

Calvert County Public Schools Handbook - 2019-2020

Table of Contents

Message from the Superintendent.....	4
Priorities for Calvert County Public Schools.....	5
Board of Education Proposed Meeting Dates & Times	6
Board Member Information	7
School Closing, Delayed Opening or Early Dismissal Information	9
Pre-K & Kindergarten Registration Dates for 2019-2020.....	11
Fine Arts Events for 2018-2019	12
The School Year at a Glance.....	13
School Open House Schedule.....	15
Elementary School A/E Calendar	17
Middle School A/B Calendar.....	19
Policies, Procedures & Guidelines	21
Attendance & Admission.....	21-24
Age of Attendance – Policy 3005	
Early Admission – Policy 2915	
Kindergarten Waiver – Policy 3005	
Residency Requirements/Registration – Policy 3720	
Registration Requirements	
Legal Custodian	
Who is Considered Homeless? – Policy 3730	
Student Transfers - Policy 3925	
Releasing Children from School	

Student Attendance - Policy 3005

Health & Safety24-26

- School Health Program
- Health Screenings
- Medications – Procedure 3900.3
- Emergency Respiratory Medications – Procedure 3900.4
- Emergency Medications
- Possession and Self-Administration of Emergency Medication
- Medical Authorization
- Tobacco Products and Smoking
- Safe and Drug-Free Schools
- Prohibition of Drugs & Alcohol on CCPS Property – Policy 1540
- Immunization: It’s the Law
- Vaccine Requirements
- Weapons in CCPS - Policy 1515

Child Nutrition26-27

- Free and/or Reduced-Price Meal Eligibility
- Student Meal Accounts
- Meal Pricing
- Additional Program Information & Resources

Educational Programs & Services27-29

- Infants & Toddlers Program
- Pre-Kindergarten
- Early Childhood Special Education
- Special Education
- Home Inst. for Parents of Preschool Youngsters (HIPPY)/Healthy Families
- Home & Hospital Teaching
- Chronic Health Impaired Program for Students (CHIPS)

Homeless Children	
Head Start	
Judy Center	
Before & After School Child Care Program	
Student Information	29-31
What is a Referral?	
Bullying/Harassment/Intimidation—Procedure 1118.3	
Filing Complaints of Bullying/Harassment/Intimidation and Discrimination - Procedure 1118.1	
Discipline Information	
Homework	
Use of Electronic and Communication Devices	
Textbooks & Materials	
Work Permits	
Student Records.....	31-33
Student Records/FERPA	
Noncustodial Parent	
Parents/Legal Custodian Rights under FERPA	
Protection of Pupil Rights Amendment	
Student Transportation	33-36
Parents Rights & Responsibilities	
Communication Devices on School Buses	
Safe Practices at Bus Stops	
Bus Routing Software	
Bus Routing Questionnaire	
Bus Status Page	
Community Access & Involvement	36-38
School Visitation – Policy 8105	
Student Contests	

Calvert County Parent Organizations

Special Education Citizens' Advisory Committee (SECAC)

Calvert County Infant and Toddler Program—LICC Meetings

Citizen Advisory Committee (CAC)

Public Notices.....38-44

 Directory Information

 Release of Student Information to Military & College Recruiters

 Audio/Video Surveillance

 Flu Vaccination

 KeepnTrack

 Policy on Discrimination: Investigation and Resolution

 Guidelines for Taping Meetings

School Facilities.....44-46

 Use of School Facilities - Policy 8120

 AHERA Act of 1986

 Integrated Pest Management

Directory of Schools47-48

Central Office Directory49-51

Non-discrimination Statement.....52

Anti-sexual, Anti-racial and Anti-disability Harassment Statement52

Message from the Superintendent

Dear Calvert County Families:

It is my pleasure to serve as your Superintendent and have the opportunity to work with a team of the best educators in Maryland. We need your involvement because we know that the success of each student depends on parents/guardians who are engaged directly with their children. The earlier in a child's educational process family involvement begins, the more powerful the effects.

Calvert County Public Schools, by so many measures, is one of the highest performing school districts in Maryland. Our students' high performance is rooted in supportive families. But it is also a result of a team effort that includes:

- a community with high expectations;
- well-trained and caring teachers;
- hard working and dedicated support staff;
- highly motivated principals and administrators;
- strong leadership from the Board of Education
- consistent financial support from the County Commissioners.

This is the third year of implementing our Strategic Plan. It clearly identifies five (5) priorities – Equity, Student Outcomes, Climate and Culture, Workforce and Community Engagement. More specifics can be found on our website.

Additionally, this year we are introducing *Speak Up at School* districtwide. Today's students too often speak to each other in unkind ways using hurtful words. *Speak Up at School* provides a pathway for all staff and students to effectively respond to everyday prejudice, bias and stereotypes.

In Calvert County Public Schools, we have just one focus – success for all students. You will know by our words and our actions that “all students” means “all students.” I look forward to meeting you and working with you this year as we continue to improve and grow in these changing times.

Sincerely,

Daniel D. Curry, Ed.D.
Superintendent of Schools

Priorities for Calvert County Public Schools

Calvert County Public School's priorities will help the district in achieving its mission of producing graduates who are responsible citizens with options and choices in the 21st century. These priorities will be used by CCPS to align internal systems, processes and resources in a transparent and focused way. The priorities for CCPS are:

Equity:

- Provide equitable learning opportunities to all students in order to help them become determined, independent, and successful learners
- Promote a culturally responsive workforce
- Promote equitable allocation of resources that is transparent and is clearly communicated

Student Outcomes:

- Promote the growth of all students
- Eliminate all achievement gaps
- Enhance opportunities for high ability learners to thrive and be academically challenged
- Prepare students for post-secondary education and/or career-focused options
- Support the expansion and integration of digital learning to enable all students to be connected to the world and prepare them to be 21st century learners

Climate and Culture:

- Integrate students' social-emotional and behavioral learning into daily instruction
- Provide a nurturing, respectful and safe environment for all
- Build and nurture the wellness and morale amongst staff

Workforce:

- Enhance the diversity of the workforce
- Retain high-quality staff
- Provide staff with personalized and differentiated professional learning, enabling them to grow and increase student success

Community Engagement:

- Work to ensure that all staff, families, and community businesses and organizations are actively engaged with the district as advocates, allies, and partners to increase equity, access, and results for all students.

Calvert County Board of Education
Proposed 2019 – 2020
Meeting Dates and Times

Date	Time	Meeting
August 8	10:00 a.m.	Business Meeting
September 12	10:00 a.m.	Business Meeting
September 25	7:00 p.m.	Work Session
October 10	10:00 a.m.	Business Meeting
October 17	7:00 p.m.	Work Session
November 7	10:00 a.m.	Business Meeting
November 21	7:00 p.m.	Work Session
December 12	10:00 a.m.	Business Meeting
January 9	10:00 a.m.	Business Meeting
January 23	7:00 p.m.	Budget
February 6	10:00 a.m.	Business Meeting
February 20	7:00 p.m.	Business Meeting
March 12	10:00 a.m.	Business Meeting
March 26	7:00 p.m.	Work Session
April 9	10:00 a.m.	Business Meeting
April 23	7:00 p.m.	Work Session
May 7	10:00 a.m.	Business Meeting
May 21	7:00 p.m.	Work Session
June 11	10:00 a.m.	Business Meeting
July 16	10:00 a.m.	Business Meeting

* If in the judgment of the Board, it becomes necessary to schedule meetings not included on the annual calendar of meetings, public notice will be provided by posting a press release on www.calvertcounty.education.

Board of Education Members

Dawn C. Balinski, President
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Dr. Daniel D. Curry, Superintendent
Secretary-Treasurer
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The Calvert County Board of Education is composed of five elected or appointed members, three who represent specific districts of the county and two who serve at-large. The Board of Education hires the Superintendent and sets policies. The policies set by the Board are administered by the Superintendent, who serves as the executive officer of the Board, and his professional staff. The student member serves as a non-voting member for a one-year term.

The Board meets regularly each month. Special sessions* are held as needed. All sessions, unless otherwise noted, are held in the Board Room of the Brooks Administrative Center. Calvert County residents are encouraged to attend Board meetings and may address the Board during the Open Forum at each meeting. People who wish to speak may address the Board for up to three minutes. For additional information, please call 443-550-8006.

General Information

THE CLOSING, DELAYED OPENING OR EARLY DISMISSAL OF SCHOOLS DUE TO INCLEMENT WEATHER OR OTHER EMERGENCIES - Policy 1510

To ensure student and employee safety, there are times when school opening and closing schedules must be altered as a result of inclement weather or other emergencies. When such conditions occur, we strive to issue clear directives to employees and immediate communications to our community.

The procedures delineating how and when decisions are made, how they are communicated, and who they affect can be found on the school system website. We have included this summary for your convenience.

