which interfere with their ability to learn.

If your child or if you know of a child who is having difficulty developmentally or succeeding in school and you would like assistance, please call 410-751-3295 for children birth to 5 years, or 410-751-3033 or your child’s school for students ages 6-21.
PARTNERS FOR SUCCESS CENTER

The Partners for Success (PFS) Center is dedicated to encouraging parents and school personnel to work together as partners for the success of all children. Under the auspices of the Department of Special Education in Carroll County Public Schools, the center is located in Carroll Springs School at 495 S. Center Street in Westminster. PFS is sponsored by Carroll County Public Schools and receives technical and financial support from the Maryland State Department of Education.

The PFS Center assists families in resolving concerns and helps them to make informed decisions regarding their child’s education. To this end, the center maintains an extensive lending library of current books, magazines, DVDs, and brochures on a variety of subjects. Categories include general parenting, mental health, special education law, post secondary transitions, and specific disability information. Community support resource information, such as schedules and meeting times for local support groups and contact names and numbers for other organizations and associations, is also available at the center.

In addition, PFS offers workshops and presentations free of charge throughout the school year to parents and faculty. The center welcomes the opportunity to work collaboratively and arrange individual consultations, discussion meetings, information sessions, and workshops with other professionals. Specialty workshops are arranged in conjunction with the Department of Special Education. The center also assists families, students, and educators by providing support, information, and resources on disabilities, the special education process, and community services. Parents may call or visit the center with concerns and questions about the way a child is learning, understanding their child’s IEP, special education issues, community resources, funding sources, respite care, therapeutic recreation, etc.

Please call 410-751-3955 for more information.

POST SECONDARY PROGRAMS AND TRANSITION SERVICES

Each Post Secondary Program is built through collaboration, which is a primary component of “best practices” in secondary transition to promote positive post-school outcomes for students with disabilities. Partners include Carroll Community College, the Division of Rehabilitation Services, local community rehabilitation providers, and the Carroll business community, which has positively correlated to post-school success in the areas of education, independent living, and employment.

Transition Education @ Carroll Hospital (TE@CH) is a post secondary transition program housed at Carroll Hospital designed to expand work-based experiences to students earning certificates. Students participate in paid and volunteer jobs and classes focusing on academic and social skills instruction, self-advocacy, and career development.

Seamless Transition Services (formerly MSTC) follows a model designed to improve postsecondary outcomes of students with disabilities through a sequential delivery of specific transition service components beginning in high school and including resources of transition partners resulting in uninterrupted collaborative transition from public secondary education to employment and/or postsecondary education. Key components of the transition model include the discovery process, transition planning and services, an array of work experiences including a paid employment experience, and system linkages.

Seamless Transition @ Carroll Community (ST@CC) is a post secondary transition program housed at Carroll Community College designed to expand work-based experiences to students earning certificates. Students participate in on-campus jobs and classes, such as Career & Employment Resource Planning, Office Administration Planning, and Self-Advocacy Instruction.

Transition Connections Program (TCP) is a post secondary school-to-work program that focuses on vocational and academic skills to prepare for life after school. TCP supports employers by engaging local community business leaders to sponsor post secondary students to enable them to acquire firm work skills.

Students participate in classes such as Academic Support, Career Management, Self-Determination, and Residential Living Skills.

Vocational Opportunities for Independent Change and Empowerment (VOICE) is a post secondary community-based program that focuses on building skills in the areas of vocational training, daily and community living skills, and social skills. Students have the opportunity to learn job skills in an enclave setting at local businesses and participate in classes such as daily living skills and social skills.
CHARACTER EDUCATION

The Board of Education of Carroll County’s Core Values statement calls for the PreK-12 infusion of character education throughout the school environment and instructional program in all schools. Through character development, schools provide a safe and orderly learning environment and prepare students to meet the challenges of the 21st Century global community. While recognizing that parents are the primary educators of children, schools share a significant role in helping young people develop and reinforce those characteristics that support a democratic society.

Our schools have defined three broad character trait categories: Respect, Responsibility, and Resilience. Within each of these three areas, we intentionally teach and encourage related character strengths such as self-confidence, helpfulness/service, justice/fairness, integrity, perseverance, cooperation/kindness, courtesy, self-discipline-dependability, grit, patience, accountability, empathy, and commitment.

In Carroll County Public Schools, each school has the flexibility to emphasize character traits programmatically.

To learn more about character education in Carroll County, please visit the character education website at https://www.carrollk12.org/instruction/studentservices/character/Pages/default.aspx.

MULTICULTURAL EDUCATION

Carroll County Public Schools defines Multicultural Education as an instructive approach that empowers all students to negotiate in our global society. Within this approach, individuals build supportive relationships that model respect, empathy, and self-awareness. Instruction is flexible enough to allow for diversity of learning styles and personal perspectives that enable our students to gain greater understandings and embrace differences within the learning community.

The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique and recognizing our individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socioeconomic status, age, physical disabilities, religious beliefs, political beliefs, or other ideologies. It is the exploration of these differences in a safe, positive, and nurturing environment.

It is about understanding each other and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual.

At the system level, the Council for Education That is Multicultural assumes responsibility for collaborating with community organizations and individuals within our school system who have vested interests in promoting multiculturalism, understanding and appreciating diversity, and increasing the achievement of minority students. In addition, the Council provides resources, support, and technical assistance to schools in implementing plans to move multicultural education and minority achievement forward.

At the school level, a range of experiences that relate to multiculturalism are provided to students. A positive educational climate is developed using a wide variety of educational materials and resources which reflect diversity and by providing opportunities for students to learn about the importance of individuals and groups from a variety of cultures. Through an emphasis on multiculturalism, students become better prepared to be successful in a global society.

Each school has an Education That is Multicultural teacher liaison who is responsible for providing professional development in the areas of Multicultural Education and Cultural Proficiency to the faculty and staff. The goal of this training is to meet the Maryland Bylaw (COMAR 13A.04.05.0) which requires the school system “to include in staff development, experiences that prepare school system personnel to design, manage, implement, and evaluate multicultural education.”

Carroll County Public Schools also partners with other community organizations that foster the ideology of acceptance and respect for different cultures. Those organizations are the NAACP, Human Relations Commission, Carroll Citizens for Racial Equality, Common Ground on the Hill, and the Ira and Mary Zepp Center for Nonviolence and Peace Education.

For more information, contact the Office of Equity and Community Outreach at 410-386-1680.
SUMMER PROGRAMS

ELEMENTARY SCHOOL SUMMER PROGRAM

The elementary summer program opportunities may be available at home elementary schools throughout Carroll County. Selected opportunities may exist for language arts, mathematics, enrichment, and remediation. Students and parents can obtain additional information about summer opportunities through the school office.

HIGH SCHOOL SUMMER CREDIT RECOVERY PROGRAM

The summer program at the high school level is implemented at a central site in Carroll County. Through the use of an online curriculum or in classroom settings, courses are offered to rising seniors or non-graduates who have failed a core academic course. These courses are offered for recovery credit only to high school students who are Carroll County residents. Intervention sessions to assist in preparation for retaking the Maryland High School Assessments in July are offered at high schools regionally throughout the county. Students and parents may obtain additional information about this program from the School Counseling Offices at each high school or from the Director of High Schools, 410-751-3044.

ATHLETIC FEES

A per activity fee will be charged to each student involved in an interscholastic activity. Each student will be responsible for paying a non-refundable $105 fee for each athletic activity. Families who have more than one child participating in any one season, or a child participating in more than one sport per season, will pay a maximum $150 fee for that season.

Students who participate in a corollary athletic activity are required to pay a non-refundable fee of $50 per activity. The same limit of $150 for one season for multiple children in activities exists.

The interscholastic and corollary athletic fee will be waived for students enrolled in the Free and Reduced Meal Program.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

Carroll County Public Schools offers English for Speakers of Other Languages (ESOL) instruction to students in grades PreK-12 whose native language is not English and/or meet program requirements.

In grades PreK-12, ESOL Resource Teachers and tutors provide individualized language instruction for students based upon their age, English proficiency level, prior schooling experience and native language proficiency. The students receive support from the ESOL Resource Teachers, tutors and mainstream teachers through the use of modified assignments and assessments.

At the high school level, students are eligible to receive two world language or elective credits upon completion of the courses ESOL I and II. ESOL III and IV are offered as electives on an as needed basis. These courses are designed to meet the academic needs of secondary students. In addition, beginning and intermediate level students receive ESOL support in core content area classes.

Information and assistance is available for members of the school community by contacting Pamela Mesta, ESOL Supervisor, at 410-751-3173 or via e-mail at pamesta@carrollk12.org. Additional information is available on the CCPS website.
OUTDOOR EDUCATION

The Carroll County Outdoor School program, located at the Hashawha Environmental Center, is an integral part of the middle school course of studies. The program is designed to address the unique abilities and needs of early adolescent students.

The Outdoor School curriculum is aligned to the Maryland Environmental Literacy Standards, CCPS science curriculum and benchmarks, as well as the North American Association of Environmental Education’s "Best Practices."

The instructional methodology employed is "Environmental Issue Investigation." This methodology is supported by the educational research as the most effective strategy for environmental concept formation and then moving the students from knowledge to positive action.

All Carroll County sixth graders have the opportunity to attend this week-long residential environmental education program.

The mission of the Outdoor School is to assist students in:

- Acquiring and accessing relevant environmental information;
- Developing effective decision-making strategies; and
- Applying their knowledge and skills by providing positive environmental models and opportunities for action.

During the course of the week, students will collect, organize, and analyze data leading to sound conclusions regarding positive environmental action. They will investigate a number of areas including: the environmental history of our region, the Chesapeake Bay watershed, the local impact on the Bay’s health, stream ecology, wildlife habitats, native plants and animals, wetlands, group problem-solving strategies, and wildlife simulations related to population dynamics and human impact. Students will also be engaged in a number of environmental action projects while at Hashawha. Students will reflect on and apply their knowledge related to environmental issues they have investigated throughout the week.

Through this integration of service-learning into our curriculum, students earn 10 service hours. Following their Outdoor School experience, students also have the opportunity to earn an additional 10 service-learning hours by completing an environmental project at home or at their school.

The ultimate goal of the Outdoor School is not to merely increase a student’s knowledge, but to positively and significantly change attitudes and actions towards the environment.

