

*It's All About Teaching
and Learning.*

Charles County Public Schools



School News

Important Dates Coming Soon

Future school leaders apply

Charles County Public Schools is launching a Leadership Extension Application and Development (LEAD) Program in January for teachers and other certificated staff who aspire to become a principal. The program is 13-months and includes two phases: LEAD I from January 2016 to May 2016, and LEAD II from October 2016 to May 2017. During the first phase, participants will engage in a series of comprehensive school visits with practicing principals to learn about leadership. During the second phase, participants will apply learning from the first phase to develop, implement, evaluate and showcase a school-based leadership project.

Those interested must submit an application, which is posted on Inside CCPS, the employee only website, under the Training Programs menu. Applicants must meet the following criteria: have a master's degree in administration or currently be enrolled in a master's in administration program; have three years of successful teaching experience; not be a current vice principal; provide a resume and letter of recommendation from current principal or supervisor; complete two essay questions outlined in the application; and be available to attend monthly meetings at different schools. Applications are due by Monday, Dec. 7, to the office of school administration at the Jesse L. Starkey Administration Building.

Summer enrichment 2016

CCPS will offer enrichment camps next summer, starting in June for students in grades kindergarten through eighth and is looking for teachers interested in leading a session. Teachers can choose their session and week of participation and earn extra pay. Interested teachers must complete a proposal form, which is posted as a Featured Link on Inside CCPS. Forms are due by Dec. 18 to Ann Taylor or Joyce Campbell. Contact Taylor at ataylor@ccboe.com with questions.



Schools honor service members, veterans

Charles County Public Schools (CCPS) celebrated American Freedom Week Nov. 9-13. During the week, schools give special recognition to those who serve the country. Arthur Middleton Elementary School hosted a schoolwide parade on Monday, Nov. 9, which included Middleton physical education teacher Debra Haan, pictured above, who dressed as Uncle Sam.

New rule further defines student eligibility

Superintendent Kimberly Hill presented rules defining extracurricular activities and days absent to clarify student participation eligibility during the Nov. 10 Board of Education meeting. The rules refine the guidelines schools will use to determine eligibility of a student to participate in extracurricular and athletic programs, particularly for attendance. Eligibility status is noted on a student's quarterly report card.

The Board, in December 2014, changed eligibility requirements to include all extracurricular activities beyond athletics, raised the minimum required grade-point average from 2.0 to 2.25 and disallowed any failing "F" grades. The Board also extended the maximum of 4.5 days absent per quarter required for athletic participation to all extracurricular activities. The changes went into effect this school year.

Responding to concerns from students and parents about the new policy, the Board of Education asked for additional information about exceptions to the attendance

requirement. The 4.5 days, parents said, did not allow flexibility for emergencies or special circumstances. The Superintendent's rules define when an absence will not count toward the 4.5-day maximum as specified in the policy. Additionally, extracurricular activities are defined as any non-credit school activities, including athletics, that are not directly connected to the school's academic program. The complete rule can be found on the school system website, www.ccboe.com.

If a student is ineligible to participate in extracurricular activities and athletics, a notation will be listed on the student's report card from the previous quarter. Parents may appeal a student's ineligibility status, starting with a written request to the school principal.

The rules take effect immediately and for the second quarter of the 2015-16 school year and beyond. The Board has asked its instructional policy review committee to consider additional wording changes to Policy 6431, Extracurricular Activities and Athletics Eligibility Requirements.



Notebook

On the cover

Pictured on the front cover are staff members from Matthew Henson Middle School. Pictured, from left, are Paul Hartley, mathematics teacher; Ayesha Claytor-Stanislas, social studies teacher; and Chaundra Mitchell, special education teacher.

Payroll update

The Nov. 27 pay check for employees who receive their pay check through the regular mail will be mailed on Nov. 24. Direct deposit pay remittance copies will be sent to employee work locations. Employees can view their payroll information on the employee portal, located under the staff section of the CCPS website, www.ccboe.com. To ensure prompt receipt of pay checks, employees should check that their mailing address on file with CCPS is correct.

Holiday closure

School and offices will be closed on Nov. 25-27 for the Thanksgiving holiday.

