

# **Family Handbook 2025-2026**

**Carroll Creek Montessori  
Public Charter School**  
*Established 2012*

7215 Corporate Court  
Frederick, MD 21703

<https://www.carrollcreekmontessori.org/>

227-203-3830

227-203-3821(fax)



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# Welcome - Bienvenido

## Una Visión Compartida (A Shared Vision)



Carroll Creek Montessori Public Charter School (CCMPCS) is a public charter school that is operated by a non-profit organization, Monocacy Montessori Communities, Inc. (MMCI) within the Frederick County Public School system. CCMPCS offers a Montessori-based learning environment based on the Montessori Method as well as Spanish instruction for all students. Most classes are taught in English with periods of Spanish instruction. As a public charter school, CCMPCS is free and open to all residents of Frederick County.

## Vision Statement

*More information can be found in the CCMPCS [Charter documents](#).*

The Vision of CCMPCS is to instill a lifelong love of learning in our students by providing an optimum Montessori-based learning environment in which they will grow to become independent, confident, creative, and caring members of our community and the larger world.

## Mission Statement

*More information can be found in the CCMPCS [Charter documents](#).*

CCMPCS's mission is to build a community in which students, parents, and staff work together to educate the "whole child," the sum of the physical, emotional, social, and intellectual parts. CCMPCS will implement a Montessori-based curriculum to give students the hands-on tools they need to be active learners both in and outside the classroom. By offering a content-based enrichment and conversational Spanish and English instructional program, students will develop strong language skills in both Spanish and English. CCMPCS will provide a unique opportunity for second language acquisition beginning at a young age, a critical component for the development of language proficiency.

## Montessori Education

*To learn more, please visit: <http://www.amshq.org> and <http://www.montessori-ami.org>*

### *The Montessori Method*

The Montessori method views education as a preparation for life, not merely a search for intellectual skills. The emphasis in Montessori education is to teach the child how to learn. Every

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baby is born with the desire to know, the urge to explore, and the need to master the environment – in short, to achieve. The motivations for learning come from within the child. The child who accomplishes this moves into harmony with this world and becomes a whole person. With that in mind, the CCMPCS Montessori environment will be carefully prepared to train the senses, to stimulate curiosity, to satisfy the child's need to know, and to provide a safe environment where every child can learn from successes as well as failures.

Montessori emphasizes learning through all five senses, not just through listening, watching, or reading. Children in Montessori classes learn at their own, individual pace and according to their own choice of activities from hundreds of possibilities. Learning is an exciting process of discovery, leading to concentration, motivation, self-discipline, and a love of learning.

The basic principles of the Montessori method are the following:

1. Cognitive development follows a predictable progression from the concrete to the abstract. There are critical periods of time when children are most ready to acquire and develop certain skills. Educators must understand these levels and introduce material at times appropriate to the individual child.
2. Academic, social, and emotional development are interdependent; education must concern itself with the development of the whole child.
3. Every child has an inner drive to explore and discover the world; this innate curiosity will lead to productive learning if given the proper environment, resources, and guidance.
4. Learning is most productive when self-directed and founded on individual interest.
5. For younger students, learning is most effective when it takes place through direct sensory experiences and interaction with objects in their natural context.
6. Information should be presented in a pattern of whole-to-part, and integrated through interdisciplinary study, so students can place it in context and understand how things are related.
7. Learning must be enhanced and applied, especially in later years, by going out and doing relevant work in the community.

### ***Montessori Assessment***

The method of assessing student progress in the Montessori classroom is different and reflects understanding concepts and work effort. From K-6th grade, students do not receive letter or number grades. Instead, parents, students, and teachers meet to set goals and assess progress. Students continually test their own skills as they work and do not proceed to the next level until they have mastered a specific skill, which eliminates the need for most formal assessment. 7th and 8th grade students do receive letter and number grades and may take some Spanish and

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math courses for high school credit. Students from first grade up participate in a district approved benchmark assessment several times a year in reading and math. The MCAP assessments are also administered to 3rd-8th graders as required by the State of Maryland. Current regulations require that students participate in standardized tests required by the state. As the students grow older, they will collect samples of their academic and creative work in a portfolio for periodic review.

## Spanish Instruction

***For more information contact CCMPCS Spanish teachers - See the directory on the CCM web page at <https://carrollcreekmontessori.org/directory/> for staff contact information.***

All students at Carroll Creek Montessori Public Charter School (CCMPCS) receive their academic instruction in English.

All CCMPCS students visit the Spanish classroom for direct Spanish instruction: Pre-K students attend twice a week, K-6 have Spanish four times a week, 7th and 8th grade students (and qualifying 6th grade students who show readiness ) are enrolled in Spanish I or II for High School credit (depending on their individual proficiency level). Students who completed Spanish I in 6th grade and Spanish II in 7th grade are then placed as 8th graders in a unique-to-CCM course called *Montessori Spanish Experience* that extends their Spanish learning and offers the opportunity to earn an additional half credit of high school elective credit. Our Spanish environment promotes a gradual, natural language acquisition process. We utilize Acquisition-Driven Comprehensible Input methods and teaching strategies so that from day one students are surrounded by the target language at a level that is understandable to them. At Carroll Creek, we recognize that improvement in fluency comes from supplying engaging and understandable input and not from forcing early production. We present lessons that encourage students to Experience, Understand, Do, Read, Speak, or Write at levels and pacing that are appropriate for each learner's language ability.

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# School Calendars

*CCMPCS Follows the FCPS School Calendar which can be found on the FCPS website at <https://www.fcps.org/about/calendar-handbook>.*

## Arrival and Dismissal

*For more information contact Principal -Jay Scheurle . See the directory on the CCM web page at <https://carrollcreekmontessori.org/directory/> for staff contact information.*

### **Drop-off and Pick-up Times:**

- Daily drop-off: 8:40 – 9:00 am
- Classes start: 9:00 am
- PreK 3 dismissal: 11:15 am
- Full-day students dismissal:
  - Monday – Thursday: 3:40 – 4:00 pm
  - Friday: 2:40 – 3:00 pm

**Students are expected to be in their classroom ready for learning to start at 9:00am.**

### **Caregivers Other Than Parents Picking-Up Child**

You will be given two “Pick Up” cards so you will have a card to share with the person of your choice. Please make sure anyone picking up your child is listed as a temporary care provider on your child’s emergency card. *If you need additional copies of your pick-up card, please contact the school secretary. [See the directory on the web page for contact information.](#)*

*If there is a last minute change for your child at dismissal including your child going home with another CCM family or a grandparent or other adult not listed on the emergency card , you must email your child’s teacher, Principal Scheurle, and the school secretary in advance of dismissal (no later than 3:30 Monday -Thursday, 2:30 on Fridays). [See the directory on the web page for contact information.](#)*

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## Carroll Creek Montessori P.C.S. Drop-Off & Pick-Up Traffic Procedures

*Thank you for helping keep our students, staff and families safe! All drivers should follow these school policies:*

- As you enter the school grounds, turn right immediately, unless you are parking in the lot closest to the building. Do not drive through this area (yellow zone) of high pedestrian traffic.
- Do not pull up to curb or mailboxes at front entrance (orange zone) to drop students off.
- Children should not be dropped off on adjacent roads (Corporate Court or Crestwood Blvd).
- When exiting the school grounds, turn right and loop around the cul-de-sac to control the flow of traffic.
- Please drive slowly in all areas around CCMPCS, no faster than 10mph.

**Thank you! Your patience, courtesy and consideration of others is appreciated!**



- Direction of travel during drop-off & pick-up.
- No drive-through traffic: parking & walking ONLY.
- Car line student drop-off & pick-up area
- Not for student drop-off.



### ***Drop-off and Pick-up Procedures :***

- Parents should stay in their cars and allow staff to assist their children if needed during both arrival and dismissal.
  - There will also be staff members available to help students navigate their way to classrooms.
  - There will be no drop off or pick up from inside the building. (No parking and walking your child into/out of the building.)
  - You will receive a pick up card on colored cardstock that displays your child's name and classroom teacher. During dismissal, you must display your Pick Up card for carline staff to see. CCMPCS takes student safety seriously, and carline staff are unable to release students to a vehicle that does not display the proper Pick Up card. **Cards from previous years cannot be accepted.** Vehicles that do not have the appropriate pick up card will be directed to park at the front of the school, enter the building, and wait at the front office to show appropriate identification before students will be released to them. We appreciate your cooperation in ensuring every child gets home safely!
  - When leaving the school grounds at arrival and dismissal please turn right and circle around the traffic circle by the hotel to return to the traffic light. This allows more cars to wait in line for
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the traffic light and keeps traffic waiting for the red light from backing up onto the school grounds where it causes delays in the carline.

- The beginning of every year includes a learning curve so it may take a week, or more due to the staggered start (of the preK-3-year-old students), to settle into routines and increase the efficiency with the process. Ensuring the safety of our students and families during arrival and dismissal is our top priority. We appreciate your patience with this process.
- Please do not allow any of your children to play in the trees or landscaped areas surrounding the school at any time.



### ***Late Arrival and Early Pick-Up***

**If your child arrives after 9:00 a.m. s/he will be counted as tardy and you must enter the building with your child and sign in the child in the “Late Arrival” binder. Children may not register themselves in the binder because they are minors.**

If you need to pick up your child early, you must sign them out at the front office – this is also counted as being tardy in attendance records. After 3:30 pm (M-Th)/2:30 (Fri) students may not dismiss early, as this practice is potentially unsafe for children during the dismissal process. We begin clean-up and dismissal routines at this time and it becomes difficult and unsafe for students to leave the classroom. If you have an early appointment, please be sure to pick up your child before 3:30 pm/2:30 (Fri) . After 3:30pm all students will be dismissed at the normal dismissal time of 3:40 pm/ 2:40 (Fri).