GIFTED AND TALENTED EDUCATION PROGRAM

In Carroll County Public Schools, there is a continuum of services provided to gifted and talented and highly able students.

In the elementary schools, gifted and talented resource teachers provide direct interventions to identified students in grades 3-5 in integrated language arts and mathematics. Differentiated services include, but are not limited to, the use of accelerated curriculum, extension and enhancement activities, research-based projects, and interest-based investigations. In cooperation with classroom teachers, gifted and talented staff offer a thinking skills program for the primary grades and differentiated instructional strategies for highly able students in the classroom including, but not limited to, tiered assignments, student contract, and independent projects.

At the middle school level, advanced academic and honors level courses are offered to students that require them to use higher level thinking skills and be more independent, creative, and extensive in the pursuit of topics and concepts. The differentiation is achieved by modifying the content selected, the process emphasized, and the product developed. The advanced and honors level courses differ in at least four ways: rate, depth, breadth, and methodology. A gifted and talented resource teacher is available in each middle school to work directly with identified students and their teachers.

At the high school level, the continuum of services extends to highly able students. Students take Honors and Advanced Placement classes and dual enrollment courses. They can also participate in a variety of courses, activities, and/or clubs to address their individual gifts and talents. These opportunities include, but are not limited to, student government, fine arts and world language clubs (music, art, dance), and internships within the community.

Students also participate weekly in academically appropriate learning activities scheduled during the school day.

PREKINDERGARTEN (PRE-K) PROGRAM

The Carroll County Public Schools Prekindergarten Program is a targeted intervention program designed to help prepare income eligible children for kindergarten. Children must be four (4) years old by September 1. Children gain developmentally appropriate skills in language and literacy, mathematical thinking, scientific thinking, social studies, the arts, physical development/health and personal/social development. Students attend class five days a week for two and one-half hours per day.

Please call the Supervisor of Early Childhood Education at 410-751-3069 for more information. Applications are available at all elementary schools and on the CCPS website.
The Carroll County Judy Center Partnership is a state and locally funded program that supports school readiness by providing services for young children, birth through five years of age, and their families. Judy Center services are provided to families living within the Taneytown, Cranberry Station, Robert Moton, and Elmer Wolfe attendance areas. To help children succeed, seven developmental areas of learning that include social and emotional development, physical development, language and literacy, mathematical thinking, scientific thinking, social studies, and the arts are nurtured to increase skill levels.

The Judy Center Partnership’s goal is to improve school readiness of children entering kindergarten. Families are offered opportunities to assist their children to enter school “Ready to Learn” by participating in the Parents as Teachers (PAT) program utilizing a research-based national curriculum for children birth to age 5.

The Carroll County Judy Center administrative office is located at Robert Moton Elementary School. Judy Centers are also located at Taneytown, Cranberry Station, and Elmer Wolfe Elementary Schools.

For further information on these and other services, contact the Judy Center Partnership at 410-751-3613 or visit the CCPS website.
FOOD SERVICES

All students can purchase breakfast and lunch at school. Carroll County Public Schools’ participation in the Federal Child Nutrition Programs helps maintain reasonable meal pricing and provides some students with meals at a free or reduced price rate. Application forms and guidelines for meal benefits are distributed to each child in September. One application can be completed for the entire household when all members are listed. Applications for free and reduced price meals are available in school offices and on the Carroll County Public Schools website (www.carrollk12.org). Parents may apply for benefits at any time during the school year.

A variety of breakfast and lunch choices are available daily. Food choices offered to students include multiple entrees, fresh fruits and vegetables (purchased locally when available), whole grain breads and rolls, and flavored and unflavored fat-free or 1% milk. Although students select the foods that they want, they must take a minimum number of items for a breakfast and a lunch. At least one of their choices must be a fruit or vegetable. Menus, along with meal prices, are distributed or posted in each school, published in local media, announced on radio and television stations, and posted on the website. Meals are analyzed to meet federal nutritional requirements. Snacks that meet the Federal Smart Snacks in Schools regulations are also available for students to purchase to supplement school lunches and packed lunches.

Cafeterias have computerized cash registers. To pay for purchases, students enter their Personal Identification Number (PIN) and proceed to the cashier. Students pay for purchases using cash or using money placed “on account.” Parents can deposit money on account by sending cash or a check to school with their child or using money placed “on account.” Parents can contact the cafeteria manager to designate the money on account for meals and snack items. Putting money on account is a convenient way to ensure that money won’t be lost by the student or forgotten in the morning rush.

Nutrition is an important part of children’s health and well-being and provides the fuel to learn, making them more responsive to classroom instruction.

TRANSPORTATION SERVICES

Approximately 23,500 pupils are eligible to be transported to school each day. The 263 buses on which pupils ride travel in excess of 5,300,000 miles during a school year. The buses are thoroughly safety tested and inspected four times a year according to guidelines set by the Maryland Motor Vehicle Administration. All of the approximately 400 school bus drivers and 100 bus assistants undergo a comprehensive training program before they may drive or assist and must continue an inservice program of training during each school year. In addition, drivers are required to meet health and driving record standards.

Transportation is provided for all elementary students and for middle and high school pupils who live more than a mile from school. Exceptions are made only in cases where walking conditions are hazardous. Bus stops can be no closer than ¼ mile apart unless unusual circumstances exist.

Pupils are expected to be at the bus stop five minutes before the bus arrives and to wait in a reasonable and safe manner. Parents are urged to teach safe pedestrian habits to their children as well as to follow the School Bus Stop Law for loading and unloading buses.

It is the responsibility of the parent or guardian to provide supervision for their child(ren) while walking to, from, or waiting at the designated bus stop, or while walking to and from school if they reside in the designated non-transported area. A pupil may be denied the privilege of riding a bus when the behavior of the pupil is in violation of regulations or is such that it endangers the safety of other pupils on the bus.

Video/audio cameras are placed on school buses to protect students and staff and provide for a safe and orderly environment. The privacy of students and the recording are kept secure and are reviewed only by authorized Carroll County Public Schools personnel.

BUSINESS AND COMMUNITY PARTNERSHIPS

Partnerships with businesses, community members and agencies are a vital component of community collaboration to strengthen education for all children.

Our vision is to have a quality education which is one of the most important factors in determining an individual’s chance at success in life. Through building broad-based partnerships, the Carroll County Public School System aims to invigorate the principle of equal educational opportunities for all. The mission of CCPS Educational Business and Community Partnerships is to promote student success and achievement for all through an increase of community input and involvement.

Types of partnerships can include tutoring students, chaperoning field trips, providing career shadowing, sitting on school improvement teams, sponsoring after school activities, donating resources for school events, and displaying artwork and projects in the partner’s employment location.

For more information, please contact the Office of Equity and Community Outreach at 410-386-1680.
STUDENT ACCIDENT INSURANCE

Each year a student accident insurance policy is offered to the students of Carroll County at parent expense. It is designed to cover medical payments resulting from accidental bodily injuries received by a student while covered under the policy. The coverage is not intended to replace other insurance. It should be considered as a supplement to other health and accident insurance coverages.

The prices per student for 2017-2018 are as follows:

**Option 1: 24-Hour Coverage**
Provides coverage for injuries sustained all year long; 24 hours a day until one year after the date the school year begins (excluding High School Football).

<table>
<thead>
<tr>
<th></th>
<th>Low Option</th>
<th>High Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>With Extended Dental</td>
<td>$82</td>
<td>$122</td>
</tr>
<tr>
<td>24-Hour Summer Only with Dental</td>
<td>$27</td>
<td>$38</td>
</tr>
</tbody>
</table>

**Option 2: At-School Coverage**
Provides coverage for injuries sustained at school or during school-sponsored activities until the end of the regular school term (excluding High School Football).

<table>
<thead>
<tr>
<th></th>
<th>Low Option</th>
<th>High Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>With Extended Dental</td>
<td>$26</td>
<td>$35</td>
</tr>
</tbody>
</table>

**Option 3: Football Coverage FOR HIGH School Students**
Provides coverage for injuries sustained while practicing or participating in High School Football.

<table>
<thead>
<tr>
<th></th>
<th>Low Option</th>
<th>High Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>With Extended Dental</td>
<td>$134</td>
<td>$205</td>
</tr>
</tbody>
</table>

To obtain information or enroll for coverage, please visit http://www.studentinsurance-kk.com.

TECHNOLOGY SERVICES

The Technology Services Department is a service-oriented department that provides support to both administrative and instructional components of the school system. Effectiveness, efficiency, safety, and security are the guiding principles that govern all initiatives of the department.

The mission of the Technology Services Department is to provide a secure infrastructure and service-oriented environment in which student achievement is enhanced through a set of information age tools and skills accessible by all members of our interdependent, technology-linked learning community.

The primary goals of Technology Services are:

1. Enable the school system in functioning more effectively and efficiently in its daily operations.
2. Support student success by:
   - Providing technology to enhance student instruction
   - Preparing students through the use of technology to successfully function and meet the challenges of a rapidly growing technological world.

USE OF SCHOOL FACILITIES

The ultimate goal of the Board of Education is to establish school buildings and grounds as true educational, recreational, and cultural centers of the community. It is the intent of the Board and school system personnel to provide for the use of school facilities for community purposes when such use does not interfere with the scheduled school program.

Application forms and regulations for the use of school facilities are available at each school. Regulations may also be viewed on the Carroll County Public Schools website. Applications should be made through the building principal so that the activity can be properly scheduled. The Board of Education reserves the right to reject any application.
ASBESTOS NOTICE

The Asbestos Hazard Emergency Response Act (AHERA) requires all buildings owned or leased by the Board of Education of Carroll County to prepare, update and make available all asbestos management plans. The building asbestos management plans are available for review at the individual Carroll County school locations and at the Office of Facilities Operations, located at 191 Schaeffer Avenue, Westminster, MD 21157.

Asbestos management plans are required by the United States Environmental Protection Agency (EPA) and depict the location, amount, condition, and response action projected for any asbestos containing materials (ACM), if any are located in the school or building.

INTEGRATED PEST MANAGEMENT

The Integrated Pest Management (IPM) program employed by Carroll County Public Schools uses inspection, monitoring, employee education, and sanitation practices to minimize the use of pesticides in our schools. Likewise, on school property IPM chemicals are to be minimized and they are to be used as the last resort.