DELAYED SCHOOL OPENING AND CLOSING GUIDELINES

Every effort will be made to make a decision to delay or close schools by 5:00 a.m. Notification to employees and the public will begin by 5:15 a.m. Parents and guardians are encouraged to sign up for the school system's automated notification system.

If schools have a scheduled two-hour early dismissal but a two-hour delayed opening is announced, then students will NOT be dismissed early and will remain in school until the end of their regular school day.

Pre-Kindergarten & Head Start - When schools start late, morning Pre-Kindergarten & Special Pre-Kindergarten will be cancelled. Head Start (Dual Placed Students) will be picked up two hours late. Buses will pick-up afternoon Pre-Kindergarten students at their regular time.

EARLY DISMISSAL AND LATE ARRIVAL GUIDELINES

Throughout the school year, there are planned and emergency (usually weather-related) two-hour early dismissals and planned and emergency (usually weather-related) two hour late arrivals. School lunch will be provided on these days.

For students enrolled in regional Pre-K/Head Start programs who live outside of the neighborhood school's attendance area and require special transportation arrangements, take notice of the following information:

During any unplanned or emergency early dismissals...

- PM Pre-K students do not attend school.
- All regular Pre-K/Head Start students who live within the neighborhood school attendance area will stay past their normal dismissal time under the supervision of the Head Start staff. They will be transported home at the same 2-hour early dismissal time as the rest of the student body.
- All regular Pre-K/Head Start, regional special or co-taught Pre-K/Head Start students living outside of the neighborhood school attendance area will leave at 11 a.m.

During planned early dismissals:

- PM Pre-K students do not attend school.
- All AM Pre-K/Head Start students will leave at 11 a.m.

During planned and emergency late arrivals:

- AM Pre-K students will not attend school.
- Pre-K/Head Start students who live in the neighborhood attendance area will arrive 2 hours late, along with the rest of the student body.

- Dual Placed students attending both Pre-K/Head Start living outside of the neighborhood school attendance area will take their regularly assigned bus to their home school. Then they will board a “shuttle” bus that will take them to the Head Start school. PM Pre-K students will be picked up at their regular time.

WHERE TO FIND OUT

In the event a decision is made to make a change in the regularly scheduled school hours, local and regional TV and radio stations are notified, subscribers of our notification system are emailed, and the information is posted on our website.

Radio: WMDM 97.7 FM, WKIK 102.9 FM, WTOP 103.5 FM, WSMD 98.3 FM, WBAL 1090 AM

Television: NBC Channel 4, WTTG Fox 5, WJLA Channel 7, News Channel 8, WUSA Channel 9, WBAL Channel 11

Email: Emails will be sent to individuals who have subscribed to the [CCPS messaging application](#)

Internet: www.calvertcounty.education www.thebaynet.com www.smnewsnet.com

AFTER-SCHOOL ACTIVITIES

Generally, when schools are closed due to inclement weather or other unexpected events, school-sponsored after-school and evening activities are cancelled or postponed. Due to the unpredictable nature of the weather, decisions regarding weekend activities may not be made until late in the evening of the last business day of the week or early on the weekend mornings.

FOR MORE INFORMATION

You can read the entire set of [procedures on School Closings, Delayed Openings and Early Dismissals](#) (Procedures 1510) which defines steps taken when there are changes in school schedules in emergency situations, the employee notification chain procedures, and employee work hours during these events.

Pre-K and Kindergarten Registration for the 2019-2020 School Year

DATE	TIME	LOCATION
April 15, 2020	9 a.m. — 2 p.m.	Huntingtown Elementary
April 16, 2020	9 a.m. — 2 p.m.	Plum Point Elementary
April 17, 2020	9:30 a.m. — 2 p.m.	Mt. Harmony Elementary
April 21, 2020	9:30 a.m. — 2 p.m.	Calvert Elementary
April 22, 2020	9:30 a.m. — 2 p.m.	Sunderland Elementary
April 30, 2020	9:30 a.m. — 2 p.m.	Dowell Elementary
May 5, 2020	9:30 a.m. — 2 p.m.	Beach Elementary
May 6, 2020	9:30 a.m. — 2 p.m.	St. Leonard Elementary
May 12, 2020	9 a.m. — 2 p.m.	Mutual Elementary
May 13, 2020	9:30 a.m. — 2 p.m.	Patuxent Appeal Elementary
May 19, 2020	9 a.m. — 2 p.m.	Windy Hill Elementary
May 20, 2020	9:30 a.m. — 2 p.m.	Barstow Elementary

NOTE: Only a parent or legal guardian may register a child.

Please bring the following documents to registration:

- Child's official birth certificate with raised seal
- Child's immunization records
- Child's Social Security Card
- Proof of residency (deed, incorporated lease, non-incorporated lease agreement, mortgage statement or an approved multi-family disclosure application)

Important Note: The Pre-K Application Process must be completed and an eligibility letter received before a child can be registered in the Pre-Kindergarten program.

2018-2019 Fine Arts Events

All-County MS/HS Orchestra Concert

November 2, 2019 – Huntingtown High School – 7:00 p.m.

All-County MS/HS Band Concert

November 14, 2019 – Calvert High School – 7:00 p.m.

All-County ES/MS/HS Chorus Concert

November 20, 2019 – Calvert High School – 7:00 p.m.

Tri-County Band Concert

January 5, 2020 – Calvert High School – 2:00 p.m.

All-County Jazz Concert

January 30, 2020 – Patuxent High School – 7:00 p.m.

All-County Elementary Band/Strings Concert

February 13, 2020 – Calvert High School – 7:00 p.m.

District XII Festivals

February 15, 2020 – Solo & Ensemble – Calvert Middle Sch – 8 a.m.

February 25, 2020 – Chorus – Huntingtown High School – 8:30 a.m.

February 26, 2020 – Band – Huntingtown High School – 8:30 a.m.

February 27, 2020 – Orchestra – Huntingtown High School – 8:30 a.m.

Youth Art Month Show & Reception

March 3, 2020 – Spring Hill Suites (Prince Frederick) – 2:00 p.m.

Elementary Solo & Ensemble Festival

March 7, 2020 – Sunderland Elementary School – 8:00 a.m.

Summer Arts Academy

June 24 - 28, 2020 – Calvert Middle School

The School Year at a Glance

2019

August 22- 23	New Teacher Orientation
Aug. 26 - Aug. 30	Preschool Meetings for Staff
August 30	Orientation for Grades 6 and 9
September 2	Labor Day - Schools and Offices Closed
September 3	First Day of School for Students
September 3-4	Pre-K and Kindergarten Conferences
September 5-6	Staggered Pre-K and Kindergarten First Day
September 11	9/11 Remembrance
September 26	Two-Hour Early Dismissal for Students (no p.m. Pre-K), Professional Development
September 27	Schools Closed for Students / Professional Development
October 4	First Quarter Interim Reports Available in HAC
October 17	Two-Hour Early Dismissal for Students (no p.m. Pre-K), SLO Development
October 18	Schools Closed for Students / Professional Development
November 6	Two-Hour Early Dis. for Students (no p.m. Pre-K), End of First Quarter, Tchr. Work Time
November 8	General Election - Schools Closed, 12-Month Employees Work
November 11	Schools Closed for Students, Elementary Parent Conferences (all day)/Sec. Prof. Dev.
November 11 - 15	American Education Week
November 15	First Quarter Report Cards Available
November 27 - 29	Thanksgiving Holiday - Schools and Offices Closed
November 27	12-Month Employees Work and Central Office Open Nov. 27
December 4	Two-Hour Delayed Opening for Students (no a.m. Pre-K), Professional Development
December 13	Second Quarter Interim Reports Available in HAC
December 20	Two-Hour Early Dismissal for Students (no p.m. Pre-K), Teacher Work Time
December 23 - 31	Winter Recess - Schools and Offices Closed

2020

January 1	Winter Recess - Schools and Offices Closed
January 2	Schools and Offices Reopen
January 20	Martin Luther King, Jr. Day - Schools and Offices Closed
January 24	End of Second Quarter/First Semester
January 24	Two-Hour Early Dismissal for Students (no p.m. Pre-K), Teacher Work Time
January 31	Second Quarter Report Cards Available
February 7	Two-Hour Delayed Opening for Students (no a.m. Pre-K) / Professional Development