### ***Late Pick-Ups***

**Late pick-ups are potentially unsafe for children. Our staff completes their work day at 4:00, so make appropriate arrangements to have your child picked up by that time. Although dismissal is 2:40 on Fridays, staff participate in meetings from 3:00-4:00 and cannot be responsible for caring for your child at that time. If any family is consistently late, the Principal will phone parents/guardians with a reminder about the importance of prompt student pick-up.**

CCMPS works collaboratively with the Clubhouse Kids to provide before and after care for students. Please contact Clubhouse Kids directly (<https://www.clubhousekidsonline.com/>) if you are interested in this service, provided on-site at CCMPCS. Adults picking up students after 4:00 pm (3:00 pm on Fridays) will need to sign each student out using the computer in the office which tracks data on late pick ups.

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# Early Dismissal, Delayed Starts and School Closings (Snow Days, Teacher Workdays, etc.)

*For more information contact the front office. . See the directory on the CCM web page at <https://carrollcreekmontessori.org/directory/> for staff contact information.*

**CCMPCS follows the FCPS school year and weather schedule (with the exception that morning-only preK students DO NOT attend when there is a 2-hour delay).**

**Learn about early dismissal and school closings through the following methods:**

- By subscribing to **School Messenger** you can receive emails and text messages about situations such as weather-related closings and emergency alerts. . Families can find out more information and sign up at <https://www.fcps.org/about/communication>
- **On the radio** (WAFY 103.1 FM; WFMD 930 AM; WFRE 99.9 FM; WTHU 1450 AM)
- From the **FCPS cable channel 18**
- Or by checking the **FCPS website** [www.fcps.org](http://www.fcps.org).
- Notifications in CCM Parent Square <https://www.parentsquare.com/signin>.



As a charter school we have a program that sometimes operates on a different schedule than district programs. **When FCPS delays school openings due to inclement weather, CCMPCS does NOT hold morning preK-3-year-old classes.** (Note: Local radio and television stations may say that there is pre-k for FCPS, but this does not include the CCMPCS pre-K-3-year-old program.)

In the case of an early dismissal, please follow the usual dismissal procedures (only the time changes). Although this may be a stressful time for us as adults, the most effective action we can take is to model calm and patient behavior for our children.

## Attendance Policy

*For more information please reach out to [ccms.attendance@fcps.org](mailto:ccms.attendance@fcps.org).*

Did you know that every Frederick County Public School is monitored daily for its attendance rate? Since we are a Frederick County Public School, this policy applies to us also.

Good attendance is directly related to school success, academic achievement, and to the continuation of our charter. **FCPS mandates that every school maintain an average attendance**

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**rate of 96%.** This rate is reported to the Maryland State Department of Education and helps to determine if a school is successful and has progressed for overall student growth.

In order to maintain good standing, we are asking families to be vigilant of absences, including tardy arrivals, and early dismissals. Please remember that any arrival after 9:00 a.m. is considered “tardy”. **Children who are tardy must be accompanied into the office by an adult.** The adult must sign the child in and the child should check in with the secretary before going to their class – this is very important if they are choosing to request a school lunch that day. Doctor notes should be given to the secretary at this time. Any dismissal prior to 3:40 p.m.M-Th or 2:40 Fri is a “tardy” dismissal.

See pages [Regulation 400-98](#) for more information about attendance and absences.

### ***Email Notes of Absence***

The morning of your child’s absence, please email the CCMPCS School Secretary, your child's teacher, and the attendance email: [CCMS.Attendance@fcps.org](mailto:CCMS.Attendance@fcps.org) with the reason for the absence, the date(s), and the student's full name. If your child was seen by a doctor, please send a doctor’s excuse to the office upon their return to school. See the directory on the CCM web page at <https://carrollcreekmontessori.org/directory/> for staff contact information.

### ***Consequences of Chronic Absenteeism***

Parents of students with excessive absences or tardiness will receive a phone call and/or a written notice from the school. Students with excessive absences may be required to present a doctor's verification for all future absences. The FCPS PPW (Pupil Personnel Worker) may become involved if chronic absenteeism continues.

Preschool is not mandatory in the state of Maryland. For our preschool students, if a total of five unlawful absences are accumulated, a warning will be given. **When a child accumulates ten unlawful absences, removal from the pre-kindergarten program may result.** Pre-kindergarten in FCPS is not universal meaning this classroom experience is not available to all children due to a fixed number of seats and we have an extensive waiting list at each level. All available slots must provide the maximum benefit for the children that utilize them. This benefit can only occur with regular daily attendance at school.

Thank you so much for partnering with the school staff to ensure that we have at least 96% of our students present and learning each and every day!

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# Health Guidelines

*For more information contact the CCMPCS healthroom at 227-203-3830, x 71209.*

## Medication Policy



Students are discouraged from taking medication during the school day. If it is necessary for a student to do so, the parent/guardian must provide a written [Medical Authorization Form](#) from the student's physician for all prescription and over-the-counter medications (Tylenol, Benadryl, etc.). **Medications must be provided to the school nurse by the parent or other adult in the original pharmacy bottle and correctly and completely labeled.**

Medications sent in envelopes, plastic bags or daily reminder containers cannot be administered. Students may not keep any medications themselves

**– all medications must be given to the school nurse by an adult.**

Any treatment required by the student also requires a written order from a physician. Please contact the school as soon as you know that your student requires a treatment so that appropriate arrangements can be made. The forms are available in the school office and on the [FCPS website](#). If you have any questions, please call our main office and they will direct you to our Health Technician.

## When to Keep Your Child at Home

Based on guidance from the Centers for Disease Control and Prevention (CDC), your child should stay home from school if he/she has one or more of the following symptoms:

- Temperature of more than 100 degrees Fahrenheit
- Vomiting and/or diarrhea
- Rash or skin infection not diagnosed by a healthcare provider (HCP)
- Symptoms of COVID-19 (contact your health care provider or the school health room for additional guidance).

Please keep your child home from school for 24 hours after the last episode of vomiting, fever, and/or diarrhea. If these symptoms persist for more than 24 hours, you should contact your child's Health Care Provider.

Please follow current guidance for when your child should stay home regarding exposure or suspected cases of COVID-19. Please contact the health room for questions about current guidelines regarding COVID-19.

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***Notify the Health Room if your child has a communicable condition***

In addition, **please let the Health Room know (227-203-3830, x 71209) if your child has any conditions, such as: a positive COVID-19 test, chicken pox, head lice, pink eye, flu, pneumonia, or other communicable conditions.**

Children sometimes use illness as an excuse to miss school. On the other hand, some children force themselves to go to school even though they are sick. It is up to you to be alert to your child's health and to decide when it is best to send him/her to school. This is also when you need to consider if your child would be contagious to classmates.

If your child complains of being sick or does not look well after they reach school, we will contact you. Therefore, it is important that updated information and phone numbers be provided. As you read this, please remember these are general guidelines. You know your child the best! This is also a perfect time to reinforce hand washing to help minimize the spread of germs. Thank you for your attention to this matter and please call the health room if you have any questions.

***Vision and Hearing Screenings***

All students new to the Maryland Public School System or students in Pre-K, Kindergarten (if not previously screened), and 1<sup>st</sup> grade will receive vision and hearing screenings. Maryland State Law mandates this screening. Any parent that does not want their child tested must put this in writing to the health room. Please make sure if your child wears glasses that they have their glasses with them on screening days. If you have any questions please contact the health room.

## **School Meals and Nutrition**

**For more information visit the FCPS Food & Nutrition website <http://www.fcpsnutrition.com> or contact the school office 227-203-3830 or email the school secretary. See the directory on the CCM web page at <https://carrollcreekmontessori.org/directory/> for staff contact information.**

***Breakfast, Lunch and Nutrition***

Students may bring bag lunches or pick up lunch or breakfast from FCPS. Students will eat in their classrooms and are expected, in true Montessori fashion, to help clean up the tables and floor after lunch. If your student is packing a lunch, please consider how the food he or she is eating will contribute to a productive learning environment. Soda, juice, and sweet desserts should not regularly be a part of school lunches.

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## ***Free and Reduced Meal Program***

Free and reduced-priced meals are available. Income guidelines and applications will be distributed in August via a summer mailing. Please notify the school office if you would like additional information sent home. Information is also available on the FCPS Food & Nutrition website at <http://www.fcpsnutrition.com>.

## **Lunch**

Please be sure to check the lunch menu when your child is planning to eat the FCPS lunch. Your child has the choice between the hot lunch or the salad option. They MUST let their teacher know which option they want in the morning. Lunch orders are turned in at 9:30am. There is not an option at the time of lunch. They must take what they ordered in the morning. If they arrive late or forget to order lunch in the morning, then they are given a boxed lunch. The boxed lunch is the same as they get on a field trip and contains a beef stick, a cheese stick and apple sauce.

## ***Allergies***

If your child is allergic to a certain food or cannot eat a certain food, please be sure to send a note with your child to give to the teacher and Food Services in addition to completing all paperwork with the School Nurse.

FCPS has a specific [policy for food allergies](#) and other specific food needs. There are forms and plans that need to be filled out for students with food allergies and other related needs. CCMPCS will have students eating lunch and snacks in the classrooms. We will have separate areas for students with allergies to eat. Students may not share their personal lunch and snacks brought from home.

# **Lunch and Snack Policy**

***For more information contact your child's teacher or the front office. . See the directory on the CCM web page at <https://carrollcreekmontessori.org/directory/> for staff contact information.***

To clarify some questions that have been raised in previous school years about what to pack in your kids' school lunches and snacks, we wanted to share both our policy (linked below) and a little explanation about it.