Maryland law requires that parents/guardians of all elementary students be notified automatically prior to application of any pesticides. Parents/guardians of secondary students must request to be placed on a pesticide notification list.

Carroll County Public Schools notifies all students and staff by posting notice of a planned pesticide application 24 hours prior to scheduled applications of pesticides on school property. Parents/guardians of all elementary students are notified automatically prior to the application of any pesticides. Secondary schools are notified prior to the application of any pesticides in the form of a posted notice at the area of pesticide application and in a central location accessible to parents, guardians, students, and staff. Parents/guardians of secondary students must request to be placed on a pesticide notification list. If an emergency pest control situation arises and a pesticide is used, notification will be made within 24 hours after a pesticide is applied, or on the next school day. Space spraying of a pesticide throughout an entire room or area by a fogger or aerosol device requires one week advance notice to all students and staff.

The following is a list of pesticides, bait stations, and IPM chemicals, by common name, that may be used on school property. The list includes, but is not limited to:

<table>
<thead>
<tr>
<th>TRADE NAME/COMMON CHEMICAL NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Dual Choice/Sulfuramid</td>
</tr>
<tr>
<td>Advance Granular Bait/Abamectin B1</td>
</tr>
<tr>
<td>Advance Roach Gel/Dinotefuran</td>
</tr>
<tr>
<td>Banvel/Dicamba</td>
</tr>
<tr>
<td>Borid/Orthoboric Acid</td>
</tr>
<tr>
<td>Drax Ant Gel/Orthoboric Acid</td>
</tr>
<tr>
<td>Drione/Piperonylbutoxide, Pyrethrins, Silica Gel</td>
</tr>
<tr>
<td>First Strike Soft Bait/Difethialone</td>
</tr>
<tr>
<td>Gentrol/Hydroproene</td>
</tr>
<tr>
<td>Maxforce Bait Gels/Hydramethylnon</td>
</tr>
<tr>
<td>Maxforce FC Bait Station/Fiprinol</td>
</tr>
<tr>
<td>MotherEarth Dust*/Diatomaceous Earth</td>
</tr>
<tr>
<td>MotherEarth Granular*/Boric Acid</td>
</tr>
<tr>
<td>NIC 325/Corn Gluten Meal</td>
</tr>
<tr>
<td>Phantom/Chlorfenapyr</td>
</tr>
<tr>
<td>Roundup Concentrate/Glyphosate</td>
</tr>
<tr>
<td>Spectracide Bug Stop/Lambda - Cyhalothrin</td>
</tr>
<tr>
<td>Spectracide Triazicide Once &amp; Done/Gamma-Cyhalothrin</td>
</tr>
<tr>
<td>Suspend/Deltamethrin</td>
</tr>
<tr>
<td>Tempo SC/beta-cyfluthrin</td>
</tr>
<tr>
<td>Termidor SC/Fipronil</td>
</tr>
<tr>
<td>Trimec 992/2, 4-D, DMA, MCPP and Dicamba</td>
</tr>
<tr>
<td>Triplet SF/2, 4-D, Macroprop and Dicamba</td>
</tr>
<tr>
<td>Wasp Freeze PT 515/d-trans allethrin/phenothrin</td>
</tr>
</tbody>
</table>

* green product

Copies of Material Safety Data Sheets (MSDS) and product labels for each pesticide and bait station used on school property are maintained in the Department of Plant Operations. Persons wishing to review this information should contact the Supervisor of Facilities Maintenance and Operations at 410-751-3199. For additional information about the Integrated Pest Management Program, please contact the Coordinator of Environmental Safety at 410-751-3114.
STUDENT SERVICES

“Students turning challenges into opportunities”

A variety of services are available at the school and central office levels to help students who are experiencing problems. At the school level, the teacher, counselor, school nurse, and/or the administrative team assist students with everyday problems. In addition, there are specialists such as pupil personnel workers, school psychologists, behavioral support specialists, school social workers, and a coordinator of safe and drug-free schools, who visit schools on a regular schedule.

The goal of Student Services is to help students make the most of their potential and to take advantage of available educational opportunities. Student Services staff work with teachers, parents and community agencies to help students who:

- are failing
- attend school irregularly
- have difficulty getting along with others
- need individual testing
- demonstrate behavioral problems
- are involved with a community agency
- have met with unusual circumstances or problems in their school work
- experience emotional or psychological problems
- may need an alternative learning program
- desire out-of-district or non-resident approval
- need home and hospital instruction
- are concerned about school safety.

Parents who desire services should contact the local school or the Student Services Department at 410-751-3120.

CODE OF CONDUCT AND STUDENT/PARENT HANDBOOK

The Code of Conduct provides an overview of the discipline philosophy of Carroll County Public Schools, including the proactive approach to teaching and fostering positive behavior. It also includes a range of consequences that may be utilized in coordinating a comprehensive and progressive discipline plan.

The Student/Parent Handbook provides a brief overview of CCPS regulations. Please review this information with your child. The Code of Conduct and Parent/Student Handbook is updated annually and can be accessed online at www.carrollk12.org. For more information or to request a hard copy of this document, please contact your school’s administration.

HEALTH SERVICES

The Carroll County Public School System provides licensed nursing coverage in the health suites of schools during the school day. All nursing staff is AED and CPR trained. The nursing staff evaluates and provides care for injuries and acute illnesses, as well as assisting in the medical maintenance of students with chronic health conditions.

Students who exhibit signs and symptoms of a communicable disease shall be excluded from school until the student is no longer contagious. According to COMAR Section 10.06.01, certain communicable diseases will be reported to the health department.

The nurses are also available as a resource for students, staff, and parents. School Health Services works in a cooperative manner with the Carroll County Health Department to provide hearing and vision screenings for students. The Health Department is also available for consultation and community case management when needed.

The Carroll County Health Department also provides Immunization Clinics for uninsured or underinsured children to assist parents in obtaining the immunizations necessary for school admission. Parents may call the Health Department to determine if they qualify for this service.

Parents may call the school nurse, the Supervisor of Health Services (410-751-3124), or the Carroll County Health Department (410-876-4900) if they have questions regarding school health issues.

HOME AND HOSPITAL TEACHING

Home and hospital teaching is a short-term instructional service provided for those students who have a physical or emotional condition which prevents the student from attending school for an extended period of time.

To receive this service, elementary and middle school students must be absent 15 consecutive school days or longer and high school students 10 consecutive school days with an anticipated absence of 15 or more days. A physical condition must be certified by a licensed physician or Certified Nurse Practitioner (CNP) and an emotional condition by a licensed psychiatrist, licensed psychologist, or certified school psychologist. All requests will be renewed/approved by the Student Services Department in order for services to be provided.

Home and hospital teaching may be provided for up to 60 calendar days. If services are needed for a longer period of time, verification of the need for home and hospital teaching must be provided by medical personnel and approved by the Student Services Department.

To request home teaching, the parent or guardian should contact the counseling office in the child’s school or the Student Services office at the Board of Education, 410-386-4447.

BY KATIE YECKER
CENTURY HIGH SCHOOL
MEDICATIONS FOR STUDENTS WHILE IN SCHOOL

Students are not allowed to transport medications to or from school. Medications must be brought to school by the parent/guardian. Depending on the circumstances, violations of the Medication Policies could be considered a violation of the Carroll County Public Schools Drug and Alcohol Policies, and carry the same consequences as other drug violations.

Parents should make every effort to arrange for medicine to be taken outside of the school day. However, there are occasions when it is determined by a health care provider that a child must receive medication during the school day, either on a regular schedule or in the event of an emergency (such as severe allergies, asthma or diabetes). When these circumstances occur, the licensed health care provider must give written approval and specific directions regarding administration. Forms for this purpose are available from schools, the Student Services Department, or online. These medication consent forms are to be used for both prescription and over-the-counter medications.

No medication will be administered by the school unless it is in the original container marked for the individual student, and accompanied by the appropriate written permission and directions.

EMERGENCY MEDICATION FOR ALLERGIC REACTIONS

Carroll County Public Schools will stock auto-injectable Epinephrine in schools. This medication, when available, will be administered by trained staff, if they perceive a student is having a severe allergic reaction (anaphylaxis), regardless if they are known to have severe allergies or not. This emergency Epinephrine will be kept at the school and will not be available on field trips or at extracurricular activities. The availability of the emergency medication does not relieve the parents’ responsibility to provide their child’s personal medication to treat known allergies.

MEDICATIONS FOR STUDENTS ON OVERNIGHT FIELD TRIPS

To accommodate the potential need for medication (prescription, over-the-counter, homeopathic, and herbal) during overnight field trips, the parent/guardian must provide a written authorized prescriber’s order and written parent/guardian consent. The parent must submit the medication order form no later than two weeks prior to the trip to allow the school nurse to review the orders. The parent/guardian must provide enough medication for the duration of the trip in a properly labeled prescription or original over-the-counter container. School personnel can administer oral medications, assist with inhalers, and administer auto-injector epinephrine if trained.

Only students already self-carrying and self-administering as noted on their medication order form can self-carry/administer medications on an overnight field trip. If the student is allowed to carry their medicine and shares the medication with another, the student will lose the privilege of carrying the medicine and will be subject to disciplinary action under the Drug and Alcohol Policy.

COUNSELING SERVICES

Counseling services for students are available in each elementary, middle, and high school in Carroll County. The role of the counselor is to guide, advise, recommend, consult, and assist with a nearly limitless variety of student concerns. The school counseling program in Carroll County is aligned with the American School Counselor Association (ASCA) national model. Each school counselor addresses the three domains of school counseling: academic development, career development, and social/emotional development.

Counseling offers a means for the student to grow in knowledge of self and others, thus enabling the student to develop a sense of responsibility needed to live effectively in today’s world. School counselors are integral members of the instructional team. They directly impact student achievement by delivering comprehensive services that meet the needs of the 21st century school community.

Counselors address these goals through three program components:
- School Counseling Core Curriculum
- Individual Student and Group Counseling
- Responsive Services.