February 17	Presidents' Day - Schools and Offices Closed
February 17	Possible Professional Development Make-up Day (see below)
February 18	Schools Closed for Students - Parent Conferences / Professional Development
February 18	Possible Make-up Day (see below)
February 28	Third Quarter Interim Reports Available in HAC
March 4	Two-Hour Delayed Opening for Students (no a.m. Pre-K) / Professional Development
April 1	End of Third Quarter
April 7	Two-Hour Early Dismissal for Students (no p.m. Pre-K), Teacher Work Time
April 8 – 13	Spring Recess - Schools and Offices Closed
April 8 & 9	12-Month Employees Work and Central Office Open April 8 and 9
April 8 & 9	Possible Make-up Days (see below)
April 14	Schools Reopen
April 17	Third Quarter Report Cards Available
April 24	Fourth Quarter Interim Reports for Seniors Available in HAC
April 28	Primary Election - Schools Closed
April 29	Two-Hour Delayed Opening for Students (no a.m. Pre-K), Teacher Work Time
May 8	Fourth Quarter Interim Reports for Underclassmen Available in HAC
May 15	Last Day for High School Seniors
May 25	Memorial Day - Schools and Offices Closed
June 3	Two-Hour Early Dismissal for Graduations – PHS-3:00; HHS-8:00 (no p.m. Pre-K)
June 4	Two-Hour Early Dismissal for Graduations – NHS-3:00; CHS-8:00 (no p.m. Pre-K)
June 10	Last Day for Pre-K Students
June 11	Last Day for Students – Two-Hour Early Dismissal for Students, Teacher Work Time
June 12	Last Day for 10-Month Employees
June 26	Fourth Quarter Report Cards for Secondary Students Mailed no later than June 26

POSSIBLE MAKE-UP DAYS

Inclement weather and emergency school closing make-up alternatives include the following dates: 2/18, 4/8, 4/9 and days added to the end of the school year. Use of make-up days, if needed, will be determined by the Board of Education of Calvert County.

School Open House Schedule

SCHOOL	DATE	GRADE	TIME
Barstow Elementary	September 25 September 23	Grades 3 – 5 K, Grades 1 & 2	6:00 pm
Beach Elementary	September 19 September 24	Pre-K, K, Grades 3 & 4 Grades 1, 2 & 5	7:00 pm
Calvert Elementary	September 11 September 18	Pre-K, K, Grade 1 & 2 Grades 3-5	6:00 pm
Dowell Elementary	September 19	All Grades	5:00 pm
Huntingtown Elementary	September 13	Session 1: All Grades Session 2: All Grades	6:30 pm 7:00 pm
Mt. Harmony Elementary	September 17 September 24	K, Grades 1 & 2 Grades 3-5	5:30 pm 6:15 pm
Mutual Elementary	September 19 September 24	Grades 1-3 Pre-K, K, Grades 4 & 5	6:30 pm
Patuxent Appeal Campus	September 18 September 20	Pre-K, K & Grades 1 & 5 Grade 2, 3, 4	6:00 pm
Plum Point Elementary	September 24 September 26	Grades 3-5 Pre-K, K, Grades 1 & 2	6:00 pm
St. Leonard Elementary	September 18 September 20	Grades 1 & 2 Grades 3-5	6:00 pm 6:00 pm
Sunderland Elementary	September 20	All Grades	6:00 pm
Windy Hill Elementary	September 24 September 25	Pre-K & K	6:00 pm
		Grade 1	6:30 pm
		Grade 2	7:00 pm
		Grade 3	6:00 pm
		Grade 4	6:30 pm
Grade 5	7:00 pm		
Calvert Middle	September 12	All Grades	6:00 pm
Mill Creek Middle	September 11	All Grades	6:00 pm
Northern Middle	September 11	All Grades	6:00 pm
Plum Point Middle	September 12	All Grades	6:00 pm
Southern Middle	September 17	All Grades	6:00 pm
Windy Hill Middle	September 12	All Grades	6:00 pm
Calvert High	September 5	All Grades	6:00 pm
Huntingtown High	September 10	All Grades	6:00 pm
Northern High	September 4	All Grades	6:00 pm
Patuxent High	September 12	All Grades	6:30 pm
Calvert Country	September 12	All Grades	5:00 pm
Career & Technology Academy	September 5	All Grades	6:30 pm

Elementary School A - E Calendar

DATE	DAY
9/3/2019	A
9/4/2019	B
9/5/2019	C
9/6/2019	D
9/9/2019	E
9/10/2019	A
9/11/2019	B
9/12/2019	C
9/13/2019	D
9/16/2019	E
9/17/2019	A
9/18/2019	B
9/19/2019	C
9/20/2019	D
9/23/2019	E
9/24/2019	A
9/25/2019	B
9/26/2019	C
9/30/2019	D
10/1/2019	E
10/2/2019	A
10/3/2019	B
10/4/2019	C
10/7/2019	D
10/8/2019	E
10/9/2019	A
10/10/2019	B
10/11/2019	C
10/14/2019	D
10/15/2019	E
10/16/2019	A
10/17/2019	B
10/21/2019	C
10/22/2019	D
10/23/2019	E
10/24/2019	A
10/25/2019	B
10/28/2019	C
10/29/2019	D

10/30/2019	E
10/31/2019	A
11/1/2019	B
11/4/2019	C
11/5/2019	D
11/6/2019	E
11/7/2019	A
11/8/2019	B
11/12/2019	C
11/13/2019	D
11/14/2019	E
11/15/2019	A
11/18/2019	B
11/19/2019	C
11/20/2019	D
11/21/2019	E
11/22/2019	A
11/25/2019	B
11/26/2019	C
12/2/2019	D
12/3/2019	E
12/4/2019	A
12/5/2019	B
12/6/2019	C
12/9/2019	D
12/10/2019	E
12/11/2019	A
12/12/2019	B
12/13/2019	C
12/16/2019	D
12/17/2019	E
12/18/2019	A
12/19/2019	B
12/20/2019	C
1/2/2020	D
1/3/2020	E
1/6/2020	A
1/7/2020	B
1/8/2020	C
1/9/2020	D

1/10/2020	E
1/13/2020	A
1/14/2020	B
1/15/2020	C
1/16/2020	D
1/17/2020	E
1/21/2020	A
1/22/2020	B
1/23/2020	C
1/24/2020	D
1/27/2020	E
1/28/2020	A
1/29/2020	B
1/30/2020	C
1/31/2020	D
2/3/2020	E
2/4/2020	A
2/5/2020	B
2/6/2020	C
2/7/2020	D
2/10/2020	E
2/11/2020	A
2/12/2020	B
2/13/2020	C
2/14/2020	D
2/19/2020	E
2/20/2020	A
2/21/2020	B
2/24/2020	C
2/25/2020	D
2/26/2020	E
2/27/2020	A
2/28/2020	B
3/2/2020	C
3/3/2020	D
3/4/2020	E
3/5/2020	A
3/6/2020	B
3/9/2020	C
3/10/2020	D

3/11/2020	E
3/12/2020	A
3/13/2020	B
3/16/2020	C
3/17/2020	D
3/18/2020	E
3/19/2020	A
3/20/2020	B
3/23/2020	C
3/24/2020	D
3/25/2020	E
3/26/2020	A
3/27/2020	B
3/30/2020	C
3/31/2020	D
4/1/2020	E
4/2/2020	A
4/3/2020	B
4/6/2020	C
4/7/2020	D
4/14/2020	E

4/15/2020	A
4/16/2020	B
4/17/2020	C
4/20/2020	D
4/21/2020	E
4/22/2020	A
4/23/2020	B
4/24/2020	C
4/27/2020	D
4/29/2020	E
4/30/2020	A
5/1/2020	B
5/2/2020	C
5/3/2020	D
5/6/2020	E
5/7/2020	A
5/8/2020	B
5/11/2020	C
5/12/2020	D
5/13/2020	E
5/14/2020	A

5/15/2020	B
5/18/2020	C
5/19/2020	D
5/20/2020	E
5/21/2020	A
5/22/2020	B
5/26/2020	C
5/27/2020	D
5/28/2020	E
5/29/2020	A
6/1/2020	B
6/2/2020	C
6/3/2020	D
6/4/2020	E
6/5/2020	A
6/8/2020	B
6/9/2020	C
6/10/2020	D
6/11/2020	E

Middle School A – B Calendar

DATE	DAY
9/3/2019	A
9/4/2019	B
9/5/2019	A
9/6/2019	B
9/9/2019	A
9/10/2019	B
9/11/2019	A
9/12/2019	B
9/13/2019	A
9/16/2019	B
9/17/2019	A
9/18/2019	B
9/19/2019	A
9/20/2019	B
9/23/2019	A
9/24/2019	B
9/25/2019	A
9/26/2019	B
9/30/2019	A
10/1/2019	B
10/2/2019	A
10/3/2019	B
10/4/2019	A
10/7/2019	B
10/8/2019	A
10/9/2019	B
10/10/2019	A
10/11/2019	B
10/14/2019	A
10/15/2019	B
10/16/2019	A
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10/21/2019	A
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11/4/2019	A
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11/13/2019	A
11/14/2019	B
11/15/2019	A
11/18/2019	B
11/19/2019	A
11/20/2019	B
11/21/2019	A
11/22/2019	B
11/25/2019	A
11/26/2019	B
12/2/2019	A
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6/11/2020	B

Policies, Procedures & Guidelines

A policy is a statement that both reflects the Board of Education's vision for Calvert County Public Schools and creates a framework within which the Superintendent and staff can carry out their assigned duties. Policies are adopted by the Board of Education; prior to adoption, public comment is solicited and considered.