As a Montessori school, we believe strongly that nutritionally potent, low-sugar foods provide students optimal levels of energy for learning and encourage parents to pack nutritionally beneficial lunches. We adhere to the [FCPS Wellness policy](#) which addresses school lunches. In

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short, parents may pack lunches they believe are nutritionally beneficial, so long as they respect allergy-related restrictions (e.g., no peanuts) that are set at the classroom level (because CCM students eat meals in their classrooms).

A la carte foods and beverages are sold in the cafeteria at lunchtime as options provided by FCPS food services. The menu of a la carte items offered in the school cafeteria does include sweets and fruit drinks. CCM currently purchases cafeteria services as a package from FCPS. The a la carte menu is a part of this package. As a parent, you have the option to limit your child's school purchases using their account to meals only (excluding a la carte items). To prevent your child from using money on their account to purchase a la carte items, follow these instructions from the pre-payment section of the FCPS Food and Nutrition Services website

<http://www.fcpsnutrition.com/>. Parents may indicate "Meals Only" on the check if they prefer their child not purchase a la carte items. When a check is received indicating "Meals Only," a notation will be made on the child's account to alert the Food Services staff.

While the breakfast and lunch policies and menus are determined at the FCPS level, the snack policy is set at the school level. CCM's snack policy requires that any snacks sent from home *not include* sweets or sodas. The snack policy is in place to provide consistency between the instruction surrounding health, wellness, and nutrition that occurs in the classroom and the snack period that occurs within the same classrooms. Click here to see a list of recommended snacks for CCM snack time: [CCM Snack Suggestions](#). Students who select treat or lunch items to eat during snack time can expect to have their choices addressed by a staff member. The students in many CCM classrooms have worked together during classroom meetings to develop the snack plans for their classrooms. If you have questions about snack plans in your child's classroom, try asking your child first, then follow up with your child's teacher if you still have questions.

Food procedures for both meals and snacks in individual classrooms are also affected by allergies of students and staff members within the classroom. If you have any questions on what allergy restrictions exist in your child's classroom, please contact your child's teacher for guidance. If you have any questions about FCPS or CCM policies regarding lunch and snacks please contact Principal Scheurle.

Thank you for being partners in our efforts to fuel our students' minds and bodies for learning!

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## Address, Phone Number, & Email Changes

**Contact the School Secretary or call the front office 227-203-3830. See the directory on the CCM web page at <https://carrollcreekmontessori.org/directory/> for staff contact information.**

Each year, Parent contact information is provided on your child's Student Information Card. For your child's health and safety, it is critical that this contact information be kept current.

Supporting documentation is required for address changes and must be either a signed lease/rental agreement or a utility bill: gas, electric or water/sewer bill (no phone bills accepted).

Email addresses from your child's Student Information Card are also used to register you for communication platforms including: CCMPCS Parent Square, FCPS Find Out First, and FCPS Schoology. Updating your email address when changes occur allows you to continue to remain connected to these important communication channels with limited interruption.

Parents **MUST** inform the school office immediately if there are any changes in:

- home address
- home or work phone number
- email address
- emergency phone numbers

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**Stay informed:**

Parent/Guardian email addresses provided to our school via your child's Student Information Card are used to enroll you in two important communication platforms: Parent Square <https://www.parentsquare.com/signin> for CCMPCS and School Messenger/Find Out First <https://www.fcps.org/about/communication> for FCPS. See more information about Parent Square and Find Out First in the School Communication section of this Handbook.

## School Communication

*For more information contact Involvement and Communications Committee Chair @ [communications@carrollcreekmontessori.org](mailto:communications@carrollcreekmontessori.org), your child's teacher, or the front office. See the directory on the CCM web page at <https://carrollcreekmontessori.org/directory/> for staff contact information.*

**Staff Contact Information**

Information and forms are sent home at the beginning of each school year. Our staff members and their contact information are listed on the school's website [www.CarrollCreekMontessori.org](http://www.CarrollCreekMontessori.org) on the directory page <https://carrollcreekmontessori.org/directory/>. You may email staff members by typing the firstname.lastname@fcps.org.

**CCMPCS Website**

The school has a robust Web site at [www.CarrollCreekMontessori.org](http://www.CarrollCreekMontessori.org) with a great deal of information for parents, students and community members. This includes, but is not limited to:

- CCMPCS School calendar
- Staff directory
- Lottery Information
- Forms
- Healthroom, Before & After Care, Parent Square, Breakfast & Lunch, etc. information
- General information about the school and its programs (Spanish instruction, Montessori, Newsletters, GC meeting minutes, etc.)

**Thursday Communication Folders Information Flyers Sent Electronically**

Most information will be sent home electronically through Parent Square from CCM or through Schoology or School Messenger from FCPS. Thursday folders will continue to be used by Primary and Lower Elementary to share student work.

Beginning in 2024, FCPS went live with an electronic flyer communication tool called Peachjar. To view FCPS approved e-flyers, simply click the Peachjar logo on the school website. More information can be viewed [here](#).

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### **Newsletter: Carroll Creek Communicator**

A monthly school newsletter, the Carroll Creek Communicator, is sent electronically to each family via Parent Square. Important information from the principal, the school nurse, the school counselor, the specials teachers, the Spanish teachers, governing council members, etc., will be included in this newsletter.

Past school newsletters are available electronically on our website

<https://carrollcreekmontessori.org/current-families/newsletters/>

**CCMPCS Parent Square:** <https://www.parentsquare.com/signin>

Parent Square is the primary source of communication for CCMPCS staff, families, and volunteers. Volunteer signups, volunteer hour logs, the school & classroom calendars, announcements, field trip permission slips, financial donations, messaging for committees and clubs, posting of GC meeting minutes, and so much more are all available through Parent Square.

To learn more about how to use Parent Square, click here for the [“Getting Started” help page from Parent Square](#) or click here for the [Help Page for Parent Square](#).

Families new to CCMPCS will be sent an invitation to activate their account in Parent Square. This is a one time task that only needs to be completed the year that you first join the school.

**Contact the school secretary to update your information if your email address or phone number for texting changes after your sign-up or if you are having difficulty accessing your Parent Square account.**

### **Activate Your Parent Square Account**

CCMPCS will send an invitation email or text to join ParentSquare (see example email below). Users can click the link in the email/text to activate their account. See below for examples of what these activation links will look like. Users can also register through our app or using Google single sign on.

*-continues to next page for example invitation to join Parent Square email.*

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## Email Activation Example for Parent Square

invites you to join ParentSquare at

Activate your account

ParentSquare Admin created an account for you at ParentSquare at Peabody Charter School.

ParentSquare is a communication and organization tool designed to keep you informed, and involved in your school community. Here are some of the features ParentSquare provides:

- Receive all school, classroom and group communication via email, text or app notification
- Send out posts to your relevant groups
- Create and view important calendar events and RSVPs
- Send and receive photos, links and attachments
- Send private messages to parents and other staff members
- Appreciate those who post messages (please give them generously!)

**Please take 30 seconds to accept the invitation and activate your account:**

[https://www.parentsquare.com/register\\_user?email=kym%40parentsquare.com&kind=school&school\\_id=1&token=367b3778b64d0850e7662854e5261a6eb5d25fb4](https://www.parentsquare.com/register_user?email=kym%40parentsquare.com&kind=school&school_id=1&token=367b3778b64d0850e7662854e5261a6eb5d25fb4)

For questions or comments, contact us at [support@parentsquare.com](mailto:support@parentsquare.com), and we'll get back to you right away.

We are very happy to have you on board. Thank you for joining!

**FCPS School Messenger/Find Out First:** <https://www.fcps.org/communication>

Parent/Guardian email addresses provided to our school via your child's Student Information Card are entered into the FCPS Student Information System and uploaded to the FCPS School Messenger/FindOutFirst service to receive school and system-level email messages such as when schools are closing unexpectedly due to inclement weather or other emergencies. Your FindOutFirst (FOF) record will automatically reflect your child's school and grade level. From School Messenger/Find Out First you will receive instructions about how to log in to add a mobile phone number to get emergency-closing text messages. You will also receive instructions about how to sign up for system-level email such as calendar updates, newsletters, BOE action and more. **If you change your email address during the school year, notify our school secretary so you will continue to get FOF emergency notices.**

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### ***Sign Up to receive FOF Text Messaging for when schools are unexpectedly closing***

To get phone-text messaging, sent only when schools are unexpectedly closing, parents (and others) must log in to FOF and enter the related information. Phone numbers/carriers entered prior to August 1, 2018 must be re-entered for the new school year at [www.fcps.org/communication](http://www.fcps.org/communication).

### ***FCPS Schoology***

Students in Middle School and some of the Upper Elementary grades will use Schoology regularly to access their course work and grades. For more information about Schoology please see:

<https://www.fcps.org/student-services/schoology>

### ***Facebook***

CCMPCS has a Facebook page where events and news are continuously updated. The Facebook page is titled “Carroll Creek Montessori Public Charter School”. “Like” the school to receive updates in your Facebook news feed.

Parents have started a private “CCMPCS Community” Facebook group in which parents can ask and answer questions and provide opportunities for collaboration and socialization. To join this group, search the name of the group and click the link to the group’s page. Then click “Join Group.” You will be prompted to answer the question about whether or not you are a new CCM family. Once you complete and submit your answer, a group page administrator will review and approve your membership in the group.

The Facebook pages are not a formal mechanism for information-sharing from the school. All formal communications from the school will be posted in Parent Square, the [CCM Website](#), FCPS School Messenger/Find Out First, emails from domains (@fcps.org, @carrollcreekmontessori.org, @mmcimd.org), or Schoology.