Catch a show

Student actors at St. Charles High School are performing a family-friendly comedy called "You Can't Take It With You," this weekend on Nov. 13-14 at 7 p.m., and on Nov. 15 at 2 p.m. Ticket prices are \$8 for general admission and \$6 for students. CCPS staff receive two complimentary tickets with their identification badge.

North Point High School student actors will present the family comedy "Father Knows Best," on Nov. 19-21 with a performance time of 7 p.m. for all three shows. Tickets are \$8 for general admission, and \$5 for students and senior citizens. CCPS staff can receive one ticket by showing their identification badge.

Thomas Stone High School student actors are performing Don Zolidis' "The Brothers Grimm Spectaculathon," Nov. 19-21 with a performance time of 7 p.m. at all three showings. Ticket prices are \$7 for general admission and \$5 for students and senior citizens. CCPS employees receive two tickets with their badges.

The theatre department at Westlake High School is presenting "The Love of Three Oranges," on Nov. 19-21 with a performance time of 7 p.m. for each showing. Tickets are \$8 for adults and \$6 for senior citizens and students.

National Board Certified Teachers



Laura Buzzell



Adolescent/Young Adult

Position held: Mathematics teacher at Henry E. Lackey High School

Years of teaching experience: 9

Years with Charles County Public Schools: 9

Education:

Bachelor of Arts in Mathematics and Spanish from Susquehanna University
Master of Science in Curriculum and Instruction from McDaniel College

Memorable Moment:

My most memorable teaching moment happened when one of my football players got on the honor roll for the first time in his life and said to me "Buzz...you're turning me in to a nerd - and I like it!"



MSDE releases baseline PARCC high school data

The Maryland State Department of Education (MSDE) last week released local school system and school-level data for PARCC, Maryland's new high school assessments in Algebra I, Algebra II and English 10.

More than 30 percent of Charles County Public Schools (CCPS) students taking the PARCC English 10 assessment last spring scored at a level of 4 and 5 combined – the two highest levels on the PARCC five-point scale. Additionally, more than 30 percent of middle and high school students reached Level 4 and 5 combined in Algebra I. On the Algebra II test, which was first administered with PARCC, 4.7 percent scored at a Level 4 and 5 combined.

For high school, achieving Level 4 or 5 indicates college or career readiness. The scores set a new baseline, and a new starting line for Maryland students, according to MSDE. This year's PARCC results will not be used for student or educator accountability; however, the State Board will soon determine how the data will be used going forward.

"History shows us that when new accountability tests are introduced, the scores start low and end high. Accountability assessments are designed

to encourage growth and improvement," Superintendent Kimberly Hill said.

CCPS students improved greatly on the Maryland School Assessment (MSA) during the decade it was used as the measure of student achievement. Its lifespan was from 2003-2013 and during that decade, elementary school students increased math scores from 39.9 percent to 81.3 percent; reading scores from 60.6 percent to 84.2 percent; middle school math from 36.8 percent to 76.9 percent; and middle school reading from 61.8 percent to 81.7 percent.

County scores

Algebra 1: Overall, 31.2 percent of students scored at level 4 and 5 combined; 29 percent scored at level 3; 29.8 percent scored at level 2 and 10 percent scored at level 1.

English 10/Language Arts: Overall, 31.0 percent of students scored at level 4 and 5 combined; 24.5 percent scored at level 3; 22.4 percent scored at level 2; and 21.2 percent at level 1.

Algebra II: Overall, 4.7 percent of students performed at level 4 and 5 combined; 20.8 percent at level 3; 41.4 percent at level 2; and 33 percent at level 1

For complete results, visit <http://reportcard.msde.maryland.gov/>.

How to be prepared when inclement weather affects the school schedule

Who reports to work and at what time when schools close?

If weather conditions pose a potential hazard, Charles County Public Schools officials may dismiss early, delay the opening of schools or close schools for the day. If no announcement is made, schools and offices open at regularly scheduled hours and all employees are expected to arrive at work on time. The chart below explains the code system for employees. Please note: school-based teachers, counselors and instructional assistants follow the student schedule and do not follow inclement weather employee codes. If school remains open, no announcements are made.