Procedures are written by the Superintendent or designee. Procedures delineate the specifics about how policies are implemented on a day-to-day basis.

The online Policy & Procedure Manual is divided into eight main sections:

- Administration (Board of Education, Meeting Procedures, Appeals and Hearings, Health and Safety, etc.)
- Business (Finances, Insurance, Purchasing, Bids, etc.)
- Community (School Visitation, Use of Facilities, Emergency Shelters, Community Involvement, etc.)
- Construction (Educational Specifications, Hiring of Architects and Engineers, etc.)
- Instruction (Curriculum, Testing, Telecommunication and Internet, School Attendance Age, etc.)
- Personnel (Leave, Substitutes, Grievances, Observation and Evaluation, etc.)
- Students (Attendance, Grading, Conduct, Athletics, Rights & Responsibilities, etc.)
- Supporting Services (Transportation, Food Services, Energy, etc.)

Some of the information in this School Handbook is a summary of, or excerpt from, policies and/or procedures. In any dispute, the official language of the policy in effect at the time of the incident will supersede the language in this document. CCPS policies and procedures can be accessed through the website at <http://www.calvertcounty.education> . For more information, contact the Superintendent's Office at 443-550-8006.

Attendance & Admission

Age of Attendance - Policy 3005.1

Each child who resides in the state of Maryland and is five years old on or before September 1 of the current school year and under age 18 shall attend a public school regularly during the entire school year unless the child is otherwise receiving regular, thorough instruction during the school year in the studies usually taught in the public schools to children of the same age or the child is exempted under Maryland State Board of Education regulations.

Early Admission – Policy 2915

According to the Maryland State Department of Education policy and guidelines, students entering pre-kindergarten must be four years old by September 1, 2019; students entering kindergarten must be five years old by September 1, 2019; and students entering first grade must be six years old by September 1, 2019.

Parents may request an exemption to this policy by submitting a written request for consideration to the Supervisor of Early Childhood Programs by the deadlines in Procedure 2915.1. For more information, you may contact Joyce King at 443-550-8025 or kingj@calvertcounty.education .

Kindergarten Waiver – Policy 3005

All children in the state of Maryland who will be five years old by September 1, 2019 + are required to attend kindergarten. This state mandate does, however, permit alternatives to attendance at a regular public or private school kindergarten. If you do not wish to have your child attend kindergarten during the next school year, you may request a waiver for one of the following reasons:

- You are providing home instruction (home schooling) for the child;

- You believe a delay in school attendance is in the best interest of the child (Send a letter requesting a level of maturity waiver to the Superintendent of Schools.); or
- You are enrolling your five-year-old in an alternative program such as licensed child care center, full-time registered family day care or part-time Head Start five-year-old program.

Kindergarten Waiver forms may be requested from the Department of Student Services, 443-550-8470, or may be found online at <http://www.calvertcounty.education>.

Residency Requirements/Registration - Policy 3720

Any school-age child will be accepted for enrollment in the school of his/her attendance area if he/she:

- Lives with his/her custodial parent or legal guardian;
- Lives with a relative who is providing informal kinship care and the relative is a resident of Calvert County; or
- Is considered homeless according to the McKinney-Vento Act of 2001.

At the time of enrollment, new residents to Calvert County will be asked to show proof of residency. Proof may include, but is not limited to:

- Home ownership papers (deed, mortgage coupon within the last three (3) months with the parent's/legal custodian's name and physical address);
- Incorporated lease (lease agreement from realty company); or
- Non-incorporated lease agreement (landlord provides a signed, notarized lease agreement verifying that the parent/legal custodian resides at that address). A Pupil Personnel Worker (PPW) may request additional documentation of the physical address.

Only a PPW may, after an investigation, accept other forms of proof of residency. If a student changes his/her residence, a new proof of residence is required.

Please note that a driver's license, banking account, and utility or other bills are NOT sufficient documentation and will not be accepted as proof of residency. Any student found to be enrolled fraudulently will be withdrawn immediately and charged tuition for the entire time the student was enrolled.

Students whose parents do not reside in Calvert County will not be enrolled tuition-free. Parents/legal custodian of a nonresident student applicant may request a specific school; however, CCPS reserves the right to determine the school of enrollment.

Registration Requirements

At the time of registration, parents or legal custodians must provide immunization records, emergency information, residence information and information from the previous school. The Maryland Transfer record (SR7 Card) is required for students transferring within the state. A birth certificate is required for pre-kindergarten and kindergarten students entering school for the first time.

Legal Custodian

In order to be recognized as a child's legal custodian, an adult must have a court order signed by a judge. A notarized statement does **not** satisfy the legal custody requirement. For more information, contact the Department of Student Services at 443-550-8460.

Who is Considered Homeless? - Policy 3730

The McKinney-Vento Homeless Assistance Act (Section 725) defines "homeless children and youth" as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

Children and youth who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up);
- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Abandoned in hospitals; or
- Awaiting foster care placement.

Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;

Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

Migratory children who qualify as homeless because they are living in circumstances described above.

The McKinney-Vento Homeless Assistance Act is Title X, Part C of the No Child Left Behind Act of 2001. This legislation ensures that children and youth experiencing homelessness have full and equal access to an appropriate public education and that they experience success in school. For more information and/or questions, please contact Mona Long, Homeless Liaison, at 443-550-8460.

Student Transfers – Policy 3925

The Calvert County Board of Education expects that each student will attend the school in the geographical attendance area in which he or she resides. However, the Board recognizes that there are very limited circumstances (including course of study, certain health-related conditions, before and after school child care up to the end of grade 8, and certain CCPS employee circumstances) when consideration may be given for a student to attend a school outside of his or her geographical attendance area. The Superintendent may designate a school or grade in a school closed to new transfer students and/or new tuition paying students.

[Procedure 3925.1](#) defines how to apply for a transfer to a school which is not the student’s assigned home school; under what circumstances the transfer request may be granted; special circumstances and exemptions that may apply; the timeline for processing requests; revocations to transfers that were previously requested; and how transfer decisions can be appealed.

Releasing Children from School

Students will not be released from a school or a school bus to anyone who is not properly identified to the satisfaction of school authorities or bus drivers.

Students may be removed from school only by their parent or legal custodian. Other persons wishing to sign out a child from school may do so ONLY with the written permission of the student’s parent or legal custodian.

Student Attendance – Policy 3005

The Student Attendance Policy of the Calvert County Public Schools is based on the premise that regular attendance is necessary if a student is to achieve success in school. No child who is excessively absent during the school year can fully profit from educational programs and activities offered at the school. There is little chance of continuity of instruction or maintenance of interest when a student does not attend classes regularly. Students with good attendance have greater opportunities to utilize their talents, to increase their self-esteem and to acquire more self-discipline. The school cannot educate students or provide them with support and assistance if they are absent. Therefore, the school system will require students to attend school regularly in order to receive the full benefits of an education.

[Procedure 3005.1](#) Regarding Student Attendance defines how absences are counted; defines the standards for regular attendance; delineates the penalties for unmet standards; explains the procedures for recording

lawful and unlawful absences, tardiness and early dismissals; explains how absences are verified; explains the attendance waiver process; and establishes a reward process for perfect and exemplary attendance. This information is located on the CCPS website and in the *Students' Rights, Responsibilities and Code of Conduct*.

Health & Safety

School Health Program

The School Health Program provides services for students that promote optimum health for academic success. The program promotes the health and safety of students through identification, assessment, planning, implementation and evaluation of the health needs of the school community. Program emphasis is directed toward prevention of disease and promotion of health using health services, health counseling, and health identification. Additional information regarding staffing, emergency care, medication, etc. can be found in the parent section of the CCPS web page, *Students' Rights, Responsibilities and Code of Conduct*, Health Services' Handbook and at all schools.

Health Screenings

The school system and the Calvert County Health Department offer the following screenings for students:

- Vision and Hearing – Entry to school, 1st grade, 8th grade, and students new to the system.

Parents who do not want their child to participate should notify the school principal in writing by September 8th.

Medications - Procedure 3900.3

Administration of medications during school hours is discouraged. We recognize, however, that there are some students who have medical needs that require prescribed medication during the school day. In order for students to receive medication at school, **including over-the-counter medications (homeopathic and herbal)**, the **School Medication Administration Authorization Form** must be completed by the parent/legal custodian and the student's physician and be on file at the school. Information regarding medication administration on field trips and extended day/weekend trips is included in this policy and is available on the CCPS website.