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# The Communication Chain

Proper communication within any organization is imperative, yet can sometimes be confusing. There will be times when you have a concern or question regarding your child or a school-wide policy at CCMPCS. Please refer to the guidelines outlined here to help you find the best possible way to have your concerns thoughtfully heard. Your involvement in the CCMPCS community is a vital part of the success and well-being of every child attending this school.

- If you have a concern about something related to your child's classroom activities, first ask the child. Try to help the child become an advocate for himself/herself. This can often be a difficult learning process for the child. It will take time, practice, and plenty of encouragement.
- If there is a concern the child is not yet able to communicate to the teacher, discuss your concerns directly with the teacher.
- If you have any questions or concerns related to an individual student within a classroom, first discuss this with the teacher. Please allow ample time for a resolution to your concern.
- If the teacher is not able to address an issue to your satisfaction, then discuss this with the Principal.
- If you have a concern regarding the implementation of school policies, first direct your concerns to the Principal. Be sure to communicate with the Principal any plans to bring issues that cannot be solely addressed at this level to any member of the Governing Council [Contact Information for GC Members](#). Issues that are unresolved after discussion with the Principal related to disciplinary concerns should be addressed with our FCPS instructional director, Kristen Canning (kristen.canning@fcps.org).
- If you have any questions or concerns regarding the charter, please direct those to the President of MMCI at president@mmcimd.org.

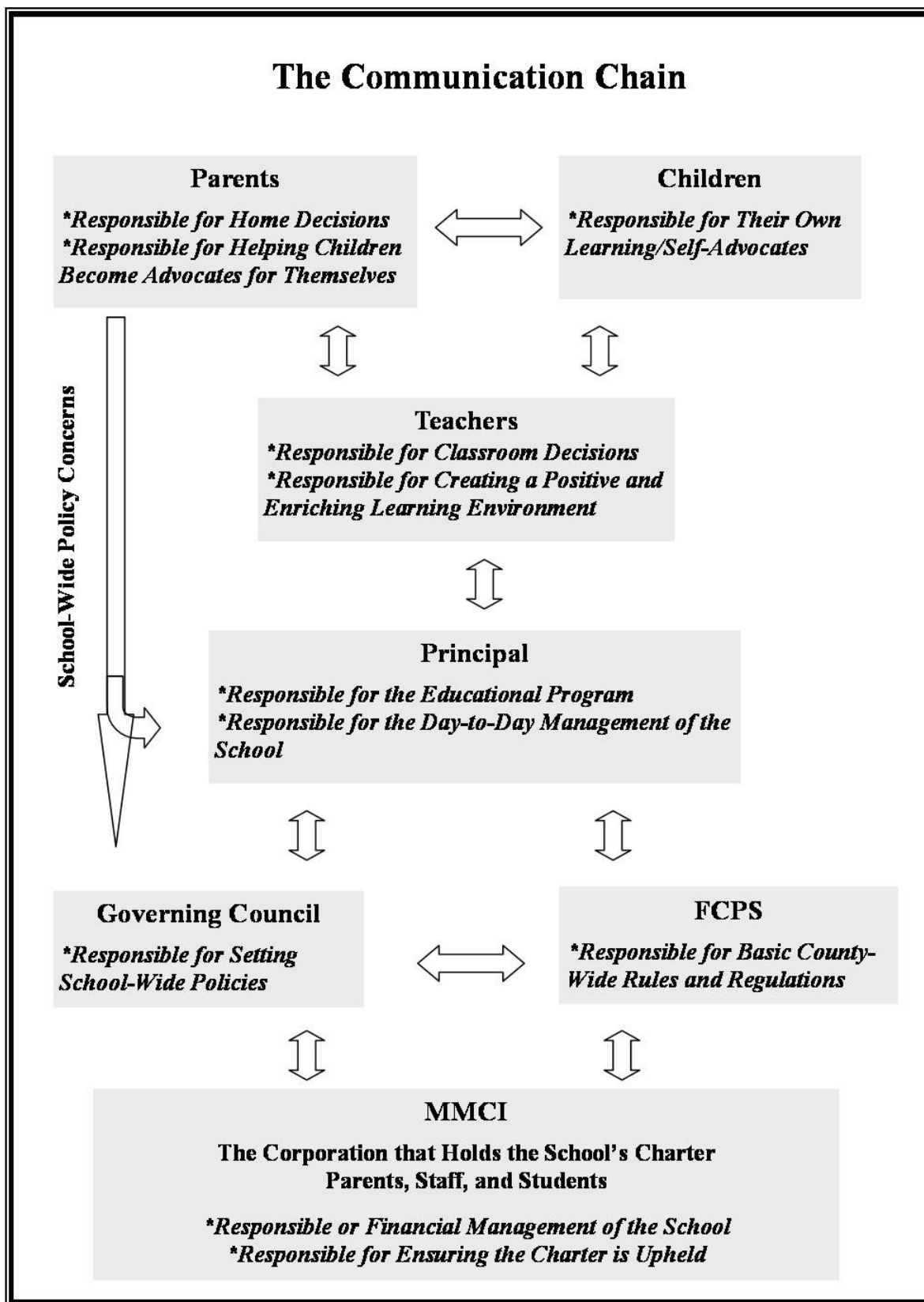
Please remember, the Principal is your direct link to the Governing Council, MMCI, and FCPS. If you have any questions or concerns, please feel free to contact the Principal.

See [Contact List in Appendix A](#) in this document for more information on who to contact with specific concerns.

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## The Communication Chain



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# School Visitors & Guests

**For more information contact Principal - Jay Scheurle.** See the directory on the CCM web page at <https://carrollcreekmontessori.org/directory/> for staff contact information.

## **Raptor Visitor Sign-in and Badge System**

All FCPS schools use a system to strengthen campus safety. Part of keeping everyone safe is knowing who is in our buildings at all times. The system allows us to better track school visitors, contractors, and volunteers while continuing to provide a safe environment for all students.

**Upon entering any school or FCPS building, visitors are required to present an ID, which may be scanned or manually entered into our visitor-management system. If someone does not have a US government-issued ID, the person can show another form of identification.**



The system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders, who are not permitted on school property. No other data from the ID is gathered or recorded. The system is not connected to any other database such as the Department of Motor Vehicles, and information is not shared with any outside agency.

Once entry is approved, the system will issue a badge that identifies the visitor, the date, and the purpose of the visit. Persons without identification will only have access to the building while escorted by a school system employee.

A visitor's badge will not be necessary for those who visit simply to drop off an item in the office or pick up paperwork.

You may learn more about the visitor-management system at [www.raptortech.com](http://www.raptortech.com). If you have questions, please contact the FCPS Security and Emergency Management Office at 240-586-8852.

Thank you for your understanding and support of these enhanced security protocols to keep all students and staff safe.

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# CCMPCS Discipline Policy

*For more information contact your child's teacher or Principal - Jay Scheurle. See the directory on the CCM web page at <https://carrollcreekmontessori.org/directory/> for staff contact information.*

The creation of a respectful, democratic, and productive learning community has been one of the main goals of the founding parents since they began working on the school. The Governing Council members and faculty, with input from parents, have developed a discipline policy to help make such a community a reality.

Please read this policy carefully, and discuss it with your child at a level appropriate to his or her age. Teachers will pick a time as early in the school year as possible to discuss it with their classes. Be sure that your child understands the policy and ask him or her to make the same commitment by signing as well. Your support for the behaviors we are seeking to encourage—kind, respectful, non-violent, productive—are critical for the success of the school.

## Philosophy

In a Montessori classroom, the goal is for children to develop an intrinsic desire to be productively engaged, thus minimizing the need for discipline.

Our approach is to teach and model respect and kindness. If anyone behaves in a manner that is not respectful or kind to another person, we seek to facilitate conflict resolution and create understanding. Simply telling a child that a particular behavior is wrong does not provide an opportunity to learn about the better choices available. Neither does shaming children teach them how to behave; rather, it teaches them that they are bad. We affirm that by expecting the best of children, they will come to see themselves positively and live up to the expectation.

An emphasis on positive discipline does not mean that we will allow unsafe, unkind or aggressive behaviors to persist. We will protect the rights of all children to experience a safe environment.

## Interventions for Disruptive, Disrespectful, or Unkind Behavior

1. **Concerned Glance.** This will come from the teacher for minor disruptive behavior.
2. **Conflict resolution.** This intervention is appropriate for unkind or disrespectful behavior between or among children. It is **not** appropriate immediately following unsafe, aggressive, or otherwise escalated behavior. All children will learn the steps involved in conflict resolution:

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- A teacher or student can initiate going to the "peace place" or making the offer of the "peace rose" as a symbol of seeking reconciliation.
- All involved will have an opportunity to tell their part in the event, speaking only of their own involvement, while others listen and don't interrupt. As needed, teachers will pose questions to elicit the missing elements of the story, to encourage children to talk about their own feelings in the situation, and to encourage understanding of others' feelings.
- Suggestions are made for resolution. The goal is for children to generate these suggestions, but teachers can model this for children if they need assistance.
- After agreeing on the plan for resolution, children follow through on the plan.
- At the discretion of the teacher and administrator, the conflict resolution process might take place in the principal's office with the principal's guidance.

**3. Encouraging self-regulation.** A child who is actively having difficulty coping with strong emotion or who is overly stimulated by the environment may choose or be encouraged to choose some quiet time in the "peace place" or to take time for a quiet activity alone. Children can be helped to recognize their own early warning signs of the need to stop and calm down, and the ability to take time to gain control will be encouraged and respected. A child who has chosen to be alone should not be approached by other children. While taking time alone might be suggested by an adult, it will not be imposed on the child in the spirit of the traditional "time out." The child chooses when he or she is ready to rejoin a group activity.