School counselors strive to spend 80% of their time to provide direct services to students. They also provide indirect student services as a means to support student achievement. Indirect student services include referral, consultation, and collaboration to promote equity and access for all students. Parents and students are urged to contact the school counselor to discuss any area of concern. Questions, concerns or comments regarding the school counseling program should be directed to the Supervisor of School Counseling at 410-751-3125.
PEER FACILITATORS

Peer facilitators are available in each high school to advise, facilitate, and serve as an advocate to other students. Peer facilitators may also mediate student conflicts. Peer facilitators are selected by an application process in each high school. They must exemplify, model, and maintain appropriate behavior and satisfactory academic achievement. Designated peer facilitators must meet acceptable standards agreed upon by the school administration and successfully complete a required training program.

BEHAVIOR SUPPORT SPECIALISTS

Behavior Support Specialists are employed at the elementary school level. They are responsible for assisting in staff development regarding student behaviors. They regularly consult with administration, school counselors, school psychologists, and teachers to enhance strategies to improve student behavior and provide direct behavioral intervention to students. Behavior Support Specialists are responsible for providing ongoing Crisis Prevention Institute (CPI) training.

DROPOUT AND RETURN TO SCHOOL

Carroll County Public Schools makes every effort to assist students in succeeding in school and obtaining their high school diploma.

When a student experiences academic difficulty, intervention by various school staff is available to help each student. Teachers and staff are available to help the student identify and use appropriate intervention strategies.

In the event a parent requests permission for a student to drop out of school, every effort will be made to keep the student enrolled. However, a parent has the right to decide to allow his/her child (18 years or older) to withdraw from Carroll County Public Schools. An Exit Interview will be held prior to withdrawal. Information about alternative programs and adult education programs shall be provided to the student.

If a student wishes to re-enroll in Carroll County Public Schools, he/she can do so only by returning through a probationary placement determined by the Student Services Department. By demonstrating regular attendance, appropriate behavior, and measured achievement during his/her probationary placement, a student may be permitted to return to a comprehensive high school.

KINSHIP CARE

A student living in an informal kinship care arrangement with a relative may be eligible to enroll in Carroll County Public Schools. The relative shall file a Kinship Care Affidavit and provide supporting documentation of the family situation to the Student Services Department for consideration for enrollment. Call 410-751-3120 for additional information.

HOMELESS CHILDREN AND YOUTH

The Stewart B. McKinney Homeless Assistance Act, as amended by the Improving America’s Schools Act of 1994 Education for Homeless Children and Youth Program, and the Every Student Succeeds Act of 2015, ensures that all homeless children and youth have equal access to the same, free, appropriate public education, including public preschool, free lunch, before and after school programs, career and technology, gifted and talented, and special education programs. Children identified as living in homeless situations may also qualify for other services, including remaining in their school of origin for the rest of the school year.

Parents who have experienced a loss of permanent housing and who believe their child may qualify for services as a homeless student should contact the pupil personnel worker assigned to the child’s school at 410-751-3120.
**SEXUAL HARASSMENT OF STUDENTS**

The Board of Education policy on sexual harassment states:

The Board recognizes that harassment on the basis of sex is a violation of both federal and state employment discrimination laws and Board of Education policies. Further, the Board believes that sexual harassment is both morally wrong and offensive and will not tolerate such conduct on the part of any employee, supervisor, manager, administrator, student, or visitor. It is the Board’s intent to provide to all employees and students a work and learning environment free from sexual harassment.

Sexual harassment is defined as:

Unwelcome verbal or physical conduct of a sexual nature, by student or school employee, which:
- denies, limits, conditions or interferes with the provision of education, assistance, or services protected under Title IX, or creates a hostile or intimidating educational environment.

Sexual harassment may include, but is not limited to, sexual name-calling, making derogatory comments relating to appearance, displaying sexually derogatory posters, and unwanted touching.

Any student or adult, without fear of reprisal or retaliation, who has a complaint of sexual harassment occurring at school or any school function by anyone, whether it be another student or a school employee, should bring the concern to the attention of the school principal, or the Title IX Coordinator at 410-751-3000.

The principal will make an investigation and contact the parents of the students involved as soon as practicable or legally possible.

Consequences of offenders may be a conference, a verbal or written reprimand, a suspension or more severe discipline, depending on the nature of the incident.

If the person making the report of sexual harassment is not satisfied with the outcome, the Grievance Procedure listed in student handbooks and/or the Carroll County Student Services Handbook may be followed.

**STAFF AND STUDENT RELATIONSHIPS**

The relationship between students of any age and staff, an employee in any position with Carroll County Public Schools, is to be one of a professional nature at all times. Any person who believes that staff and student relationships are inappropriate should immediately bring the matter to the attention of the principal. The following are examples of staff behavior or interactions with students which will not be tolerated:

- child abuse
- sexual harassment
- making personal or intimate references to self or others
- giving intimate or inappropriate gifts
- sending letters/communications of an intimate or nonprofessional nature
- making telephone calls regarding nonprofessional matters or concerns
- meeting a student for nonprofessional reasons including dating and/or sexual relations
- condoning or participating with student(s) committing illegal acts or acts in violation of school rules
- initiating, encouraging or engaging in obscene or pornographic discussions or displays with student(s).

**CHILD ABUSE – CHILD NEGLECT**

Maryland law defines child abuse as the physical or mental injury of a child by any parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or sexual abuse of the child whether physical injuries are sustained or not.

Child neglect is defined as the leaving of a child unattended or other failure to give proper care and attention to a child by any parent or other person who has permanent or temporary care or custody or responsibility for supervision of the child under circumstances that indicate the child’s health or welfare is harmed or placed at substantial risk of harm; or mental injury to the child or substantial risk of mental injury.

**Sexual abuse** is defined as any act that involves sexual molestation or exploitation of a child by a parent or any family or household member or by any other person who has permanent or temporary care or custody or responsibility for supervision of a minor child; or sex trafficking of a child by any individual.

Child abuse and child neglect are unlawful. Educators, health care workers, police officers and others are required by law to report suspected abuse or neglect. School volunteers and community members are to report as well. The name of the reporter is confidential, by law, and may not be disclosed.

Should you have reason to believe that a child is being abused or neglected, contact the Carroll County Department of Social Services, 410-386-3434.

---

**BY LAUREN LANE**
CRANBERRY STATION ELEMENTARY SCHOOL
ADMISSION OF FOREIGN EXCHANGE STUDENTS

Carroll County Public Schools recognizes the value of foreign exchange programs and appreciates the contributions exchange students make to the school and community. Administrative regulations regarding the acceptance/enrollment of foreign exchange students are as follows:

1. In order to be considered for enrollment, foreign exchange students should be at least fifteen years of age and be under the auspices of an approved exchange student organization or agency. Approved agencies are those authorized by the United States Department of State and for which an exchange visitor program number has been assigned.

2. High school principals will be responsible for approving enrollment of foreign exchange students in their respective schools. Principals will determine by April 1 the maximum number of foreign exchange students who may be enrolled for the following year. Priority is given to applicants who will reside with host families that have children attending the host school.

3. Sponsoring programs must complete a Foreign Exchange Student Enrollment Application by June 15.

4. Sponsoring programs must submit transcripts and health/immunization records to the school principal with the Foreign Exchange Student Enrollment Application.

5. Enrollment will be considered for full year or semester programs only.

6. Students must meet Board of Education requirements with regard to school attendance areas.

7. All participants in a student foreign exchange program who complete at least one year of study shall be eligible to receive the Maryland International Student Certificate.

8. Questions concerning the various exchange programs or current program numbers should be referred to the Director of High Schools (410-751-3044).

Applications for foreign student enrollment and administrative guidelines are available in each high school and from the Student Services Office at the Board of Education.

SERVICE-LEARNING

In July of 1992, the State Board of Education passed the Service-Learning Graduation Requirement which requires students to perform seventy-five hours of service-learning. Carroll County students may begin earning hours toward this requirement the summer after the completion of fifth grade and must accumulate a minimum of fifty-five hours by the end of their junior year in order to have senior status. Students must complete seventy-five hours of service-learning by the end of the senior year in order to graduate. Students who complete a minimum of 300 service-learning hours by May 1st of their senior year will earn the Exemplary Service Award. The number of service hours a student has completed appears on each report card.

Students may earn service-learning hours through clubs such as scouting and 4-H, and through community non-profit agencies such as the Human Services Program of Carroll County, Carroll County Food Sunday, serving at local soup kitchens, or environmental organizations. Students may also earn service-learning hours through course-related service as outlined in the Carroll County Service-Learning Guidelines and the High School Program of Studies.

For more information about the Service Learning Graduation Requirement, please call 410-751-3096 or visit the service-learning website at https://www.carrollk12.org/instruction/curriculum/servicelearning/Pages/default.aspx.

WORK PERMITS

The Maryland Department of Labor and Industry establishes regulations concerning employment of minors (persons under the age of 18). These regulations specify the conditions under which a minor may be employed, including that the student must be at least 14 years of age to obtain a work permit.

A complete set of regulations is available at all middle and high schools and from the Student Services Office at the Board of Education. Many employers also have applications. Work permit applications are available online at www.dllr.state.md.us/labor/wages/empm.shtml.
## STUDENTS’ RIGHTS AND RESPONSIBILITIES

Student rights and responsibilities are listed below. For more information on student responsibilities, please see the related topics in the Student/Parent Handbook, which is made available to students annually, as well as the Student Handbook for their specific school. Students are responsible to be familiar with the school regulations.