All medications, including prescriptions, over-the-counter (homeopathic and herbal), must be brought to school in the original container by the parent or legal custodian. **Medications must not be transported by the student.** Please direct your inquiries to your child's principal or school nurse.

Emergency Respiratory Medications - Procedure 3900.4

Certain students may be permitted to have immediate access to emergency respiratory medication, including asthma inhalers. Specific requirements must first be met in order for a student to be eligible to carry their medications with them. The School Asthma—Medication Administration Form (Asthma Action Plan) must be completed by the health care provider.

Contact your school nurse for further information.

Emergency Medication

In accordance with the Heroin and Opioid Education and Community Action Act of 2017, naloxone or other overdose reversing medication is available on Calvert County Public School property.

Possession and Self-Administration of Emergency Medication

Responsible and developmentally capable students may possess and self-administer certain medications, epinephrine auto-injectors, Glucagon or insulin if recommended by their health care provider and approved by the school nurse.

Contact your school nurse for further information.

Additional information regarding staffing, emergency care, medication, etc. can be found in the parent section of the CCPS web page, *Students' Rights, Responsibilities and Code of Conduct*, Health Services handbook, and at all schools.

Medical Authorization

Each year, schools ask parents to update the emergency information for their children. Please report changes or updates to your child's school at the beginning of the school year and as they occur throughout the year.

The emergency form that is distributed by schools includes a provision for parents to authorize schools to contact the child's physician when efforts to contact the parents are unsuccessful. Confidential information for health room personnel is also requested. Please be sure to list **all** medications and/or medical concerns or problems so that the school staff may be able to promptly and properly assist your child. Parents are encouraged to sign the authorization statement at the bottom of the form and return it to the child's school. In the event of an emergency, this form will be copied and sent to the hospital with your child.

Tobacco Products and Smoking

In accordance with COMAR 13A.02.04.01-07, the Calvert County Board of Education has a policy which prohibits the sale, use or distribution of tobacco or tobacco products on school property.

Safe and Drug-Free Schools

Calvert County Public Schools continues to provide support in helping to prevent alcohol and other drug use, as well as youth violence, for our school community.

In an attempt to maintain an environment free from drugs, CCPS will work with local law enforcement to conduct canine drug scans of school lockers and student vehicles on high school parking lots. These scans will be random, limited in scope, and not targeted toward any individual or faction. All scans will be monitored by a building administrator.

Prohibition of Drugs and Alcohol on CCPS Property – Policy 1540

The Board of Education is compelled to offer and maintain a safe, healthy and positive learning and work environment for all individuals associated with Calvert County Public Schools. Therefore, the Board is committed to a drug- and alcohol-free school system. The sale, distribution, use, or possession of alcohol, any illegal or illicit drug, and/or any drug paraphernalia is prohibited on school property. Being under the influence of illegal or illicit drugs and/or alcohol is prohibited on CCPS property at all times. In addition:

- A. Instructional and awareness programs informing students and employees about the harmful effects of substance abuse will be provided;
- B. Students and employees with identified drug or alcohol dependence/addiction problems who seek help will be offered assistance;
- C. All school properties are declared drug and alcohol free;
- D. Students may not possess, use, distribute or sell counterfeit drugs, look alike drugs, over-the-counter medication, or prescribed medications, except when possessed and used in accordance with Policies 3900.3 (Medication Administration) or 3900.4 (Use of Asthma Drugs and Related Medication);
- E. The use of alcohol by a CCPS employee is strictly prohibited during the discharge of official duties at locations off school properties where students are present when that employee is responsible for the supervision of a student(s);
- F. All persons and organizations who are on school property or are permitted to use school facilities in accordance with CCPS Policy 8120 (Use of School Facilities) must comply with this policy. This information is located on the Calvert County Public Schools' website.

Procedures 1540.1, 1540.2 and 1540.3 define how this policy will be enforced for employees, students and community members, respectively.

Immunization: It's the Law

According to COMAR 10.06.04 and Maryland DHMH School Health Services Regulations, **a school administrator may not knowingly admit or retain a student without proper documentation of age-appropriate immunity against vaccine preventable diseases, or evidence of an appointment, within 20 calendar days, to obtain the required vaccines.**

Students will not be allowed to attend schools effective (Day One) Tuesday, September 3, 2019, if the required documentation (vaccines or proof of appointment) is not provided.

For school year 2019-2020, all appointments for vaccines must be prior to Saturday, September 21, 2019.

The Maryland Vaccine Requirements for Children Enrolled in Preschool Programs and in Schools and the corresponding Footnotes – Per DHMH COMAR 10.06.04.03 for the 2019-2020 School Year can be found at the following link:

https://phpa.health.maryland.gov/OIDEOR/IMMUN/Shared%20Documents/Min_Vacc_Req%2018_19_Final.pdf

Weapons in CCPS – Policy 1515

Weapons pose a threat of disruption and danger to the educational process in our schools.

Policy 1515 prohibits the possession of weapons on Calvert County Public School property. CCPS property includes all buildings and grounds, all leased or owned vehicles, all school buses when they are in use for official school business, and locations used for co- and extracurricular activities (including field trips). Policy 1515, which is available on the Calvert County Public Schools' website, defines weapons and notes the rare exceptions to this prohibition.

Procedure 1515.1 defines consequences for weapon possession by students, employees and other individuals on CCPS property.

Child Nutrition

Thank you for allowing us to serve your children through the National School Lunch and Breakfast Programs! Nutritious meals are offered every school day at all school locations. School meals offer a variety of food choices and meet nutrition standards established by the Healthy Hunger-Free Kids Act and the U.S. Department of Agriculture (USDA).

Free and/or Reduced-Price Meal Eligibility

Some students may qualify for free or reduced-price meals. Eligibility is typically determined by household size and income. Household Meal Benefit Applications are sent home with each student at the beginning of the school year and are available on the school system website. Parents/Guardians need only submit one application per household to apply.

Student Meal Accounts

Each school cafeteria has a computerized debit system which allows parents to deposit money on their child's very own cafeteria account. Students enter their assigned pin number at the cashier's station and meals and/or à la carte purchases are then subtracted from the student's account. Cash is always accepted, although parents may also make deposits online utilizing the mySchoolBucks.com website. This site allows you to view your child's account balance, monitor purchases and set up low balance notifications free of charge. However, please note that there is a fee assessed when using this service to deposit funds on to an account.

Meal Pricing

Meal prices are as follows: Breakfast \$1.65; Elementary Lunch \$2.65; Secondary Lunch \$2.80; Student Milk \$0.55. Families qualifying for reduced benefits for SY19-20 will not be charged for school meals.

Additional Program Information and Resources

- Interactive menus with nutrition and allergen information along with a listing of á la carte prices are available [online](#).
- If your child has special dietary needs due to a disability (including life-threatening food allergies or lactose intolerance) and plans to participate in the school meal program, a [Dietary Modification Form](#) must be completed by a licensed physician and submitted to the school nurse in order for modifications to be made.
- A system-wide procedure has been established for students who come to school without a meal or money to purchase a meal. You may view this procedure in detail [online](#).
- If you need help completing a Household Meal Benefit Application, have a question about a menu item, or have any other questions regarding the school meal program, please contact the Child Nutrition office at 443-550-8680.

Thank you for allowing us to serve your children!

Educational Programs & Services

Infants and Toddlers Program

Children from birth up to age three with developmental delays or disabilities may receive early intervention services. The program focuses on ensuring that eligible children and their families have access to services. These may include diagnosis and evaluation, educational services, speech therapy, physical therapy, occupational therapy, social work, nursing, family education and information about referral. For information, call 443-550-8380.

Pre-Kindergarten

The Pre-Kindergarten program was developed in 1979 by the Maryland State Department of Education to meet the needs of low-income students who may not have the readiness skills to be successful in school. Pre-kindergarten programs are located at Barstow, Beach, Calvert, Dowell, Huntingtown, Mutual, The Patuxent Appeal Elementary Campus, Sunderland, St. Leonard and Windy Hill elementary schools. Children must be four years old by September 1, 2019 (for the 2019-20 school year) to be considered for the pre-kindergarten program and are selected for pre-kindergarten based on the criteria and guidelines set by the Maryland State Department of Education and Calvert County Public Schools as per the following prioritized criteria:

Category I

- Child's family must be eligible for free- or reduced-priced meals
- Children from homeless families are also eligible

Category II

- Child participated in State or Federal Early Childhood Programs
- Head Start or English Speakers of Other Languages (ESOL)

Category III

- Other Academic (Educational) Needs
- Preschool Special Education (student with IEP)
- Child Find Referral
- Child with demonstrated academic delay (as measured by a CCPS identified development assessment)
- Families whose incomes are up to ten percent over the Free and Reduced Meals Income Guidelines

For information, call 443-550-8040.