**4. Redirection.** This intervention is appropriate for many disruptive and mild behavior problems. The teacher invites children to change their current behavior, for example, by inquiring about work goals, or whether the children would like to take something to the peace place, or if an individual child would like to have some calming down time.

**5. Proximity.** If a child is demonstrating persistent difficulty controlling his/her behavior, the teacher or instructional assistant will keep the child in close proximity and provide supervision. Frequent positive feedback for appropriate behavior will be given.

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**6. Parent-teacher communication, early and often.** Phone calls home to apprise parents of difficulties occurring at school will be an important component of a behavior management strategy. The phone calls should express concern, provide a description of the problem, engage parents in discussion of solutions, and inform parents of any strategies which are already being tried.

### **Interventions for Unsafe, Aggressive, Hurtful or Abusive Behavior**

If a child is behaving in an unsafe or hurtful way, the situation will be dealt with swiftly and decisively.

Behavior that places other children at risk or causes emotional or physical harm will not be tolerated. The teacher's tone of voice, body language, and action will convey the message: this behavior is completely unacceptable here.

1. The teacher will swiftly and decisively, but gently and calmly, **stop** the offending behavior with a firm verbal message or, if necessary, administrative intervention.
2. The child will be gently and firmly removed from the situation, if need be to another area of the classroom or to a space outside the classroom, where he/she can be supervised by the principal or another adult. If the child is with the principal, a conversation will take place regarding the behavior.
3. When the child is ready to talk, the principal or teacher will help the child to reflect on what caused the crisis to occur, how it might have been prevented, and what amends need to be made.

Misbehavior at this level will be followed with consequences to be determined by the teacher and/or the principal. The parents will be notified. Consequences might include:

- **Separation from classmates or classroom.** If the child can regain sufficient control, the consequence might involve doing individual work in his/her own or another classroom for the rest of the day, without opportunity to interact with classmates. Missing recess might occur as a part of this separation of classmates.
- **Suspension.** If a child has intentionally inflicted harm on another person, or repeats unsafe or aggressive behavior, parents will be called and the child will be sent home for an amount of time to be determined by an administrator. In-school intervention may be utilized when deemed appropriate by an administrator. Please refer to the "Discipline" section of the FCPS calendar handbook for more detailed descriptions of behaviors that could result in suspension or expulsion.

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## A Note about Behavior Management Programs

Montessori philosophy is based on intrinsic motivation -- that is, children learn to do their work and to treat others well because they feel good when they do so, and they want to participate in the community in a positive way. Behavioral plans which use stickers and rewards are extrinsic motivators -- that is, children do what they are asked in order to gain a reward. Behavioral plans will not be in use for whole classrooms, but if individual children would benefit from such plans as a way of transitioning into the Montessori environment, they will be used on a temporary basis. This will be done discreetly, so the child will not feel singled out. The child will participate in deciding when they are ready to discontinue the plan. Children who have behavior management plans specified in their Individualized Education Plan (IEP) will have them implemented discreetly.

## Interventions for More Severe Situations

In any situation involving persistent or extreme unsafe or aggressive behavior we will turn to the Frederick County Public School Guidelines for disciplinary action. FCPS Policies and Regulations can be found at this link <https://www.fcps.org/boe/policies>.

## Student Evaluation

*For more information contact your child's teacher or Principal Jay Scheurle. See the directory on the CCM web page at <https://carrollcreekmontessori.org/directory/> for staff contact information.*

## Observations and Conferences

Parent observations and conferences are an integral part of the Montessori program. Please check the School Calendar Section of this Handbook in Appendix D for Conference dates in October. You will be provided with opportunities to sign-up for a conference time in Parent Square.

You are more than welcome to visit your child's classroom to complete an observation. Observations will begin in mid-October and **must be scheduled with the teacher in advance**.

Please feel free to schedule additional observations and conferences throughout the school year as you wish or as need arises. However, it is important that you do not try to confer with teachers during instructional time—not even for a quick minute—while you are visiting.

## Progress Reports

Progress reports are prepared in January and June for Primary students; for all other grades reports are issued quarterly following the FCPS report card schedule. No letter grades are assigned (except for middle school classes taken for High School credit (including Spanish I & II, Algebra, & Geometry)).

In a true Montessori environment, progress reports are typically not used. Instead the teacher and student work together to determine progress and plan individual academic progress. Because we are

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a public school we do issue quarterly progress reports to maintain accountability commensurate with the public school curricula and the common core. If you have any questions about progress reports please contact your teacher. [See the directory on the CCM web page at https://carrollcreekmontessori.org/directory/ for staff contact information.](https://carrollcreekmontessori.org/directory/)

Remember that progress reports indicate your child's growth and do not indicate peer-to-peer comparisons. This is in line with the Montessori philosophy of a collaborative versus competitive environment.

### **High School Credited Classes**

CCM is fortunate to provide multiple classes for high school credit, and eligibility and high school credit varies depending on the course.

**Spanish I:** All students who complete at least one year of middle school at CCM and maintain a passing grade will receive credit for Spanish I. Students may not "opt out" of high school Spanish I credit and it is important to note that Spanish I grades transfer onto the high school transcript.

**Spanish II:** Students who have successfully completed Spanish I no later than the end of seventh grade will be enrolled in Spanish II. Students who maintain a passing grade will receive credit for Spanish II. Students may not "opt out" of high school credit and it is important to note that Spanish II grades transfer onto the high school transcript.

**Algebra I:** Eligible students will be invited to take Algebra I for high school credit but may choose to "opt out." Algebra I grades transfer onto the high school transcript.

**Geometry:** Eligible students will be invited to take Geometry for high school credit but may choose to "opt out." Geometry grades transfer onto the high school transcript.

## **School Supplies**

***For more information contact your child's teacher. See the directory on the CCM web page at <https://carrollcreekmontessori.org/directory/> for staff contact information.***

Before the start of each school year, parents will receive a list of supplies that children will use during the school year in the instructional program at each grade level. The lists can also be found on the [School Supply Lists page of the CCM website](#). We appreciate your support in providing these materials for your child; however, if you are unable to purchase any of these supplies, please contact a staff member at the school and we will ensure your child has what they need. All supplies are used by the entire community. Please do not put your child's name on items such as journals and folders. [See the directory on the web page for contact information.](#)

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# Physical Education & Recess

*For more information contact the CCM PE teacher or your child's teacher. See the directory on the CCM web page at <https://carrollcreekmontessori.org/directory/> for staff contact information.*

Montessori values physical activity, which is why students are allowed to move about the room during the morning work block. Our K-8 students participate in gym class twice a week and have recess daily. P4 students will have outdoor time twice daily most days, going to recess with P3 and kindergarten students. With the limited time that we have with the 3-year-old students, their time is spent in the classroom, working with Montessori materials and their peers. P3 dismissal takes place from the playground when the weather allows, so most students have 15-30 minutes of active play each day.

## Clothing and Dress Code

*For more information contact Principal - Jay Scheurle. See the directory on the CCM web page at <https://carrollcreekmontessori.org/directory/> for staff contact information.*



### Footwear & Indoor Shoes

Please dress children in appropriate indoor and outdoor clothing and shoes. We ask that primary and lower elementary children keep a pair of indoor shoes in the classroom to change into when they arrive at school. Indoor shoes are only worn indoors. They are not socks with "skids" on them.

Please select indoor shoes that are:

- plain colors (no characters)
- hard soles (no boots) (not socks with "skids" on them)
- slip on, velcro, or tied
- should have backs on them (not flip flops)
- "house slippers" are not appropriate

For outdoor play at recess, we suggest that students come to school wearing comfortable shoes appropriate for running and climbing that can get dirty during outdoor play. Students will go outdoors whenever weather and school activities permit. They may change their shoes several times during the day. To ensure that your child has the appropriate footwear for PE classes (sneakers or other athletic shoes with rubber soles, no boots, no sandals, no dress shoes), please make note of the days of the week that your child has PE.

### ***Layers, Outdoor clothes, Change of clothes for Primary***

Dressing in layers is always a good choice so that the child can adjust for comfort as needed.

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In winter, be sure to include mittens, a hat and boots. Please label all of your child's removable clothing with his or her full name.

A complete change of clothes (including underwear) must be left at school for all primary age (preK and kindergarten) children.

**FCPS Dress Code** <https://apps.fcps.org/legal/doc.php?number=439>

We follow FCPS dress code guidelines, which restrict students from wearing overly revealing clothing and apparel items that are offensive or derogatory. Highlights of our dress code include straps that are at least the width of two fingers, no visible midriffs or undergarments, and shorts/skirts that reach the bottom of the wearer's fingertips when arms are extended downward.

## Lost and Found

**For more information contact principal - Jay Scheurle.** See the directory on the CCM web page at <https://carrollcreekmontessori.org/directory/> for staff contact information.

The CCMPCS lost and found area is located on a rack in the main lobby close to the middle school entrance. Because of limited space, especially in cubbies and on hooks, all student personal items such as coats, hats, backpacks, lunch boxes, water bottles, etc. left behind at school after dismissal are subject to being placed in lost and found. Labeling all personal items and removable clothing with your child's first and last name will help to ensure that you can find them if they become lost or are taken to the lost and found area.

Parents and students are welcome and encouraged to check the lost and found area periodically for items belonging to them.

Several times each year (quarterly) the lost and found area is cleared and unclaimed items are donated to charity (Goodwill).

## Toys and Cell Phones

**For more information contact Principal - Jay Scheurle.** See the directory on the CCM web page at <https://carrollcreekmontessori.org/directory/> for staff contact information.

No toys are allowed in school. This includes electronic games and collectable cards.