Delayed openings and early dismissals

A delayed opening applies only to schools. All administrative office personnel report at their normal starting time unless a code accompanies the delay notification. See the chart for a complete code explanation. All non-teaching personnel are expected to work for the full business day unless a code announcement is made. If an employee is unable to arrive on time or needs to leave early, he or she must contact his or her immediate supervisor and submit a leave slip.

How to stay updated

Employees should call the 24-hour information line, 301-934-7410 or 301-932-6656, to determine whether they must report to work. Employees may also check their e-mail for a message sent by communications department staff. Employee information is also provided to radio and television stations listed on page 10 of the Parent/Handbook Calendar; however, stations determine when and if the information is posted. Updates are also posted on the home page of the school system website, www.ccboe.com, and as a status update on Twitter. Follow the school system on Twitter @ccps. Inclement weather and emergency updates are also available on the CCPS On the Go mobile App, which can be downloaded from the Apple iTunes or Google Play stores.

E-mail and text message notification available

Employees and parents of Charles County Public Schools students can be notified by e-mail and text message when inclement weather or other events cause unscheduled delays, early dismissals or closings. Those interested can sign up for the Charles County Citizens Notification Service (CNS). Visit <http://www.charlescountymd.gov/CNS> to sign up. Subscribers can also select to receive breaking news from Charles County Public Schools by selecting the Breaking News option. E-mail notification is free; standard text message rates by your cell phone carrier apply. Parents and staff can also sign up for the Charles County Public Schools press release subscriber list to receive additional e-mail notification. Visit www.ccboe.com/pr to subscribe to the service. Weather alerts are posted under the press releases section within minutes of a decision being made.

How decisions are made

The school system's transportation department monitors road conditions and weather reports; school employees regularly contact the state and county roads department, Charles County Sheriff's Office and the Maryland State Police for assessments of roads and weather. Every effort is made to make the decision to close or delay the opening of schools by 5 a.m. and, when possible, earlier. Once that decision is made, school officials place the information on the 24-hour information line, the CCPS website, as well as notify the Washington D.C. metropolitan area radio and television stations. If it is necessary to close schools during the day, local radio and television stations are notified and asked to make the announcements, usually by 10:30 a.m. The announcement is also placed on the website, 24-hour information line and Comcast Channel 96/Verizon FiOS Channel 12.

When the weather outside is frightful, what codes do employees find delightful?

Codes	Who reports	When	Exceptions
Code 1	All personnel report**	1 hour late	Emergency personnel on time*
Code 2	All personnel report**	2 hours late	Emergency personnel on time*
Code Red	Emergency personnel only	On time	
Code Blue	System is shutdown; no staff report	All buildings are closed	
No code/schools closed	10.5, 11- and 12-month personnel**	On time	

**Please note: Teachers and instructional assistants follow the student schedule and do not follow the code system, with the exception of days when schools are closed for students only and teachers are scheduled to report to work (i.e., staff development dates).

*If emergency personnel are unable to report to work on time, they must submit a leave slip. Emergency personnel include operations supervisory staff, building service managers and assistant managers, building service workers, maintenance supervisory staff, all maintenance staff, security personnel and transportation supervisory staff.

**10.5 and 11-month employees are expected to fulfill their contract days at the discretion of their supervisor. If they do not report to work and take liberal leave, they must submit a leave slip.

School News is published by Charles County Public Schools
301-932-6610
301-934-7220
Fax: 301-932-6651

Board of Education Members

Virginia R. McGraw, *Chairman*
Michael Lukas, *Vice Chairman*
Jennifer S. Abell
Mark Crawford
Victoria T. Kelly
Margaret T. Marshall
Barbara S. Palko
Pearson Benson, *Student Member*

Superintendent of Schools

Kimberly A. Hill, Ed.D.

Editor/Writers

Katie O'Malley-Simpson
Shelley Mackey

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Dr. Patricia Vaira, Title IX/ADA/Section 504 Coordinator (students) or Pamela K. Murphy, Title IX/ADA/Section 504 coordinator (employees/adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

Open enrollment continues now through Nov. 30

Open enrollment for health insurance benefits and Aflac, a supplemental insurance company, is available for Charles County Public Schools (CCPS) employees now through Nov. 30. Open enrollment provides employees the opportunity to modify benefit choices, elect medical benefits and verify life insurance beneficiaries. Changes made during open enrollment are effective Jan. 1, 2016. The health care plan calendar year is Jan. 1, 2016, through Dec. 31, 2016. To make changes or to enroll, visit <https://ccboe.hrntouch.com>. Enrollment instructions are posted on the CCPS employee-only website, Inside CCPS. Click the featured link located at the top-right hand side of the page.