Early Childhood Special Education

Child Find is the point of initial contact for families concerned about the development of their young children ages 3-5. The program coordinates screening, assessment and development of an individual education program and/or referral to a community agency. For information, call 443-550-8381.

Special Education

The Special Education Department works collaboratively with other CCPS departments and schools to provide essential staff development and planning opportunities in order to meet students' diverse needs. For students with a disability, a continuum of services is provided through individualized educational programming. Special Education services are available for eligible children from age 3 to age 21. Written requests for educational evaluations for students who are Calvert County Residents who attend a private school in Calvert County or who are parentally instructed are to be addressed to a student's would-be public school location.

Home Instruction for Parents of Preschool Youngsters (HIPPY)/Healthy Families

Nurturing learning at home is the goal of the HIPPY Program. Parents are long recognized as children's first and most important teachers. Parents welcome the guidance and instructional materials that the resource specialist brings to the home each week. Healthy Families is offered at the most crucial time for a family-pregnancy through age 5, when bonding and attachment are so important. Early positive relationships impact brain development and a child's overall social, emotional, and intellectual functioning. Healthy Families focuses on enhancing parent-child relationships among at-risk populations. For more information, call 443-550-8050.

Home and Hospital Teaching

Home and Hospital Teaching is designed to provide short-term instruction to public school students, at home or in medical facilities, who are unable to attend their school of enrollment due to a diagnosed physical or emotional condition. Instructional services in the core subjects are available to all qualified students during convalescence or treatment time.

Students who will be out of school for a minimum of three weeks may be eligible to receive home teaching services provided verification of the physical or emotional condition is determined by a psychiatrist, licensed psychologist, physician or nurse practitioner. Such verification must state that the physical or emotional condition prevents the student from participating in the student's school of enrollment.

Chronic Health Impaired Program for Students (CHIPS)

Home and Hospital tutoring may be provided for students identified as chronically health impaired and whose physical or emotional condition requires the student to be absent from school on an intermittent basis. These conditions include, but are not limited to: kidney failure, cancer, asthma, cystic fibrosis, and sickle cell anemia. To qualify for CHIPS, a student must be chronically absent from school due to a diagnosed chronic physical or emotional condition verified by a physician, nurse practitioner, licensed psychologist or a psychiatrist. Once approved, a student may receive tutoring during periods of illness, but is encouraged to attend school whenever his/her health permits. A tutor may be provided when there are two or more consecutive days of absence for the diagnosed chronic illness. Parents should contact the school counselor for an application and further information.

Homeless Children

This program offers school transportation, supplies, and services to students deemed homeless. Services include immediate enrollment, assistance with obtaining required school records, and academic support. Related activities include family referrals to local resources, building community partnerships, and professional development. For further questions, please contact Tracy Loyd, Homeless Liaison, at 443-550-8465.

Head Start

The Calvert County Public Schools Head Start Program mission is to provide a quality program with an integrated system of comprehensive, multidisciplinary services to participating families and eligible children age three to five. For additional information, call 443-550-8062.

Judy Center

The Judy Center Partnership at the Patuxent - Appeal Elementary Campus is a grant-funded school readiness initiative within the Patuxent and Dowell elementary school districts. The mission of the Judy Center is to provide comprehensive, integrated, full-day, full-year services that promote school readiness for children birth to age 5. For additional information, call 443-550-8077.

Before and After School Child Care Program

A child care program operates in elementary schools from 6:30 a.m. until school opens and after the close of school until 6:30 p.m. Participants must be students at the school where the program is offered.

Centers are unable to care for pre-kindergarten students for the half day when they are not in school. Children participate in activities that include homework time, physical activity and games. Students receive a daily snack. For additional information, call 443-550-8040 or 443-550-8041.

Student Information

What is a Referral?

A referral is a form used by a staff member to transfer information to the school administration regarding student behavioral issues.

Bullying/Harassment/Intimidation – Procedure 1118.3

The Safe Schools Reporting Act of 2005 mandates local boards of education to report incidents of harassment and intimidation (bullying) against students attending public schools.

This law became effective in July 2005. To comply with this mandate, the Maryland State Department of Education (MSDE) created a standard *Bullying, Harassment, or Intimidation Reporting* form to be completed by parents, students, staff or other close relatives.

To that end, Calvert County Public Schools will not condone or allow any verbal, written or physical assaults or harassments in any form, including hazing or similar activities. Any activities that humiliate, tease, harass, injure, or potentially injure as part of a ritual belonging to a club, team, or group are strictly forbidden in any form.

Filing Complaints of Bullying/Harassment/Intimidation and Discrimination – Procedure 1118.1

Any student or group of students who has a complaint regarding an act of harassment, intimidation, bullying, and discrimination by another student or school employee during school hours, or at a school-sponsored event, should bring the problem to the attention of a school administrator or another adult in the school as soon after the event as possible. The complaint may be oral or written. The Bullying, Harassment, or Intimidation Reporting Form may be obtained in the school's main office, guidance office, and other locations determined by the school, and in the *Students' Rights, Responsibilities and Code of Conduct*. The form may also be [obtained electronically](#). Students in Calvert County Public Schools may report incidents of harassment, intimidation, bullying, and discrimination without fear of harm or retaliation. For more information, please contact your school administrator or the Department of Student Services at 443-550-8460.

Discipline Information

Discipline information is part of the student's educational record.

Homework

Homework is a valuable and integral component of an effective instructional program and consequently should be regularly assigned to all students. Students should be encouraged to view homework as their responsibility and parents must play a role in this effort.

- Homework should be assigned to all students and be appropriate to their age, ability and independent work level.
- Homework assignments should take into consideration individual differences of students such as ability, conditions at home and resources at home.
- Assignments should be clearly and thoroughly explained.
- Assignments should be varied in kind, purpose and procedure.
- Teachers should not assign more homework than is essential to assess student mastery or understanding.
- All homework should be reviewed and/or evaluated and returned to students as soon as possible.
- Teachers shall inform students about how homework is to be incorporated into their grade.

Use of Electronic and Communication Devices

In reviewing the current guidelines and practices, Calvert County Public Schools believe there are positive and negative aspects of allowing students to have electronic and communication devices on school property. While they can enhance instructional practices in our buildings, they have the potential to disrupt classroom instruction and the overall school climate. In addition, the safety of students and staff could be compromised by inappropriate use of these devices. The following guidelines have been developed to address the possession of these devices on school property.

Students may bring electronic and communication devices, including cellular phones, laptops, tablets, etc. to school. These are high risk items for theft, loss, and/or damage. Calvert County Public Schools will not be responsible for the theft, loss, and/or damage of electronic and communication devices.

Students must adhere to individual school and classroom procedures. Devices used in a manner disruptive or distracting to the school environment may be confiscated, require parent pick-up, restricted from school property, and/or lead to consequences as outlined in the *Students' Rights, Responsibilities and Code of Conduct*.

- Devices should be registered at the school by completing the Electronic and Communication Device Registration form.
- The camera function of any device must not be used on school property unless used for instructional and/or academic purposes and with the approval of administration and/or a teacher.
- Students may use electronic communication devices on school property up to 15 minutes prior to the first bell.

These conditions do not apply to:

- Students who use electronic devices as a result of medical reasons, 504s, or IEPs. In these cases, medical documentation and/or documentation from the 504 and IEP teams must be placed in the student's file;
- Law enforcement officers;
- Visitors for an approved program;
- Staff members employed by Calvert County Public Schools.

There should be no expectation to charge a device or have Internet or Wi-Fi connectivity on school property.

**This information can also be found in the *Students' Rights, Responsibilities and Code of Conduct*.

Textbooks and Materials

Parents/legal custodians will be notified via appropriate means at the beginning of each school year regarding the care of textbooks and materials assigned to the student.

Parents/legal custodians of students who have lost, damaged, and/or destroyed a textbook or other CCPS-owned materials will be financially responsible for the replacement of the textbook or materials. The school will bill the student/parent for the cost of replacement of books or materials.

Work Permits

The Maryland Department of Labor, Licensing & Regulation (DLLR) and the Division of Labor & Industry have revised the procedures for obtaining a work permit. The work permit and detailed instructions can be found online at <http://www.dllr.state.md.us/labor/wages/empm.shtml>. If you have any questions, please contact your child's school counselor or the Department of Student Services at 443-550-8460.

Student Records

Student Records/Family Education Rights and Privacy Act (FERPA)

Student records may be sent to other schools or institutions without parental permission if and/or when students transfer into or out of our school system. The student records regulations set forth in COMAR (Code of Maryland Regulations) states that local school systems or educational institutions may disclose personally identifiable information from student records without the written consent of the parent or legal custodian of the student or the eligible student if the disclosure is to other school officials who have been determined by the system or institution to have legitimate educational interests. School officials include teachers, itinerant staff, administrators, contractors, consultants, and other outside service providers who perform services that are identified by CCPS as required to provide a student free, appropriate public education. An individual has a legitimate educational interest when he/she requires specific information to perform his/her official duties in order to serve the needs of CCPS students. This means that school teams, such as IEP Teams, 505 Teams, Student Services Teams, and some other teams have access to student records without violating FERPA. Team members, whether or not employed by CCPS, have a legitimate need to know information contained in individual student's records in order to perform their function as a team. Accordingly, the principal will designate members of these teams as school officials with legitimate educational interests.