Children are allowed to bring cell phones. They must be stored in their backpacks or with the teacher and turned off during the school day. Students should not send or receive texts or phone calls during the school day. CCMPCS is not responsible for lost or stolen cell phones. CCMPCS will provide 1:1 chromebooks for middle school students. Students in 1st-6th grades will have chromebooks available to them as appropriate in their Montessori classrooms. The graphic below

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explains new policies regarding student Personal Mobile Devices (PMDs). Please refer to the FCPS student handbook for more details.

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## PERSONAL MOBILE DEVICE (PMD) EXPECTATIONS FOR STUDENTS

FCPS has updated expectations for use of personal mobile devices (PMDs). Devices, not provided by FCPS, include: cell phones, headphones, smartwatches, speakers and/or cameras. Non-FCPS issued laptops are not permitted. Exceptions will be made under special circumstances, including, but not limited to documented accommodations.

### ELEMENTARY



#### Silenced and out of sight!

### MIDDLE

Use for expressly approved instructional purposes, on school buses, all other times silenced and out of sight!



### HIGH



Use before and after school, on buses, during lunch and transitional times and for expressly approved instructional purposes.

## HELP!

Please refrain from communicating with your child using their PMD during school hours. If your child should contact you during an unauthorized time, please remind them about FCPS expectations, and if applicable, encourage them to seek support from school staff.

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# Birthday Celebration Policy

**For more information contact your child's teacher. See the directory on the CCM web page at <https://carrollcreekmontessori.org/directory/> for staff contact information.**



Birthdays are a special time of honor and celebration. While specific classroom customs may vary, parents can expect students to participate in a “Walk Around the Sun” at the Primary level. This activity is one in which families may also join the class in honoring the birthday child. Older students may participate in other celebrations as decided by the class or individual student. Teachers will share specifics for their class with back to school information. CCMPCS classes do not have “parties” and as such do not have party favors, food or beverages for birthday celebrations.

Montessori classrooms often prefer that the family donates a book or Montessori material to the classroom or school in honor of their child's birthday. Contact your child's teacher if this donation opportunity is one that you are interested in. [See the directory on the web page for staff contact information.](#)

Please do not hand out invitations at school to your child's out-of-school birthday party unless all the children in the class are being invited.

## FCPS Student/Community Support Services

**For more information contact FCPS Student Services at (301) 644-5238 or at this link <https://www.fcps.org/student-svcs>**

Frederick County Public Schools Student Services works collaboratively with school staff, students, parents and the community to prevent, identify and address problems that hinder a student's educational success. By advocating for children, Student Services help ensure a successful school experience and productive future for all students.

The office provides outreach and interventions to students whose school life is negatively impacted by family or personal issues, such as illness, joblessness or divorce.

## Students with Special Needs

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**For more information contact your child's teacher, Special Education Teachers, School Counselors, or Principal Jay Scheurle. See the directory on the CCM web page at <https://carrollcreekmontessori.org/directory/> for staff contact information and the FCPS website <https://www.fcps.org/special-education/special-education-parent-resources>**

There are times students require additional services to meet their needs, whether due to disability or special health care needs. There are resources parents can seek out within the school, such as the School Nurse, Special Education Staff, IEP Team, and/or Counselor services. Additionally, there are resources made available and detailed on the FCPS.org website. Parents can contact the school counselor or special education team for more information and assistance.

Use these links to access more information:

**[FCPS Special Education Handbook](#)**

**[FCPS Psychological Services](#)**

**[FCPS Student Support Services](#)**

## Emergency Planning

**For more information contact Principal - Jay Scheurle. See the directory on the CCM web page at <https://carrollcreekmontessori.org/directory/> for staff contact information.**

Frederick County Public Schools' Emergency Management information is available at <https://www.fcps.org/semf>. Carroll Creek Montessori faculty and staff are trained annually to follow FCPS emergency guidelines with the goal of providing a safe environment for all.

## Before and After Care

**For more information contact Clubhouse Kids directly by visiting the website [www.Clubhouse KidsOnline.com](http://www.ClubhouseKidsOnline.com), emailing [info@ClubhouseKidsOnline.com](mailto:info@ClubhouseKidsOnline.com), or calling (301) 685-5100.**

MMCI, the non-profit entity that holds the lease to the CCMPCS building and which oversees all enrichment programs outside of the school day, has contracted with the Clubhouse Kids to offer before and aftercare programs on site at CCMPCS.

### **Clubhouse Kids Program & Registration & Enrollment Information**

Clubhouse Kids provides in-school located before and after school child care services for school age children at several Frederick County, MD schools, including Carroll Creek Montessori Public Charter School.

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Clubhouse Kids @ CCMPCS is open for our normal operating hours on weekdays for Before School Care from 6:30 am until school begins, and open again in the afternoon for After School Care from school dismissal until 6:30 pm.

Additionally, Clubhouse Kids is open on many snow days and planned school holidays, including no-school days occurring during winter break, and spring break.

For more information, including current enrollment options and rates, please contact Clubhouse Kids directly by visiting the website [www.Clubhouse KidsOnline.com](http://www.ClubhouseKidsOnline.com), emailing [info@ClubhouseKidsOnline.com](mailto:info@ClubhouseKidsOnline.com), or calling (301) 685-5100.

*Please remember, the before and aftercare programs are NOT operated, overseen, funded by, endorsed by, coordinated through, or in any way associated with Carroll Creek Montessori Public Charter School or MMCI except in that they occur in our building before and after hours and are open solely to our students at this site. CCMPCS staff cannot resolve concerns or questions about the programs. The before and aftercare programs are programs contracted by MMCI through the Clubhouse Kids at the request of and for the convenience of families.*

## School Governance

**More information can be found in the [MMCI Bylaws documents](#) or by contacting CCMPCS Governing Council Members [Contact Information for GC Members](#) or MMCI BOT Members [Contact Information for MMCI BOT Members](#)**

CCMPCS is run by a Governing Council (GC) consisting of parents, the Principal, staff representatives, and members of the Frederick community. The Governing Council serves as the policy making body for CCMPCS and also has a representative on the CCMPCS Continuous School Improvement (CSI) as required by the Frederick County Public School (FCPS) charter school policy. The Governing Council has this role as a result of our school's status as a charter school which allows us to develop policies necessary to realize the goals of our school's charter and meet the needs of our families. This is a truly unique opportunity within the public school system.

Without the participation of our community in school governance, CCMPCS will not meet standards for continued operation.

**Governing Council (GC) [Contact Information for GC Members](#)**

The parent representative positions on the GC are filled by parents of current CCMPCS students. Each parent member of the GC is responsible for chairing one of the committees, which include Building & Maintenance, Involvement & Communications, Finance, Fundraising & Grants, and Staffing & Admissions. A parent member also serves as the chair of the GC. Elections for these positions are held every fall as current members' two-year terms expire in rotation. All parents are eligible to run to become a member of the GC. The staff elects their own representatives and leads the Education & Curriculum Committee. GC meetings are held monthly and dates are

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determined annually by the members of the GC. GC meetings are open to all parents and staff. Meeting agendas and minutes are distributed to the school community and archived through current communication channels such as the website, email, and Parent Square. [Past GC meeting agendas, minutes, and videos recordings are available in this folder.](#)

### ***Monocacy Montessori Communities, Inc. (MMCI)***

All members of the CCMPCS community, parents and staff, are automatically members of Monocacy Montessori Communities, Inc. (MMCI). This nonprofit membership corporation is the legal entity which originated the application and holds the CCMPCS charter (or contract) with the Frederick County Board of Education. It is responsible for our compliance with the charter agreement and negotiating any necessary changes or amendments to the charter. It also runs and funds all support programs that serve our school community, such as before and after care. MMCI leases our current building. In addition to CCMPCS, MMCI holds the charter agreement for our sister school, Monocacy Valley Montessori Public Charter School (MVMPCS). All parent members of MMCI are eligible to run for positions as officers of MMCI and as MMCI Board of Trustees (BOT) members as the incumbents' terms expire in rotation. MMCI meetings are usually the final Wednesday of each month.

Much of the work of the CCM GC and MMCI is carried out by parents and staff working on a large number of committees and subcommittees, including library, facilities, nominations, education & curriculum, staffing, lottery & admission, building & maintenance, involvement & communications, finance, fundraising, grants, and more. Parents and staff are urged to join a committee and help in the development and continuing operation of the school. Parental involvement is critical to the success of the school!

## **Parental Involvement in the School**

For more information [Contact Information for GC Members.](#)

***More specific information about Volunteering at CCMPCS will be shared in September in coordination with the CCMPCS back to school night. Additional information will be added to this Handbook document at that time.***

Active involvement of parents is at the heart of the CCMPCS program.

We ask the parents/guardians in each family to volunteer 30 hours per school year (10 hours for single-adult families). Parents are urged to share their special skills and gifts as they align with school and curricular needs. Specific ways in which parents might contribute in the classroom and to the school at large include:

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- Serving in an **elected position (part-time job level involvement)** as a member of the CCMPCS Governing Council (GC) or the Monocacy Montessori Communities, Inc. (MMCI) Board of Trustees (BOT)
- Committing to **regularly attend CCM GC or MMCI BOT as a parent participant** willing to sign up for action item tasks and projects as needed.
- Serve in a **specific volunteer role (part-time job level involvement)** for CCM or MMCI. Opportunities include Lottery Management, CCM Library Chair, CCM Website Management, Facilities Task Force Chair, Parent Square administrators, and more.
- Serving as a **member of a CCM or MMCI Committee** working to complete the tasks of that Committee. (Committee work often provides opportunities to sign up for work at home tasks.)
- Volunteering for a **regular volunteer shift at school during school hours**. (Opportunities such as in the Library).
- Volunteering for a **regular volunteer shift outside of the school hours**. (Opportunities may include classroom laundry, classroom pet sitting, cutting laminating, proofreading and updating the website, creating materials, making bulletin board displays, creating communication graphics, posting communications on Parent Square and social media, creating sign ups, and more.)
- Volunteering for **one time special events (including evenings and weekends)**. (Opportunities include chaperoning field trips and camping trips, CCM Talent Show, hosting Outreach booths, Book Fair, hosting staff appreciation meals during conferences and staff appreciation weeks, organizing a fundraiser, and much more.)
- Offering **in-kind professional skills and services**. (Opportunities include building trades, real estate, law, finance, accounting, teaching, childcare, Spanish translating, graphic design, web design, social media, gardening, fundraising, grant writing, photography, CPR training, catering, printing, piano accompaniment, and much more.)
- **Leading Students Clubs and Enrichment Activities** before or after school for CCMPCS students.
- **Offering presentations or short courses** to a class in response to student interests or as part of special events such as career day.