<table>
<thead>
<tr>
<th>STUDENT RIGHTS</th>
<th>STUDENT RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>To a free public education in Carroll County Public Schools.</td>
<td>To follow state and local attendance and residency requirements. Related Handbook Topics: Attendance, Residency</td>
</tr>
<tr>
<td>To a safe learning environment free from drugs, weapons, violence, discrimination and disrespectful behavior. To be treated with respect by staff.</td>
<td>To follow CCPS policies, regulations and procedures. To honor the rights of others and act with respect, integrity and academic honesty. Related Handbook Topics: Bullying; Discipline, Exclusion, Seclusion and Restraint; Substance Abuse; Suspension; Staff/Student Relationships; Violent Acts and Weapons</td>
</tr>
<tr>
<td>To express oneself, including the expression of one’s religious and personal beliefs, free from intimidation and hostility.</td>
<td>To be tolerant of the beliefs of others and respect differing viewpoints and ideas. To express oneself in a manner that is appropriate and not disruptive to others. Related Handbook Topics: Dress Code, Prayer in School/Moments of Silence</td>
</tr>
<tr>
<td>To expect confidentiality and protection of personal information.</td>
<td>To respect the privacy and confidentiality rights of others. Related Handbook Topics: Discipline Records; Surveys and Use of Students’ Photograph, Video Image or Voice</td>
</tr>
<tr>
<td>To have the opportunity to participate in student groups, organizations, and extra-curricular activities.</td>
<td>To conduct oneself according to established CCPS administrative regulations and to secure the principal’s permission to form a student group. Related Handbook Topics: Eligibility and Student Groups and Organizations</td>
</tr>
<tr>
<td>To due process (telling the “student side of the story”).</td>
<td>To be familiar with CCPS administrative regulations, including the process for grievance and appeal. Related Handbook Topics: Grievance and Appeal Procedures, Suspension</td>
</tr>
<tr>
<td>To keep personal items and school property assigned to the student on one’s person or in one’s locker.</td>
<td>To possess only personal items (at school, on school property, or at school-sponsored events) that do not violate state/school regulations. To understand the CCPS search/seizure policy. Related Handbook Topics: Search and Seizure</td>
</tr>
</tbody>
</table>
STUDENT RECORDS

Student records are made and maintained by teachers, counselors, administrators, and other school personnel in accordance with the Public School Laws of Maryland, the Rules and Regulations of the Maryland State Board of Education, the policies of the Board of Education of Carroll County, and the administrative regulations of Carroll County Public Schools.

Student records are confidential in nature with access to them granted only for legitimate and recognized educational ends. Individual student records, except those records that are designated as permanent, or otherwise excepted by law, are destroyed when they no longer serve a purpose.

There are two categories of student records:

Directory Information: including the student’s name, photograph, grade placement, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and honors received, and the most previous educational agency or institution attended. Directory Information is disclosed upon request. However, any parent, guardian or eligible student (18 years of age or older) who does not want the school to release those items listed as Directory Information must notify the school principal in writing of this request no later than September 30 of the current school year. This notification must be submitted each year. In addition, those students/parents who opt out of having directory information shared in their final year of attendance shall have that request honored from that year forward.

Personally Identifiable Information: Data or information, excluding directory information as listed above, includes the name of a student, the name of the student’s parent, guardian or other family member, the address of the student, the phone number of the student, a personal identifier such as the student’s social security number or student number, a list of personal characteristics which would make it possible to identify the student with reasonable certainty; or other information which would make it possible to identify the student with reasonable certainty; or other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

Requests for the disclosure of Personally Identifiable Information are granted when authorized by the student’s parent, legal guardian or the eligible student. However, Personally Identifiable Information is released without the written consent of the parent when the information is requested by school officials within Carroll County who have legitimate educational interests or to school officials of another school or another school system in which the student seeks or intends to enroll.

A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A school official is a person employed by Carroll County Public Schools as an administrator, supervisor, coordinator, instructor, or support staff (such as counselor, health or medical staff, pupil personnel worker, school psychologist, and security or law enforcement personnel), and a person or organization with whom the school system has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or educational service provider).

Official school records for a specific student are available for review and inspection by the parent, legal guardian, and/or the eligible student. Such requests shall be made to the school principal, in writing.

Requests for access to records will be granted within 45 days of the day the principal receives a written request. Parents, legal guardians and eligible students also have the right to request an amendment of the student’s education records if the parent or student believes information in the record is inaccurate.

The parent, guardian or eligible student shall be given an opportunity for a hearing to challenge the content of the school record should the record be alleged to be inaccurate, misleading or otherwise in violation of the student’s personal rights.

Requests for access to records will be granted within 45 days of the day the principal receives a written request. Parents, legal guardians and eligible students also have the right to request an amendment of the student’s education records if the parent or student believes information in the record is inaccurate.

The parent, guardian or eligible student shall be given an opportunity for a hearing to challenge the content of the school record should the record be alleged to be inaccurate, misleading or otherwise in violation of the student’s personal rights.

In the case of separated or divorced parents, either parent, regardless of custodial status, has the authority to inspect and review their child’s records unless there is a court order or other legal document which specifically denies access to records by one of the parents/guardians.

Parents and students who feel their rights have been violated may file a complaint with the Director of Student Services.

For further information regarding school records, contact your local principal or the Student Services Department.

RELEASE OF STUDENT INFORMATION TO MILITARY PERSONNEL

The Federal No Child Left Behind Act requires that schools shall provide access to student names, addresses, and telephone numbers upon request by military recruiters for recruiting purposes. However, an eligible student or the student’s parent/guardian may request that the school not release the student’s information. An opportunity to opt out of the release of information to the military will be provided annually.

RELEASE OF STUDENT INFORMATION TO AN INSTITUTION OF HIGHER LEARNING

The Federal No Child Left Behind Act requires that schools shall provide access to student names, addresses, and telephone numbers upon request by an institution of higher education for recruiting purposes. However, an eligible student or the student’s parent/legal guardian may request that the school not release the student’s information by opting out of the disclosure of directory information.

STATE SUPERVISED CARE

As required by law, Carroll County Public Schools will forward the records of students in State Supervised Care within three days of an official request to do so.
DISCIPLINE INTERVENTIONS/CONSEQUENCES

The Board of Education of Carroll County is committed to providing a safe and secure environment in which all individuals are free to learn. Therefore, inappropriate behavior will not be tolerated. In those instances when the behavior of a student, on or off school property, is disruptive and/or detrimental to the operation of the school or the safety of students or staff, the student may receive disciplinary consequences including suspension and expulsion.

School staff shall implement interventions and consequences for student behavior that interrupts the educational process. Reasonable force in self-defense or in restraint of a student to prevent harm to that student or to others may be used only if necessary.

Interventions/consequences include, but are not limited to:

- exclusion from the classroom
- after-school detention (may be implemented if the parent/guardian has been notified, if transportation has been arranged, and if the student will be doing school work)
- referral to school counselor
- referral to peer mediation programs
- referral to a counseling agency
- parent conference
- referral to pupil personnel worker, school psychologist and/or behavior specialist
- in-school intervention
- referral to Saturday School programs
- in-school suspension
- out-of-school suspension
- placement in alternative education programs.

In order to successfully implement any of the above strategies, parent contact and involvement is essential. If students believe they have been subjected to unfair punishment, they and/or their parents have the right to use the grievance/appeal procedure.

DISCIPLINE RECORDS

Records maintained for disciplinary purposes fall into two (2) categories:

**Suspension Notices** - includes information which supports or verifies in-school suspension, out-of-school suspension (for 1 or more days) or expulsion of a student; at a minimum this information must include a description of the student’s behavior that resulted in disciplinary action, and a copy of the correspondence sent to the parent(s) informing them of the student’s suspension or expulsion. (Note: “reportable offenses” are specifically excluded from being part of the student record.) Discipline information must include suspension and extended suspension and expulsion information.

- Suspension Notices shall be maintained in the student’s cumulative folder.
- Suspension Notices must be maintained until the student graduates or completes his/her education program or the student reaches 21 years of age.
- Documentation of drug/alcohol, serious threat, and violent act infractions is included in discipline records and these violations are cumulative over a student’s school career, beginning with the age of responsibility (seven [7] years of age).
- Discipline records must be sent to other schools or other school systems when a student transfers. If other disciplinary information exists in the student record, at the time a transfer request is received, that information should also be transferred.

**Other Disciplinary Information** - includes information regarding action other than suspension or expulsion taken to correct the student’s behavior, and information describing the student’s behavior that resulted in disciplinary action. This information may include: office referrals, detentions, etc.

- Other disciplinary records, including electronic systems, will be maintained until the student graduates or completes his/her educational program, or the student reaches 21 years of age.

REGISTRY OF SEX OFFENDER INFORMATION

Citizens interested in information on the location of registered sexual offenders may obtain this information from the following website:

http://www.dpcs.state.md.us/sorSearch/
or
http://www.socem.info
SUSPENSION, EXTENDED SUSPENSION AND EXPULSION

SUSPENSION:

The principal of each school, in accordance with the rules of the county Board of Education, has the right to suspend temporarily, for cause, any pupil in the school for a period of not more than ten (10) school days, provided, however, that the pupil, parent or guardian shall be given a conference promptly with the principal and appropriate personnel during the suspension period. (Section 7-305 Public School Laws of Maryland) Students with qualified disabilities will be accorded all due process rights.

DUE PROCESS:

The following information regarding due process and suspension procedures in the Carroll County Public School System is presented for parents and students:

1. The student must be given an oral or written notice of the charges and reasons for the suspension.
2. If the student denies the charges, the student is entitled to an explanation of the evidence the authorities have and must be given an opportunity to explain his/her reason for denial.
3. The student can be removed from the school prior to the notice and explanation of suspension if, in the opinion of the principal, the student's presence endangers persons or property or threatens disruption of the normal school process. The necessary notice and explanation must follow as soon as possible.
4. School officials must promptly inform the parent or guardian of the suspension and its cause.
5. The parent or guardian must be provided a prompt conference with the principal and appropriate personnel within ten (10) school days after the suspension is initiated in an effort to resolve the suspension.
6. Upon suspension, the student/parent will be provided with a list of community agencies.

EXTENDED SUSPENSION AND EXPULSION:

At the request of a school principal, the Superintendent of Schools or his designee may suspend a student for more than ten school days or expel that student. If a principal finds that a suspension of more than ten (10) days or expulsion is warranted, he or she shall report the matter in writing to the Superintendent.

The Superintendent or his designee shall make a prompt, thorough investigation of the matter. If, after the investigation, the Superintendent finds that a longer suspension or expulsion is warranted, the Superintendent or designee shall arrange a conference with the student and the parent or guardian. If, after the conference, the Superintendent or his designee finds that a suspension of more than ten (10) school days or expulsion is warranted, the suspension will be upheld. Alternatives for the student's education will be explored with the parent and conditions for the student's return to school will be determined.

The student or parent may:

1. Appeal to the Board of Education of Carroll County within ten (10) days after the determination
2. Be heard before the Board of Education of Carroll County or its designated committee or hearing officer
3. Bring counsel and witness to the hearing.

The appeal to the Board of Education of Carroll County does not stay the decision of the Superintendent. The decision of the Board of Education of Carroll County is final. (Section 7-305 Public School Laws of Maryland)

A student on suspension or expulsion must remain off school property. When a student is suspended from a home school, that student is also suspended from all other programs where the student is enrolled.
GRIEVANCE AND APPEAL PROCEDURES

Grievance and appeal procedures exist to give students the opportunity to resolve a complaint regarding an alleged violation, misinterpretation, or inequitable application of an established school rule, regulation, policy, or administrative regulation. At any level of the grievance or appeal procedure, the student has the right to involve a representative (parent, guardian, etc.) on his/her behalf.