The primary rights of a parent under FERPA are:

- The right to inspect and review education records;
- The right to seek to amend education records;
- The right to have some control over the disclosure of information from the education records. If a parent wishes to inspect, review or amend a student's record(s), the parent must make an appointment to meet with the school principal and/or his/her designee.

The following steps should be taken to amend education records:

- The parents should identify the portion of the record believed to be inaccurate or missing.
- The school must decide within a reasonable period of time whether to amend, as requested.
- If the school decides not to amend, it must inform the parent of their right to a hearing.
- After the hearing is held, if the decision is sustained not to amend the records, the parent has a right to insert a statement of disagreement in the record.

Noncustodial Parent

Many children attending public school reside in single-parent households, foster care or in blended families. In many instances, the noncustodial, natural parent continues to have an interest in the achievement, attendance, adjustment and other school activities of the child.

Noncustodial parents may receive copies of report cards, progress reports, IEP/504 information, calendars and other special materials of interest so they may participate in the education of the child. Parents wishing to receive this information should contact the school principal.

Parents of eligible students have the right to:

- Inspect and review the student’s education records;
- Request an amendment of the student’s education records to keep those records confidential and to have school record inaccuracies corrected;
- Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that regulations authorize disclosure without consent;
- File a complaint with the U.S. Department of Education under 34 CFR 99.64 concerning alleged failures by the Calvert County Public School System to comply with the requirements of the FERPA; and
- Obtain a copy of the policy adopted under 34 CFR 99.6 and the places where copies of the policy are located.

Personally identifiable information which is collected, maintained and used by the school system may be transmitted to the Maryland State Department of Education in unidentifiable form.

Parents/Legal Custodian Rights Under FERPA

Parents/legal custodians have a right to file a complaint with the Family Policy Compliance Office (FPCO) in the U.S. Department of Education at www.ed.gov/policy/gen/guid/fpc or 400 Maryland Avenue, SW Washington, DC 20202 regarding non-compliance with the above requirements.

Protection of Pupil Rights Amendment

CCPS must obtain prior written consent from a parent/legal custodian before administering a survey, analysis, or evaluation to students concerning any of the eight areas listed below:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parents; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Student Transportation – Policy 4201

The Board of Education is committed to ensuring that students are transported to and from school and other Board-approved activities in a safe and efficient manner.

[Policy 4201](#) – Student Transportation states:

The Calvert County Board of Education recognizes the importance of providing a safe and efficient system of transportation and acknowledges, as stewards of county resources, its responsibility to ensure that transportation is provided in an economical manner. Given the need for fiscal responsibility and a safe transportation system for students, the school system will work closely with independent bus contractors to ensure compliance with all procedures and applicable laws.

In order to implement this policy, the Department of Transportation operates under a set of six procedures. These procedures define the procurement of services (4201.1), the provision of student transportation (4201.2), bus stops and seating assignments (4202.3), routing and scheduling (4201.4), administrative and operational guidelines (4201.5), and transportation for co-curricular, extracurricular, and field trips (4201.6).

Additionally, procedures for audio-video surveillance on school vehicles (1060.2) and school vehicle driver alcohol and controlled substances testing (4210.1) apply to the overall operation of the department.

PARENTS RIGHTS AND RESPONSIBILITIES FOR SAFELY GETTING STUDENTS TO AND FROM THE BUS STOP & FOR BEING SAFE ON THE BUS

Parents have a right to expect Transportation services which are...

- physically and emotionally safe,
- provided on busses which are safe and clean,
- fulfilled by drivers who treat everyone professionally, and who operate the bus safely and efficiently.

While the list below is not exhaustive, it indicates many of the safety topics parents are responsible for teaching their children. Parents should also review the "Rights and Responsibilities of Students" for Transportation.

1. Riding the school vehicle is a privilege. This privilege may be temporarily denied or permanently revoked if misconduct of the child jeopardizes the safe operation of the school vehicle or the safety of the children riding the bus. Therefore, it shall be the responsibility of the parent to provide safe transportation to and from school for students who have been denied the privilege of riding a school vehicle. The compulsory school attendance law remains in effect. Students with disabilities may be given additional considerations per the Individual with Disabilities Educational Act (IDEA).
2. Parents should review the rules with their children.
3. Parents should be supportive of the drivers and encourage strict compliance with all Calvert County Public School bus rules and regulations regarding discipline, as well as safety related matters. Parents may not board the bus to interact with the bus driver, bus assistant or students, nor may parents stand between the service doors in a manner which hinders the bus driver from opening and closing them.
4. Parents are responsible for the safety of their children from the time the children leave home in the morning until the school vehicle is arriving at the bus stop and at the end of the day from the time the school vehicle departs the bus stop until the children reach home.
5. Parents who drive to a bus stop must park more than thirty (30) feet away from the stop sign/intersection. Stroller, golf carts and vehicles, should be parked only on one side of the street, and vehicles should not idle for more than five (5) minutes. Also, parents must actively supervise their children so they do not exit their private vehicles and step directly into traffic, or walk in between parked vehicles into traffic without looking for oncoming traffic.
6. Children should leave their home early enough to arrive at the designated school vehicle stop or crossing point five minutes before the scheduled arrival time of the school vehicle. They must also wait five minutes after the typical pick-up/drop-off time of the arrival of the bus. This is a safety matter. No students should walk or run towards a school vehicle that is pulling up to a stop. Also, students cannot expect the bus driver to stop for them if the bus passes back by the stop.
7. Parents, together with their children, should develop a route to and from the school vehicle stop or school which minimizes the exposure of the children to vehicular traffic. The route should be direct and uninterrupted. Short-cuts through private property, isolated fields and woods or across streams often can be dangerous. Entering abandoned houses or deserted buildings by children on their way to or

from the school vehicle stop or school should be actively discouraged. The route should be direct and uninterrupted.

8. Parents should walk with children to and from the bus stop using the opportunity to teach the children proper pedestrian practices. If the parent cannot accompany their children, arrangements should be made if possible for older children (brother/sister or neighbor) to escort the younger children to and from the school vehicle stop or school.
9. Teach students...
 - a. to wait ten—fifteen long paces away from where the bus will stop.
 - b. to always stay ten—fifteen feet away from the bus on all sides.
 - c. not to move towards the bus while it is in motion.
 - d. to remain still until the bus has come to a complete stop and the bus driver has activated all of the lights.
 - e. to walk, not run, to and from the bus.
 - f. to always walk in a straight line to/from the service door. Never walk alongside the bus or diagonally towards/from the service door.
 - g. to never cross the road behind the bus, only in front of the bus and only ten feet away from the front bumper. Make sure the student can see the bus driver's eyes.
 - h. never to use headphones or cell phones when boarding or unloading. Children must be fully aware of their surroundings in order to be safe arriving at or leaving a bus stop.
 - i. never, ever go back towards a bus or attempt to go under a bus for anything that might have been dropped. Instead get the bus driver's attention.
 - j. never go near the rear wheels or rear bumper of the bus.
10. Parents should develop in their children a healthy awareness of how to, and how not to, interact with strangers. Do not permit your children to accept candy, soft drinks, money, toys, or rides from strangers, or to associate with anyone they do not know. Teach your children that if this problem is encountered on the way to or from school or at any other time the parent, bus driver, teacher or other responsible driver must be told as soon as possible. This could be a matter for law enforcement. Students should be taught to travel directly to and from home and the bus stop each morning and afternoon.
11. Weather should determine how children are to be dressed. Encourage your children to wear the type of clothing which will not only keep them warm and allow them to see where they are going, but also to permit them to be seen by passing motorists. If children cannot be seen by the drivers of vehicles, they are in danger.
12. Students must show consideration and respect for the property of those citizens whose home and places of business are located along their routes. Parents should be aware of their liability for damage caused by their children to the property of others, including;
 - a. the school vehicle/bus,
 - b. when children walk to and from the bus stop,

- c. while they wait at the school bus stop, and
 - d. when they walk home from the unloading area at the end of their day.
13. Parents should encourage their children to be aware of their surroundings at all times so they can behave safely as pedestrians. Especially when boarding or disembarking, students should not be using electronic devices, nor should they have any earpieces/headphones on over their ears.
14. Neither parents nor guardians are permitted to board the bus to load or unload the student, nor are the parents or guardians permitted to secure or release students from safety equipment on the bus. Parents are welcome to request a conference with bus staff by contacting the Transportation Department or their child's school principal.