In addition to their volunteer contribution, parents are expected to attend parent/teacher conferences in the fall which include progress reporting and goal-setting for their child. Additional meetings may be requested by either the parents or CCMPCS staff. Parents are encouraged to attend meetings of the corporation and school social gatherings.

### ***Looking for the PTA?***

CCMPCS does not have a PTA. Instead, we have a Governing Council (GC) and MMCI Board of Trustees (BOT). The GC and BOT are responsible for many of the same tasks as a PTA including, parent and staff involvement, advocacy, fundraising, and staff appreciation. The GC and BOT also do much more. Watch for communication about the next meetings to learn more.

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# Committees

**For more information** [Contact Information for GC Members.](#)

Active involvement of parents is at the heart of the Carroll Creek Montessori Public Charter School (CCMPCS) program. These committees are one of the many ways that parents may take part in helping CCMPCS.

## **Building and Maintenance Committee (IT Subcommittee)**

This committee ensures that the interior and the grounds of the school are well maintained and meet the needs of students and teachers. The committee also strives to be in compliance with our lease agreement and operate within budgetary guidelines. The chair of this committee communicates any building maintenance issues with the property manager and mobilizes the committee to respond to repair items that our lease agreement requires us to address. This committee is also proactive in identifying areas for future facility improvement. For further information, please contact [building@carrollcreekmontessori.org](mailto:building@carrollcreekmontessori.org).

## **Involvement & Communications Committee (Website Team)**

This committee works to equip adults in CCMPCS families to support the school, staff, classrooms, students, and community through their volunteer efforts. The committee also organizes and facilitates promotional and community building events, both at the school and throughout Frederick County, for CCMPCS, Frederick County, and Spanish-speaking populations. In the communications role, the committee is responsible for establishing and maintaining the official communication channels and social media of CCMPCS. The CCMPCS Website Team is a subcommittee of this committee. For further information, please contact [communications@carrollcreekmontessori.org](mailto:communications@carrollcreekmontessori.org).

## **Education & Curriculum Committee**

This committee supports the work of educators in the classroom through a variety of means. This committee is responsible for the operation of the school library, parent education nights, volunteer training, organizing classroom volunteers, logging volunteer hours, and providing support to classroom operations. For further information, please contact the GC staff representatives or [library@carrollcreekmontessori.org](mailto:library@carrollcreekmontessori.org).

## **Facilities Task Force**

This group is charged with short and long-term planning for the property that houses CCM, and makes recommendations to the MCCI Board of Trustees, which holds the lease or title on school properties. Membership is open to the CCM community, and individuals with expertise in law, real estate, zoning, and construction are particularly invited to participate. In 2021-22, the group will continue to seriously explore alternative properties, as the current building does not meet the

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needs of our program. For further information, please contact [facilities@carrollcreekmontessori.org](mailto:facilities@carrollcreekmontessori.org).

## **Finance Committee**

This committee is responsible for setting and maintaining the FCPS per pupil allotment (PPA) budget for the school. This committee liaises with all other committees, the principal and the Governing Council (GC) to identify needs and to financially support a variety of school operations. For further information, please contact [finance@carrollcreekmontessori.org](mailto:finance@carrollcreekmontessori.org).

## **Fundraising & Grants Committee**

This committee is responsible for organizing and executing fundraising and grant funding efforts at the school level. This committee liaises with all other committees, the principal and the Governing Council (GC), to identify fundraising needs and opportunities to financially supplement a variety of school operations and to provide enrichment activities. This committee includes volunteers working to manage large-scale fundraising events as well as low to no-cost fundraisers (i.e. box tops for education, grocery points for schools, etc.). Grant writing efforts include volunteers who seek out and submit applications for grant funding for operations of our school and supply follow up reports as needed. For further information, please contact [fundraising@carrollcreekmontessori.org](mailto:fundraising@carrollcreekmontessori.org)

## **Staffing and Admissions Committee**

This committee is responsible for assisting the Principal to develop job descriptions, coordinating interview panel participants, interviewing candidates, and hiring employees for new positions or to fill vacancies as they arise. In addition, the committee conducts outreach efforts to promote CCM job opportunities, and identifies and encourages potential candidates to FCPS. The committee also supports the annual MMCI Lottery activities. For further information, please contact [staffing@carrollcreekmontessori.org](mailto:staffing@carrollcreekmontessori.org).

## **MMCI Committees**

Monocacy Montessori Communities, Inc. (MMCI) has various existing committees and short-term committees as needed. These committees offer many opportunities to share your time, interests, skills, and abilities. Some of the existing committees include, the Lottery Committee, Nominating Committee, Finance and Audit, and Fundraising, The Board of Trustees, and CCMPCS Governing Council (GC). For further information on volunteering or these committees please contact [vp-ccm@mmcimd.org](mailto:vp-ccm@mmcimd.org).

## **Volunteering**

*For more information contact Involvement and Communications Chair @ [communications@carrollcreekmontessori.org](mailto:communications@carrollcreekmontessori.org).*

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**Volunteer Training:** FCPS has an online volunteer training process that is the same for all FCPS schools. Go to this link [FCPS Volunteer Center](#) to register and complete the online FCPS volunteer training.

Volunteer Training must be completed annually BEFORE volunteering in the school. For more information see the FCPS Family and Community Involvement webpage <https://www.fcps.org/student-services/family-community-involvement>.

**As a charter school, CCMPCS requires volunteers to sign the [MMCI Confidentiality Agreement](#) in addition to completing the standard FCPS Online Volunteer Training.**

**More specific information about Volunteering at CCMPCS will be shared in September in coordination with the CCMPCS back to school night. Additional information will be added to this Handbook document at that time.**

**Annual Volunteer Hours: 30 hours per CCMPCS family per year (10 hours per single-adult households)**

The adults in each CCMPCS family are asked to log a minimum of 30 hours of volunteer service (10 hours for single-adult households) to support the school each year. Parents/guardians (and grandparents) are responsible for submitting their own completed volunteer hours. Any time served with students during the school day where adults sign in at the office and receive a badge is automatically recorded in the Raptor Management system. All other volunteer time should be submitted through Parent Square in the “volunteer hours” section.

### **Submitting Volunteer Hours in Parent Square:**

The links below include instructional tutorials for submitting volunteer hours in ParentSquare.

- [Watch this video tutorial for instructions on submitting volunteer hours](#) through the Parent Square website on a computer.
- Click on this link for a Google Slides presentation with step by step instructions and screenshots for [Submitting volunteer hours in ParentSquare directions Google Slides](#)
- Click on this link for a pdf with step by step instructions and screenshots for [Submitting volunteer hours in ParentSquare pdf](#)
- Click on this link for a [reporting volunteer hours help article from ParentSquare](#)

Hours are tracked from May 1 through April 30. Therefore, the deadline for completing 30 family volunteer hours (10 for single parent households) is April 30 of each school year.

While working at the school during school hours, volunteers must sign-in and obtain a “volunteer/visitor’s badge” in the office and wear this badge at all times while in the school building during school hours. Please sign out when your visit is complete. For safety, this ensures that the **Double click in white space below then click blue link to return to the [Table of Contents](#).**

school has an accurate account of who is in the building in case of an emergency evacuation, etc. (If you receive this badge, your volunteer hours are automatically recorded and you should not submit this time again in Parent Square.)

### **Why Tracking Volunteer Hours is Important**

Documentation of volunteer hours is often required to help our school obtain grants which are essential to sustaining CCMPCS given our budgetary constraints. The Maryland State Department of Education recognizes schools who have documented volunteer hours that are double the number of students that are enrolled for that given year (CCMPCS has received this recognition multiple years.).

The Finance and Facilities committees also track hours to help CCMPCS qualify for improvements, such as new playground equipment.

## **Fundraising and Donations**

***For more information contact CCMPCS Fundraising Committee Chair @ [fundraising@carrollcreekmontessori.org](mailto:fundraising@carrollcreekmontessori.org)***

Fundraising, in-kind donations, and the dedication of volunteer hours are critical components of our charter school. The per-pupil allocation (PPA) that CCMPCS receives each year is set by FCPS as are the salaries of school staff and cost of other services we buy back from FCPS. Additional income in the form of fundraising and donated goods helps the school to extend the budget beyond what can be offered within the limitations of the PPA budget alone. Attend an MMCI BOT or CCM GC meeting or review minutes (particularly in the summer months) to learn more about the budget.

- Click here for a [link to a meeting minutes folder](#) for GC meetings which also includes videos for virtual meetings can be found here and also on the [School Governance](#) page of the CCM Website <https://carrollcreekmontessori.org/> under the About CCMPCS menu.
- MMCI minutes can be found under the calendar menu on the MMCI website <https://mmcimd.org/calendar/>.