Students have the right to frankly discuss their problems and concerns with staff members without fear of retribution.

GRIEVANCE PROCEDURE

The grievance procedure serves to resolve complaints regarding decisions made by school staff (e.g. classroom rules, team membership, grades). The student is encouraged to discuss the issue in question with the professional person (teacher, administrator, etc.) who originally made the decision in an effort to resolve the issue at the lowest level. If the issue has not been resolved at this level, it may then be grieved, in writing, to the principal within three (3) school days. The principal shall render a decision in writing to all parties involved within five (5) school days of the receipt of the written grievance.

If the student is not satisfied by the principal's decision, he or she may then file an appeal, in writing, to the Superintendent of Schools within five (5) school days of the principal's decision. The appeal will be processed according to the provisions of Section 4-205(c) of the Education Article. A decision shall be rendered by the Superintendent, or designee, within fifteen (15) school days of such an appeal.

Note: In each high school, a trained peer facilitator will be available to assist a student in understanding and implementing the grievance procedure.

APPEAL PROCEDURE

The appeal procedure serves to resolve complaints regarding discipline of students enforced by administrators relating to established policy or administrative regulation (suspension, extended suspension, expulsion, etc.). An appeal does not stay the principal's decision on a suspension or other matter.

When a student is disciplined, the student will be given notice of the charge against him/her and the opportunity to explain the alleged incident. If the issue is not resolved at this level, it may then be appealed, in writing, to the principal within three (3) school days. The principal shall render a decision in writing to all parties involved within five (5) school days of such an appeal. If the student is not satisfied by the principal's decision, he or she may then appeal the decision, in writing, to the Superintendent of Schools within five (5) school days of the principal's decision. The appeal will be processed according to the provisions of Section 4-205(c) of the Education Article. A decision shall be rendered by the Superintendent, or designee, within fifteen (15) school days of such an appeal.

The decision of the Superintendent may be appealed to the Board of Education, if taken in writing within thirty (30) days after the decision of the Superintendent. The decision may be further appealed to the State Board if taken in writing within thirty (30) days after the decision of the County Board of Education.

Note: In the case of discipline situations which result in the principal recommending a suspension beyond 10 school days or an expulsion, the Superintendent, or designee, will schedule a conference with the student and parent(s)/guardian(s) within 10 school days of the date of the suspension notice. The student will be given notice of the charges against him/her and the opportunity to explain the alleged incident. The first appeal of a suspension for more than 10 days or an expulsion is to the county Board of Education under Section 7-305 of the Education Article.
The Board of Education of Carroll County is committed to establishing and promoting a safe, non-threatening environment for all students to learn. Therefore, the Board believes that bullying, harassment, intimidation, discrimination, or hazing are both morally wrong and offensive and will not tolerate such conduct on the part of any employee, supervisor, manager, administrator, student, or visitor. It is the Board’s intent to provide to all employees and students a work and learning environment free from such acts.

The Annotated Code of Maryland Education Article 7-242 provides parents, students, a student’s close adult relative(s), or a school staff member the opportunity to file a written report about alleged bullying or intimidation that substantially disrupts the orderly operation of a school and/or that may have occurred on school property, at a school sponsored event, or on a school bus. In addition, the Act requires that students and parents be notified of the reporting procedures.

**BULLYING, HARASSMENT, INTIMIDATION, DISCRIMINATION, OR HAZING**

According to Annotated Code of Maryland Education Article 7-424, “bullying, harassment, or intimidation” means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile education environment by substantially interfering with a student’s educational benefits, opportunities, or performance, or with a student’s physical or psychological wellbeing and is:

- motivated by an actual or a perceived personal characteristic, including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical and mental ability or disability; or
- threatening or seriously intimidating; and,
- occurs on school property, at a school activity or event, or on a school bus; or
- substantially disrupts the orderly operation of a school.

**DISCRIMINATION**

Unequal or unlawful treatment of persons on the basis of race, color, sex, age, national origin, religion, disability, sexual orientation, or gender identity.

**HAZING**

Doing or causing any activity which recklessly or intentionally subjects a student to the risk of bodily injury or humiliation for the purpose of initiating into a student group or organization; to harass, by exacting unnecessary or demeaning physical or mental work or activity by way of intimidation.

Any person who has a complaint regarding an act of bullying, harassment, intimidation, discrimination, or hazing that substantially disrupts the orderly operation of a school and/or may have occurred at school during school hours, or at any school-sponsored function, or on a school bus, by another student or a school employee or volunteer, shall report the matter to a school employee, or in the case of sexual harassment, to the county Title IX Coordinator.

If the adult to whom the report was made is an adult other than the principal (or designee), that adult shall assist the student in reporting the act to the school principal (or designee). When reporting such incidents, a student, parent, close adult relative of the student, or school staff member with the complaint or concern will be given the opportunity to complete the Harassment/Intimidation Report Form. This form is available in school offices, counseling offices, health suites, and on the Student Services webpage. An investigation of the incident will occur as outlined below.

Only situations reported by students, parents, close adult relatives, or school staff members on the Harassment/Intimidation Report Form are to be investigated and documented via the Harassment/Intimidation School Investigation Form. Incidents reported, but not documented on the Harassment/Intimidation Report Form shall be investigated in a manner consistent with Carroll County Public Schools procedures and do not involve the use of such forms.

The school administrator is responsible for investigating acts of intimidation and will determine the appropriate consequences for the behavior. These consequences may include but are not limited to: student/parent conference, verbal or written reprimand, mediation when appropriate, completion of assignments designed to promote student understanding or empathy, in or out of school suspension, referral for outside counseling, or extended suspension/expulsion.

In cases where the act of intimidation is connected to membership of an organization or team, the student may be removed or suspended from that team. In cases of pervasive violation by team or organization members, the group shall be dissolved or disbanded for a period of time. Parents of all students involved will be contacted by the administrator.

All staff are to report known acts of intimidation to the school administrator. Students are strongly encouraged to report any acts to school staff. The bullying, harassment, intimidation, discrimination, or hazing regulations are included in detail in the Carroll County Public Schools Student/Parent Handbook.
CCPS - STUDENT SERVICES

DRUG AND ALCOHOL PROGRAMS, POLICIES AND PROCEDURES

The Board of Education of Carroll County strongly supports substance abuse education programs and endorses aggressive disciplinary action for the use, possession, manufacture, solicitation, or distribution of controlled dangerous substances, drug paraphernalia, controlled paraphernalia, look-alike drugs, over-the-counter and prescription drugs/medications/inhalants, and alcohol by students. Violations of drug/alcohol regulations will be handled as illegal actions, as well as disciplinary infractions. School officials will involve appropriate law enforcement agencies immediately when violations occur. Disciplinary measures, in response to violations of drug/alcohol regulations by students, may include actions ranging from suspension to expulsion. In all cases of suspension or expulsion, a mandatory referral to an alcohol/drug education or treatment program will be made by school officials in order to help the student. The use of drug detection dogs and undercover police officers is authorized as a possible resource to assist school officials in drug investigations.

Students may not use, be in actual or constructive possession of, manufacture, solicit, distribute, or attempt to distribute any controlled dangerous substance, drug paraphernalia, controlled paraphernalia, look-alike drug, inhalant, alcohol (the possession, use, transfer, or sale of which is prohibited by law), prescription and/or over-the-counter drugs/medications, at any time, on school property, at school-sponsored or related functions, and on school-sponsored travel. Constructive possession is failure to remove oneself as quickly and safely as possible from a person or area where alcohol/drugs are illegally present.

The Board of Education also believes that students need acceptable reasons to make the right decisions not to succumb to peer pressure to use drugs or alcohol. Students in violation of drug/alcohol policies, at any time, on school property or at school-sponsored activities, will be subject to disciplinary action under Carroll County Public Schools’ eligibility regulations. The specific regulations related to this policy are detailed in student/parent handbooks and other CCPS publications.

DISCIPLINARY REGULATIONS

In addition to the infractions listed below, the Supervisor of School Security and Emergency Management and/or appropriate law enforcement agencies will be contacted. Students shall be required to complete a mandatory drug/alcohol assessment. In addition, students shall maintain participation and/or complete any education/treatment program recommended through the assessment process. Students who do not complete the assessment or treatment components will not be allowed to return to or continue in a Carroll County public school.

First Offense - The Principal will determine appropriate action depending upon the severity of the offense. Examples include: 1) Parent Conference; 2) In School Suspension; 3) Out of School Suspension: Refusal to cooperate with school policies/ regulations (code 807), non-cumulative offense; 4) Out of School Suspension: Drugs (code 203), cumulative offense.

Second and Subsequent Offenses - Disciplinary action taken for the first offense shall determine the action to be taken for subsequent offenses.

First Offense – May result in suspension from school for five (5) days or suspension from school for ten (10) days and recommendation to the Superintendent for an extended suspension from the assigned school.

Second Offense – May result in suspension from school for ten (10) days and recommendation to the Superintendent for an extended suspension from the assigned school.

Third Offense – May result in suspension from school for ten (10) days and recommendation to the Superintendent for expulsion from school.

Students who Attempt to Distribute or Distribute Alcohol/Drugs (including Over-the-Counter Drugs/Medication in Excess of the Recommended Dosage and Any Amount of Prescription Drugs) and Students who Attempt to Distribute or Distribute Drug Paraphernalia, Controlled Paraphernalia or Inhalants

May result in suspension from school for ten (10) days, a recommendation to the Superintendent for an extended suspension from the assigned school, and mandatory referral for alcohol/drug education/treatment program as described above or suspension from school for ten (10) days and a recommendation to the Superintendent for an expulsion from Carroll County Public Schools.

Students who Solicit the Purchase or Transfer of Drugs, Alcohol, Inhalants, or Paraphernalia

Contact Supervisor of School Security and Emergency Management

Non-cumulative suspension from school as appropriate up to three (3) days (suspension code 807/Refusal to Cooperate with School Policies/Regulations)

Refer to the Student Assistance Team or offer referral for optional alcohol/drug education/treatment program

Note: Violations which result in mandatory drug/alcohol education/treatment are cumulative for a student’s entire school career; e.g., one offense in the eighth grade and a second offense in the eleventh grade equal two offenses, and the regulations for the second offense are applied in the eleventh grade.