CCPS offers eligible employees a self-insured group health plan through CareFirst BlueCross BlueShield and Caremark. Benefits include medical, dental and pharmacy services. The two plan options for employees include CareFirst Preferred Provider Plan (PPO/PPN) and Blue Choice Opt-Out Open Access. Premium rates for 2016 have increased slightly and are as follows:

- PPO/PPN plan – individual, \$198 per month (bi-weekly, \$99) – increase of \$8; family, \$530 per month (bi-weekly, \$265) – increase of \$20
- Open Access – individual, \$138 per month (bi-weekly, \$69) – increase of \$13; family, \$396 per month (bi-weekly, \$198) – increase of \$36

Additional changes to the health insurance co-payments were negotiated between the employee unions, the Education Association of Charles County (EACC) and the American Federation of State, County and Municipal Employees (AFSCME). The changes are effective Jan. 1 and apply to services under plans that require co-payments. They are:

- Office visit co-pays increase by \$5
- Pharmacy co-pays increase by \$5
- Emergency room co-pay is \$100 unless patient is admitted for treatment
- Dental deductible is \$30 per individual/\$80 per family

Aflac representatives are available now at schools and centers to sign up employees for new policies, update current policies or answer questions. Through Aflac, employees are eligible to enroll in unreimbursed medical expense and child care flexible spending accounts. Enrollment is not automatic and employees who wish to participate must sign up for a new account each year. These accounts are active from Jan. 1 through Dec. 31 annually.

An enrollment schedule for Aflac and additional information about open enrollment is posted on Inside CCPS, the employee-only website. Look under the Featured Link and select Open Enrollment 2015 from the menu.

Personnel

Apply for positions online at www.ccboe.com/jobs/currentopenings.php. All teaching positions require a bachelor's degree and MSDE certification requirements.

Job Openings

Special Education Instructional Assistant – Westlake High School, 10-month position. Apply by Nov. 16.

Family Service Coordinator/Case Manager – Charles County Public Schools Judy Center, 12-month position. This position is funded by Judy Center grant funding and is for the 2015-16 school year. Position will be renewed annually with submission of the Judith P. Hoyer grant application. Minimum requirements include a bachelor's degree in social work, psychology, or a related field, and experience with case management or counseling services of children birth through kindergarten. Apply by Nov. 17.

Computer Analyst – Jesse L. Starkey Administration Building, 12-month position. Ap-

plicants should have one to three years or experience with information networks and user support. Apply by Nov. 17.

Youth in Transition/Foster Care Coordinator – Jesse L. Starkey Administration Building, 12-month position. Master's degree in education, social work or psychology/sociology, administration and supervision, or related human services required. Minimum of three years of experience working in an educational setting, social work or related human services field required. Teaching experience preferred. Apply by Nov. 17.

Science Teacher – Westlake High School, 10-month position. Apply by Nov. 17.

Computer Analyst II – Jesse L. Starkey Administration Building, 12-month position. Associate's degree in information technology or related field and three years of experience in local and wide area networks, user and help desk support, and/or training in place of an associate's degree preferred. Apply by Nov. 18.

Human Resources Generalist – Jesse L. Starkey Administration Building, 12-month position. Bachelor's degree in human resources, business management or related field, and three years of related experience required. Professional Human Resources Certification (PHR) or Senior Professional Human Resources Certification (SPHR) preferred. Apply by Nov. 18.

Secretary, Office of School Administration – Jesse L. Starkey Administration Building, 12-month position. Minimum of three years of secretarial experience with skills in book-keeping and office practices required. Apply by Nov. 18.

Building Service Assistant Manager – Arthur Middleton Elementary School, 12-month position. Apply by Nov. 20.

Building Service Workers – Openings at William A. Diggs Elementary School and the Charles County Public Schools Annex I Building, 12-month positions. Apply by Nov. 20.