CCMPCS fundraisers raise money for both the CCMPCS Student Activity Fund and an MMCI managed account. Each initiative will specify whether checks should be made payable to “CCMPCS Student Activity Fund” or “MMCI.” Dedicated fundraisers earmarked for specific school programs will be clearly stated.

The school community is urged to support fundraisers during the year and to respond generously to the annual pledge drive. However, participation is always voluntary.

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***Watch for more information posted this fall in Parent Square (and added to the Handbook) about the CCMPCS Fundraising Drive.***

***Donations (one-time and repeating monthly) can be made online to CCMPCS through the MMCI website using this link <https://mmcimd.org/support-mmci/donate-to-ccm/>***

CCMPCS will not hold fundraisers that are competitive in nature for students, where individual prizes are awarded, class participation is measured, etc., as fostering competition is not consistent with the Montessori philosophy. Montessori philosophy emphasizes collaboration and individually-tailored goals over competition.

In many cases, parents can help by contributing donations, in-kind services or their special talents. All help, large and small, is appreciated.

### **Donating Items to the School**

Did you buy extra school supplies that you'd like to pass on to the school? Or would you like to donate an extra ream or two of paper to the office? Do you have old kitchen items that would benefit your class' Practical Life area? Contact your child's teacher or the principal to make arrangements to donate your item. Contact the school Secretary if you would like a receipt. [See the directory on the web page for contact information.](#)

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# Appendix A

## CCMPCS Contact List

*This list addresses whom to contact for specific concerns.*

- [Contact Information for GC Members](#)
- See the directory on the CCM web page at <https://carrollcreekmontessori.org/directory/> for staff contact information.

### Academic Concerns/Curriculum Resources

Your Child's Teacher

Principal

### Behavioral/Disciplinary Issues

Principal

### Peer Relationships/Socioemotional Concerns

School Counselor

Principal

### Health Concerns

Health Technician

### School Programs

Administrative Secretary

### Volunteer Opportunities

Education and Curriculum Chair

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# Appendix B

## *Glossary of Terms and Popular Acronyms*

### **BOE - Board of Education**

The Frederick County Public Schools' (FCPS) governing body comprised of seven elected members, one nonvoting student member, and the Superintendent of Schools.

### **BOT - Board of Trustees**

The governing body of Monocacy Montessori Communities, Inc. (MMCI - see definition below) comprised of 11 elected members from both member schools (CCMPCS and MVMPCS) plus at least two greater community members (Friends of Education) who do not have children enrolled in either school.

### **CCC - Common Core Curriculum**

The Frederick County curriculum developed by FCPS personnel that is designed to help students acquire the skills the state Department of Education has deemed necessary for college and career readiness. This curriculum was developed for the district schools in the county. The three public charter schools in the county (including CCMPCS) have greater flexibility beyond the district schools to utilize new and different ways to meet the common core standards.

### **CCSS - Common Core State Standards**

These are guidelines from the Maryland Department of Education that FCPS uses in Frederick County to help write the curriculum for the member schools. The new standards don't tell our teachers what or how to teach; they outline the skills that all students should master.

### **CCMPCS - Carroll Creek Montessori Public Charter School**

Our school, ranging from pre-kindergarten 3-year-old students to eighth grade in the 2017-2018 school year and reaching full capacity of 318 students in the 2018-2019 school year.

### **FCPS - Frederick County Public Schools**

The school district in Frederick County, Maryland, comprised of over 60 elementary, middle, high and alternative schools and programs.

### **GC - Governing Council**

The 12-member governing body for CCMPCS comprised of six elected parents, the Principal, three staff representatives (elected by the staff), and two members of the Frederick community (Friends of Education). Each parent member of the GC is responsible for chairing one of the committees, which include Building and Maintenance, Involvement and Communications, Education and Curriculum, Finance, Fundraising and Grants, and Staffing and Admissions. The GC serves as

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the policy making body for CCMPCS and is tasked with creating and sustaining policies to realize the goals of our school's charter. The GC may also participate on our School Improvement Team (SIT), required by the Frederick County Public School (FCPS) charter school policy. Elections for GC positions are held every fall as current members' two-year terms expire in rotation. Staff elects their own representatives. GC meetings are open to all parents and staff. Minutes are published on the CCMPCS website.

### **IA - Instructional Assistant**

A school employee who supports classroom teachers and students through a variety of duties, such as materials preparation, foreign language support, classroom management, and small group or brief whole-class instruction. IAs hold, at a minimum, a high school diploma and receive FCPS and school level training to support the particular needs of students in the IA's assignment.

### **IEP - Individualized Education Plan**

An IEP is a written description of the special education and related services needed by a student. Considering the student's educational strengths and needs, the program outlines accommodations and modifications to enable the student to participate in an educational program, specific goals and objectives to enable the student to be successful in school, and services required by the student to meet the goals and objectives of the IEP. Every Frederick County public school has an Individualized Education Program team that -determines a student's eligibility for special education and related -services. Each team develops IEPs for eligible students, determines services required to implement the plans and makes recommendations for the students' programs and -placements. Parents are invited and encouraged to participate in IEP team meetings.

### **ILT - Instructional Leadership Team**

A team led by the Principal and comprised of staff members and GC members who meet monthly to strategize and troubleshoot to meet the school's educational goals. The group monitors and implements school improvement efforts, responds to community feedback, plans staff development, and analyzes school performance data throughout the school year.

### **Lower EI - Lower Elementary Classroom**

A combined Montessori classroom of first through third-grade students.

### **MMCI - Monocacy Montessori Communities, Inc.**

This nonprofit membership corporation is the legal entity which originated the school's application and holds the school's charter (or contract) with the Frederick County BOE. MMCI is responsible for our compliance with the charter agreement and negotiating any necessary changes or amendments to the charter. It also runs and funds all support programs that serve our school community, such as before and after care. MMCI leases our current building. MMCI also holds the charter agreement for our sister school, Monocacy Valley Montessori Public Charter School (MVMPCS). Parents, students, and staff of both schools are automatically members of MMCI. All

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parent members of MMCI are eligible to run for positions as officers of MMCI as the incumbents' terms expire in rotation. MMCI meetings are the final Wednesday of each month.

### **MS – Middle School**

A combined Montessori classroom of seventh and eighth grade students.

### **MSA - Maryland School Assessment**

Students in fifth and eighth grade take the science version of the state school assessment. This assessment is currently utilized in school performance measures.

### **MSDE - Maryland State Department of Education**

MSDE, under the leadership of the State Superintendent of Schools and guidance from the Maryland State BOE, develops and implements standards and policy for education programs from pre-kindergarten through high school. MSDE's five public education priorities are: improving student achievement; building educators' capacity to improve achievement; building an aligned, understandable system of instruction, curriculum, and assessment; fostering positive school environments; and involving families in education. (Note: the opening of CCMPCS was made possible by a one-time \$650,000 charter school grant from MSDE; without this considerable financial support the school could not have opened.)

### **NGSS - Next Generation Science Standards**

These are the newly-adopted standards for science education in the state of Maryland. These standards are aligned to the Common Core.

### **PARCC - Partnership for Assessment of Readiness for College and Careers**

The assessment taken by students in grades 3-8 in the spring is performance based and includes a summative measure. This assessment is utilized in school performance measures and benchmarks that have been collaboratively developed with FCPS.

### **PPA – Per Pupil Allotment**

The funding amount, on a per-student basis, that FCPS provides to the school each year. CCMPCS' annual budget is the PPA amount multiplied by the number of students, kindergarten through eighth grade, who are enrolled in the school. At CCMPCS we do not receive any county funding for our preschool students; their needs must be provided for with the PPA funds we receive for our older students, combined with funds raised through grants and parent donations. The PPA amount is set annually by the Frederick County Board of Education based upon the funding they receive from Frederick County, the state of Maryland, and the federal government.

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### **PPW – Pupil Personnel Worker**

FCPS employee who is trained to assess student needs, serve as student advocates, and facilitate or provide appropriate services. PPWs recognize that behaviors such as absenteeism, disruption, and disrespect as well as dysfunction in the family can prevent students from achieving their academic potential.

### **Pre-K - Pre-Kindergarten or Preschool**

Students who are 3 or 4 years old by September 1<sup>st</sup> of the school year; also referred to as P3 and P4 students.

### **Primary - Primary Classroom**

A combined Montessori classroom of P3, P4 and kindergarten students

### **CIP - Continuous Improvement Plan**

A comprehensive plan devised and evaluated annually by the Continuous Improvement Team (CIT) to ensure that CCMPCS students meet, or exceed, FCPS educational goals.

### **CIT - Continuous Improvement Team**

The team of staff members and parents, led by the Principal, who are tasked with evaluating whether students are meeting the educational goals set by the district for all public schools (FCPS). Furthermore, if students are not meeting the goals, the team researches causes of educational breakdown and strategizes to make improvements to meet the goals. CIT is an extension of the ILT. It includes additional stakeholders for enhanced and comprehensive needs assessments and further varied community perspective allowing for more effective collaborative decision-making. CIT meetings occur quarterly.

### **SPED - Special Education**

Special Education is specially designed instruction to meet the unique needs of a child with a disability, including instruction conducted in the classroom, the home, hospitals or institutions. Special education includes any related services needed to complete the child's individualized program and can include speech/ language pathology services, occupational therapy, physical therapy, career and technology education, and instruction in physical education.

### **SST - Student Support Team**

The school-level team comprised of administration, teacher, parent, and other staff that proactively utilizes student performance data to determine educational adjustments to a student's program to facilitate progress.

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**STEM - Science, Technology, Engineering, and Mathematics**

An educational focus on the four parts of this acronym that integrates each into a lesson, unit, or project.

**Upper EI - Upper Elementary Classroom**

A combined Montessori classroom of fourth, fifth and sixth grade students.

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