STUDENTS SEEKING HELP

Students who want help to overcome a drug abuse problem are encouraged to talk to a teacher, counselor, school nurse, or administrator, or to contact the Carroll County Youth Service Bureau. No disciplinary action can result from what is said during such a conference and assistance will be given and/or arranged.
ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Students eligible to participate in high school athletics and other extracurricular activities at the high school level may lose their eligibility if found to be in violation of the policies and administrative regulations of Carroll County Public Schools. Students who represent Carroll County Public Schools through involvement or performance in an extracurricular activity are held to high standards in three areas: Academics, Attendance, and Conduct. The eligibility regulations are included in detail in the Carroll County Public Schools Student/Parent Handbook.

SERIOUS THREATS AND VIOLENT ACTS PROHIBITED

The Board of Education strives to ensure the safety of students and staff. Therefore, serious threats and violent acts are prohibited. Serious threats and/or violent acts against any persons on school property, on school buses, or at any event sponsored by a school are prohibited. Also prohibited are serious threats and/or violent acts against a staff member by a student at any time and/or place. Serious threats of violence and violent acts directed against a student away from school are also prohibited if there is an impact on maintaining safety or order in the school.

Violent acts include, but are not limited to, serious assault or battery by a student directed toward other students, any assault or battery by a student directed toward an adult, and possession of a weapon or look-alike weapon.

The definition of a serious threat of violence is a verbal or nonverbal declaration of intent or determination to inflict significant injury to persons, and/or damage to property with the perceived ability/intention to carry through on the threat.

Records of serious threats and violent acts shall be cumulative over a student’s school career. For example, a student who commits a serious threat and subsequently commits a violent act will be disciplined for a second offense. Records of such offenses shall be forwarded to any school in which a student enrolls upon transfer of the student.

Disciplinary measures in response to serious threats and/or acts of violence by students may include suspension/expulsion from school. The penalties for serious threats and/or violent acts shall be progressive in severity if serious threats and/or violent acts are continued; however, school officials shall have the latitude to impose severe discipline, up to and including expulsion, for first-time offenses if such discipline is deemed appropriate for the particular offense.

For students who commit serious threats of violence or specific acts of violence, a violence prevention screening/assessment is required. If, upon the second offense, education or treatment is recommended as a result of this assessment, successful completion or continued participation is required to remain a student.

In all cases of suspension or expulsion for a serious threat or violent act, Carroll County Public Schools’ Supervisor of School Security and Emergency Management and/or the police will be contacted.

DETECTION DOGS

Detection dogs are used in Carroll County Public Schools to search for drugs and/or explosive devices on an as needed basis. The dogs also serve as a deterrent to students bringing such substances or devices into a school.

Upon mutual agreement by school and law enforcement officials, drug detection dogs will be used by the police to scan students’ lockers and/or cars on the school parking lots. Students will not be scanned. If a dog alerts on a locker or vehicle, the student to whom the locker is assigned or who operates the vehicle will be summoned to the location of the search. The search conducted by a police officer shall be in accordance with their established policies and procedures consistent with COMAR 13.A.08.01D. A reasonable attempt will be made, as soon as possible, to contact the parents of the student involved in the search to provide information related to the reason and outcome of the search.

Any discipline imposed by school officials will be separate and apart from action taken by law enforcement officers.
WEAPONS ON SCHOOL PROPERTY

The possession of any weapon, including any look-alike weapon, on school property, school buses, or at any school-sponsored event is prohibited.

Weapons shall be defined to include, but not be limited to, any pocket knife, switchblade knife, dirk knife, hunting knife, Bowie knife, star knife, sand club, metal knuckles, straight razor, slapjack, billyclub, nunchaku, spiked glove, spiked wristband, board with nails, chemical mace, pepper mace, tear gas, firearm, and any other object or look-alike object or implement intended to cause bodily harm to another or used in such a way as to cause bodily harm to another.

A look-alike weapon shall be defined to include, but not be limited to, an object or implement which resembles a weapon as defined above, and which is portrayed as a weapon.

IMPLEMENTATION:

Should a student be found in possession of a weapon, or look-alike weapon, the principal shall take steps to minimize risk to students and staff; contact the Supervisor of School Security and Emergency Management, who will notify local or Maryland State Police; may suspend the student from school for up to ten (10) days; assign the student to a counseling/education program and/or Saturday School; recommend to the Superintendent an extended suspension or, if appropriate, an expulsion.

The principal shall recommend to the Superintendent an extended suspension or expulsion for any student who uses, possesses or transports firearms, such as a rifle or gun (loaded or unloaded, operable or inoperable) or look-alike firearms, onto school property, a school bus, or at a school-sponsored activity. The Federal Gun Free Schools Act and the Annotated Code of Maryland mandate that each local education agency remove from school for a period of not less than one year any student who is determined to have brought a firearm to school.

SEARCH AND SEIZURE

Search - Maryland law provides for the reasonable search of students and school property, including lockers, as follows:

- Every principal, assistant principal, or authorized security officer of a public school may conduct a search of a student on school premises or on a school-sponsored trip if he/she has reasonable belief that the student has in his/her possession 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 Board of Education of Carroll County. A teacher, designated in writing by the principal, may also conduct a search on a school-sponsored trip in accordance with law, policy, and regulations.

- The search shall be made in the presence of another adult of the same gender as the student being searched. When possible, the searcher shall be the same gender as the student being searched.

- The policies of Carroll County Public Schools extend the authority to search at school functions off school grounds.

- Every principal, assistant principal, or authorized security officer of a public school may conduct a search of the physical plant of the school, including such things as student lockers and school computers with or without reasonable suspicion and with or without student permission.

Seizure - All items that are the object of a search and unlawful items found during the search will be seized by the school administrator and turned over to police in accordance with appropriate law, policy, or regulation.

Gangs, Gang Activity, and Similar Destructive or Illegal Group Behavior

It is the policy of Carroll County Public Schools to prohibit gang activity and similar destructive or illegal group behavior on or near school vehicles or property or at school-sponsored functions. Further information may be obtained in the Parent/Student Handbook, Student Services website, and the online policy book located at https://www.carrollk12.org/boe/Pages/Policies.aspx.
STUDENTS WHO COMMIT REPORTABLE OFFENSES

The Safe Schools Act of 2010 requires the reporting of certain crimes committed in the community to the local Superintendent of Schools. Some of these crimes are: abduction; arson; kidnapping; manslaughter; murder; mayhem; maiming; rape; robbery; carjacking; sexual offenses in the first, second and third degrees; attempts to commit these crimes; use of a handgun in the commission of a felony or other violent crime; assault with intent to murder, rape, rob, or commit sexual offenses in the first, second or third degrees; carrying a weapon on school property; carrying a concealed dangerous weapon; distribution of a controlled dangerous substance; possession with intent to distribute a controlled dangerous substance; first and second degree assault; manufacture, transport, placement or possession of explosives and/or a destructive device; malicious destruction of property; and offenses involving gang affiliation. A complete list of charges can be found in the Student Services Manual.

Upon notification from the police, school staff will convene an assessment team to develop an educational placement or program and related services for the student that maintains a safe and secure school environment for all students and school personnel. The student’s parent/legal guardian shall be invited to attend the assessment meeting to share pertinent information. They shall be excused from the meeting prior to a discussion and decision by the assessment team. If the plan results in a change to the student’s educational placement or program, the Supervisor of School Security and Emergency Management shall promptly notify the parent/legal guardian of the plan.

The school principal or designee and appropriate staff shall periodically review the plan and the student’s status and make adjustments as appropriate.

While a student is incarcerated, Carroll County Public Schools will not provide an educational program.

TOBACCO

The possession and/or use of tobacco by students on school premises or at school functions is prohibited.

Any violations involving tobacco will be handled as school disciplinary infractions. The following disciplinary regulations will be followed by all school principals:

1ST OFFENSE
- Assignment to the first Tobacco Education Group (TEG) program (TEG 1).
- Failure to complete the TEG program assignment will result in a 3 day suspension for failure to obey school policy.

2ND OFFENSE
- Assignment to the TEG 1 program (if not completed on the first offense) or the TEG 2 program.
- Failure to complete the TEG program assignment will result in a 3 day suspension for failure to obey school policy.
- File a letter of complaint with the Department of Juvenile Services.

3RD OFFENSE
- Assignment to the TEG 1 or TEG 2 program (if not completed on previous offenses) and a 3 day suspension for tobacco violation.
- Failure to complete the TEG program assignment will result in a 2 day suspension for failure to obey school policy.
- If the student has already completed the TEG 1 and TEG 2 programs, a 5 day suspension will be assigned with a parent conference.
- Notify the Pupil Personnel Worker.
- Contact the police to request a citation be issued (should the police elect not to issue the citation, the school administrator may file a complaint regarding the student with the Department of Juvenile Services.)

4TH OFFENSE
- Assign the student a 10 day suspension and make a recommendation to the Superintendent of Schools for an extended suspension from that school.
- Contact the police to request a citation be issued (should the police elect not to issue the citation, the school administrator may file a complaint regarding the student with the Department of Juvenile Services.)

The possession or use of other products containing nicotine and nicotine replacement products by students on school premises or at school functions is also prohibited. For further information regarding interventions and consequences, please refer to the Student Services Manual.
<table>
<thead>
<tr>
<th>School</th>
<th>Grade</th>
<th>Reg. Time a.m./p.m.</th>
<th>1 Hour Early</th>
<th>2 Hours Early</th>
<th>2 ¾ Hours Early</th>
<th>3 Hours Early</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carrolltowne Elementary</td>
<td>K - 5</td>
<td>9:15 - 3:45</td>
<td>2:45</td>
<td>1:45</td>
<td>1:00</td>
<td>12:45</td>
</tr>
<tr>
<td>Cranberry Station Elementary</td>
<td>K - 5</td>
<td>9:15 - 3:45</td>
<td>2:45</td>
<td>1:45</td>
<td>1:00</td>
<td>12:45</td>
</tr>
<tr>
<td>Eb Valley Elementary</td>
<td>K - 5</td>
<td>9:15 - 3:45</td>
<td>2:45</td>
<td>1:45</td>
<td>1:00</td>
<td>12:45</td>
</tr>
<tr>
<td>Elmer Wolfe Elementary</td>
<td>K - 5</td>
<td>9:15 - 3:45</td>
<td>2:45</td>
<td>1:45</td>
<td>1:00</td>
<td>12:45</td>
</tr>
<tr>
<td>Freedom District Elementary</td>
<td>K - 5</td>
<td>9:00 - 3:30</td>
<td>2:30</td>
<td>1:30</td>
<td>12:45</td>
<td>12:30</td>
</tr>
<tr>
<td>Hampstead Elementary</td>
<td>K - 5</td>
<td>9:15 - 3:45</td>
<td>2:45</td>
<td>1:45</td>
<td>1:00</td>
<td>12:45</td>
</tr>
<tr>
<td>Linton Springs Elementary</td>
<td>K - 5</td>
<td>8:35 - 3:05</td>
<td>2:05</td>
<td>1:05</td>
<td>12:20</td>
<td>12:05</td>
</tr>
<tr>
<td>Manchester Elementary</td>
<td>K - 5</td>
<td>9:15 - 3:45</td>
<td>2:45</td>
<td>1:45</td>
<td>1:00</td>
<td>12:45</td>
</tr>
<tr>
<td>Mechanicville Elementary</td>
<td>K - 5</td>
<td>9:30 - 4:00</td>
<td>3:00</td>
<td>2:00</td>
<td>1:15</td>
<td>1:00</td>
</tr>
<tr>
<td>Mt. Airy Elementary</td>
<td>K - 5</td>
<td>9:15 - 3:45</td>
<td>2:45</td>
<td>1:45</td>
<td>1:00</td>
<td>12:45</td>
</tr>
<tr>
<td>Piney Ridge Elementary</td>
<td>K - 5</td>
<td>9:15 - 3:45</td>
<td>2:45</td>
<td>1:45</td>
<td>1:00</td>
<td>12:45</td>
</tr>
<tr>
<td>Porr’s Ridge Elementary</td>
<td>K - 2</td>
<td>9:15 - 3:45</td>
<td>2:45</td>
<td>1:45</td>
<td>1:00</td>
<td>12:45</td>
</tr>
<tr>
<td>Robert Moton Elementary</td>
<td>K - 5</td>
<td>8:30 - 3:00</td>
<td>2:00</td>
<td>1:00</td>
<td>12:15</td>
<td>12:00</td>
</tr>
<tr>
<td>Runnymede Elementary</td>
<td>K - 5</td>
<td>9:15 - 3:45</td>
<td>2:45</td>
<td>1:45</td>
<td>1:00</td>
<td>12:45</td>
</tr>
<tr>
<td>Sandymount Elementary</td>
<td>K - 5</td>
<td>9:30 - 4:00</td>
<td>3:00</td>
<td>2:00</td>
<td>1:15</td>
<td>1:00</td>
</tr>
<tr>
<td>Taneytown Elementary</td>
<td>K - 5</td>
<td>8:30 - 3:00</td>
<td>2:00</td>
<td>1:00</td>
<td>12:15</td>
<td>12:00</td>
</tr>
<tr>
<td>Westminster Elementary</td>
<td>K - 5</td>
<td>9:30 - 4:00</td>
<td>3:00</td>
<td>2:00</td>
<td>1:15</td>
<td>1:00</td>
</tr>
<tr>
<td>William Winchester Elementary</td>
<td>K - 5</td>
<td>9:15 - 3:45</td>
<td>2:45</td>
<td>1:45</td>
<td>1:00</td>
<td>12:45</td>
</tr>
<tr>
<td>Winfield Elementary</td>
<td>K - 5</td>
<td>9:30 - 4:00</td>
<td>3:00</td>
<td>2:00</td>
<td>1:15</td>
<td>1:00</td>
</tr>
<tr>
<td>East Middle</td>
<td>6-8</td>
<td>8:35 - 3:10</td>
<td>2:10</td>
<td>1:10</td>
<td>12:25</td>
<td>12:10</td>
</tr>
<tr>
<td>Mt. Airy Middle</td>
<td>6-8</td>
<td>8:25 - 3:00</td>
<td>2:00</td>
<td>1:00</td>
<td>12:15</td>
<td>12:00</td>
</tr>
<tr>
<td>North Carroll Middle</td>
<td>6-8</td>
<td>8:30 - 3:05</td>
<td>2:05</td>
<td>1:05</td>
<td>12:20</td>
<td>12:05</td>
</tr>
<tr>
<td>Northwest Middle</td>
<td>6-8</td>
<td>8:25 - 3:00</td>
<td>2:00</td>
<td>1:00</td>
<td>12:15</td>
<td>12:00</td>
</tr>
<tr>
<td>Oklahoma Road Middle</td>
<td>6-8</td>
<td>8:25 - 3:00</td>
<td>2:00</td>
<td>1:00</td>
<td>12:15</td>
<td>12:00</td>
</tr>
<tr>
<td>Shiloh Middle</td>
<td>6-8</td>
<td>8:25 - 3:00</td>
<td>2:00</td>
<td>1:00</td>
<td>12:15</td>
<td>12:00</td>
</tr>
<tr>
<td>Sykesville Middle</td>
<td>6-8</td>
<td>8:25 - 3:00</td>
<td>2:00</td>
<td>1:00</td>
<td>12:15</td>
<td>12:00</td>
</tr>
<tr>
<td>West Middle</td>
<td>6-8</td>
<td>8:35 - 3:10</td>
<td>2:10</td>
<td>1:10</td>
<td>12:25</td>
<td>12:10</td>
</tr>
<tr>
<td>Century High</td>
<td>9-12</td>
<td>7:30 - 2:20</td>
<td>1:20</td>
<td>12:20</td>
<td>11:35</td>
<td>11:20</td>
</tr>
<tr>
<td>Francis Scott Key High</td>
<td>9-12</td>
<td>7:30 - 2:20</td>
<td>1:20</td>
<td>12:20</td>
<td>11:35</td>
<td>11:20</td>
</tr>
<tr>
<td>Liberty High</td>
<td>9-12</td>
<td>7:30 - 2:20</td>
<td>1:20</td>
<td>12:20</td>
<td>11:35</td>
<td>11:20</td>
</tr>
<tr>
<td>Manchester Valley High</td>
<td>9-12</td>
<td>7:30 - 2:20</td>
<td>1:20</td>
<td>12:20</td>
<td>11:35</td>
<td>11:20</td>
</tr>
<tr>
<td>South Carroll High</td>
<td>9-12</td>
<td>7:30 - 2:20</td>
<td>1:20</td>
<td>12:20</td>
<td>11:35</td>
<td>11:20</td>
</tr>
<tr>
<td>Carroll Springs</td>
<td>K - 12</td>
<td>8:35 - 3:05</td>
<td>2:05</td>
<td>1:05</td>
<td>12:20</td>
<td>12:05</td>
</tr>
<tr>
<td>Gateway</td>
<td>6-12</td>
<td>7:35 - 1:52</td>
<td>12:52</td>
<td>11:52</td>
<td>10:52</td>
<td></td>
</tr>
<tr>
<td>CCC &amp; T Center</td>
<td>9-12</td>
<td>7:30 - 3:40</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CCC Annex Post Secondary</td>
<td>18 - 21</td>
<td>8:00 - 2:00</td>
<td>1:00</td>
<td>12:00</td>
<td>11:15</td>
<td>11:00</td>
</tr>
</tbody>
</table>
1. Century High School
2. Francis Scott Key High School
3. Liberty High School
4. Manchester Valley High School
5. South Carroll High School
6. Westminster High School
7. Winters Mill High School
8. East Middle School
9. Mt. Airy Middle School
10. North Carroll Middle School
11. Northwest Middle School
12. Oklahoma Road Middle School
13. Shiloh Middle School
14. Sykesville Middle School
15. West Middle School
16. Carrolltowne Elementary School
17. Cranberry Station Elementary School
18. Ebb Valley Elementary School
19. Eldersburg Elementary School
20. Elmer Wolfe Elementary School
21. Freedom Elementary School
22. Friendship Valley Elementary School
23. Hampstead Elementary School
24. Linton Springs Elementary School
25. Manchester Elementary School
26. Mechanicsville Elementary School
27. Mt. Airy Elementary School
28. Parr’s Ridge Elementary School
29. Piney Ridge Elementary School
30. Robert Moton Elementary School
31. Runnymede Elementary School
32. Sandymount Elementary School
33. Spring Garden Elementary School
34. Taneytown Elementary School
35. Westminster Elementary School
36. William Winchester Elementary School
37. Winfield Elementary School
38. Carroll County Career and Technology Center
39. Carroll Springs School
40. Gateway School/Crossroads Middle School
NOTICE OF NON-DISCRIMINATION
The Carroll County Public Schools (CCPS) is firmly committed to creating equal employment and educational opportunities for all persons with regard to its employment practices and in the provision of services, programs, and activities. The CCPS does not discriminate on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, sexual orientation, gender identity, or gender expression. CCPS provides nondiscriminatory access to school facilities in accordance with its policies and regulations regarding the community use of schools (including, but not limited to, the Boy Scouts). The following person has been designated to handle inquiries regarding the non-discrimination policies: Gregory J. Bricca, Director of Research and Accountability, 125 North Court Street, Westminster, Maryland 21157, (410) 751-3068.

ADA ACCESSIBILITY STATEMENT
The Carroll County Public Schools (CCPS) does not discriminate on the basis of disability in employment or the provision of services, programs or activities. Persons needing auxiliary aids and services for communication should contact the Office of Community and Media Relations at 410-751-3020 or publicinfo@carrollk12.org, or write to Carroll County Public Schools, 125 North Court Street, Westminster, Maryland 21157. Persons who are deaf, hard of hearing, or have a speech disability, may use Relay or 7-1-1. Please contact the school system at least one (1) week in advance of the date the special accommodation is needed. Information concerning the Americans with Disabilities Act is available from the Director of Facilities Management or the Supervisor of Community and Media Relations: Raymond Prokop, Director of Facilities Management, 125 North Court Street, Westminster, Maryland 21157, (410) 751-3177, or Carey Gaddis, Supervisor of Community and Media Relations, 125 North Court Street, Westminster, Maryland 21157, (410) 751-3020.