Communication Devices on School Buses

The camera function of any device must not be used on school property, on school buses, or at any school-sponsored event. No pictures or videos are to be taken on the bus and the use of the flash on the bus is prohibited. Students may use electronic communication devices on school property up to 15 minutes prior to the first bell.

Safe Practices at Bus Stops

Parents are asked to please reinforce to their children to exercise caution at all bus stops. Please take this opportunity to review these expectations with your children:

- Students should stand ten-fifteen long paces away from where the bus will stop.
- No one, adult or child, should be standing in the road waiting for the bus; this should be done off of the road.
- No one should be moving towards the bus or the street as the bus approaches the bus stop. Only after the bus driver has brought the bus to a complete halt, with the red lights flashing and the stop arm out, should students approach the bus to board.
- Students who must cross over a street to/from the bus stop must walk at least 15 feet away from the bus. Parents are encouraged to cross the street with their child to load and unload the bus each trip. Students who get on and off on the door side of the bus must walk in a straight line to/from the bus door when at all possible.
- When boarding the bus, students must be fully seated as quickly as possible so that the bus can depart the bus stop in a safe and efficient manner.
- Students are to be seated facing forward in their seats.
- Students are to be seated on their backsides, not sitting on their legs or kneeling. Reminder phrase: nose and toes towards the front windshield.
- Students are to remove their backpacks from their backs when seated.
- Students must remain seated until the bus comes to a complete stop BEFORE they rise from their seats to leave the bus, whether at school, at home, or any other location.

Bus Routing Software

The Transportation Department is implementing transportation routing software. Individual school bus routes are being evaluated as are individual bus stops to ensure compliance with state regulations and local policies and guidelines governing the number and location of assigned bus stops. These impact the cost of bussing, school arrival time and the amount of fuel consumed. One minor factor in routing is that on many routes, where it is safe to do so, bus stops in the morning will only be made on the way out of a neighborhood, while afternoon bus stops will be made on the way into the neighborhood. This will slightly reduce the length of time students are on the bus and reduce the number of students who miss the bus because they were not at the stop five minutes prior to the pick-up time. Student safety will continue to be a major consideration when bus stops are evaluated and reorganized to become even more efficient. When bus stops are consolidated, parents and students will be notified in advance.

Bus Routing Questionnaire

Anytime a student's daily a.m. or p.m. bus stop location will be different than the bus stop associated with the student's home address, the parent must complete the [Bus Routing Questionnaire](#) and turn it in to the school. School staff will enter the information into the student database so that the appropriate bus routing adjustments may be made

Students who must reside in different locations on alternating weeks must send in a note to the school administration. The note must have the parent's phone number so the note can be confirmed. School administration will then notify the two bus drivers of the issue.

For infrequent changes to a student's bus stop location, parents are required to send a note, including their phone number, to the school office. If there is room on the bus for an additional rider, the school staff will contact the parent to confirm the note. The school will then notify the child of the outcome. When a change is approved, the student is typically given an approved note to carry to the bus driver.

Please note that none of the processes described here supersede the student transfer process under the direction of the Department of Student Services.

Bus Status Page

Transportation will post on the [Bus Status webpage](#) when bus drivers notify us that they are running 10 minutes later than we would expect due to unusual circumstances.

Community Access & Involvement

School Visitation - Policy 8105 –

Calvert County Public Schools (CCPS) encourages parental and community involvement while providing the means to keep schools safe, orderly and focused on learning.

Reporting to the Office: All parents, legal custodians and visitors, including volunteers, are to report to the building office to sign in and provide proper identification before proceeding to their destination in the building even if prior approval for the visit has been given.

Interruptions: Parents, legal custodians and visitors may not interrupt a teacher who is teaching a class. Parents are not to interrupt a teacher during preparation times or other related instructional duties unless an appointment has been made or other advance notice given.

Parent-Teacher Conferences: Parent-teacher conferences are encouraged. Such conferences may be requested by either the parent or the teacher and should be scheduled during the teacher's preparation or before or after school.

Classroom Observations by Parents: When a parent has made a request to make a classroom observation, the principal must evaluate the benefit of the visit and compare it with the potential for disruption. For a parent to observe during a time other than American Education Week or other designated programs, the parent must submit a written request to the principal prior to the visit. The principal will consider numerous factors in determining the appropriateness of the visit and notify the parent or legal custodian by phone. The principal's decision may be appealed to the Superintendent or his designee.

Following the conclusion of an Individualized Education Program (IEP) meeting in which a CCPS regional program was determined by the IEP team as the appropriate placement for the student, a parent or legal custodian may request to visit the placement. An individual designated by the Department of Special Education will accompany the parent in order to provide the parent explanations regarding the instructional activities that were conducted in the classroom. The purpose of this procedure is to ensure that the learning of the students in regional special education classrooms is not interrupted frequently.

When a parent or legal custodian is involved in a special education hearing or other litigation with the district, a teacher, a staff member, an administrator and/or a member of the Department of Special Education will observe the class with the parent if permission to visit is granted. If requested by the teacher, an administrator will observe with the parent.

Visitation of Private Providers, Community, Other Educators and Agency Representatives: Since schools are a place of work and learning, certain limits must be set for these types of visitations. The principal will consider numerous factors in determining the appropriateness of the visit. The visitor and principal must work out a visitation schedule that is limited to no more than two visits per quarter, 45 minutes per visit, and most appropriately aligns with the total school operation. Each visitation must be arranged two days in advance. The principal must have a signed release from the parent of the student being observed authorizing the number of visits agreed upon, record reviews, and discussion with staff. The visitor will be accompanied at all times by a building administrator and/or a member of the Department of Special Education. Teachers will not be expected to take class time to discuss individual students with the visitor.

Additional Considerations: All persons, including but not limited to, students, parents, legal custodians, employees, visitors and members of the general public, are prohibited from using foul, profane and abusive language, whether spoken or written, or engaging in a tirade in any manner in the school buildings or upon school grounds. Violation of the policy may result in removal from school property by appropriate school authorities.

Student Contests

Student contests and activities sponsored by outside organizations or individuals must be designed to benefit the student in some phase of educational development and must be open to all students regardless of race, creed, sex, or national origin. Outside organizations or individuals that want to sponsor student contests and similar activities must submit their request annually in writing to the Superintendent of Schools in accordance with [CCPS Policy 2912](#).

Calvert County Parent Organizations

Each school has an active parent organization because educators know student success is linked to parent involvement. Make learning an important part of your home, set high standards for your child's performance, join your school's parent organization, and become a volunteer. Contact your school for dates and times of meetings.

Calvert Special Education Citizens' Advisory Committee (SECAC)

The Calvert Special Education Citizens' Advisory Committee (SECAC) meets at least five months during the school year from 6:30 – 8:00 p.m. at the Calvert County Public Schools Board of Education, 1305 Dares Beach Road in Prince Frederick. Its purpose is to provide input to the CCPS Special Education Department regarding its goals, challenges and initiatives identified as critical to the successful implementation of special education programming in Calvert County. Its voting members include general education and special education parents, community representatives, teachers, and administrators. Please contact the Special Education Office at 443-550-8400 if interested in being considered for this committee. Other attendees are welcomed.

The 2019 – 2020 schedule of SECAC meetings is as follows:

- August 19, 2019 (Executive Team Meeting)
- September 17, 2019
- October 15, 2019
- November 19, 2019
- January 15, 2020
- February 18, 2020
- March 17, 2020
- April 21, 2020

- May 19, 2020 (Executive Team Meeting)

Calvert County Infant and Toddler Program – Calendar for Local Interagency Coordinating Council (LICC) Meetings

All meetings will be from 1:00 p.m. – 3:00 p.m. They will be held in the Prince Frederick Library meeting rooms 1 and 2. Meetings are open to the public.

- October 2, 2019
- December 4, 2019
- March 4, 2020
- May 6, 2020

Citizen Advisory Committee (CAC)

The Calvert County Board of Education recognizes the importance of meaningful parental and community input and advice.

The CAC provides interested persons a means for taking an active role in public education. The committee reports directly to the Board of Education and serves in an advisory capacity. The CAC serves as a channel for feedback, advice and information on matters affecting the school district and provides a vehicle through which information can be shared with the community. In addition, the Board of Education may ask the CAC to prepare written or oral reports relating to various topics of concern. The full text of Policy 1210 regarding the Citizen Advisory Committee to the Board of Education is available on the [CCPS website](#).

New members are appointed beginning in August each year. If you are interested, please call 443-550-8006.

Public Notices

Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Calvert County Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Calvert County Public Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the school system to the contrary in accordance with school system procedures.

Calvert County Public Schools has designated the following information as directory information:

- Student’s name
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s SSN, in whole or in part, cannot be used for this purpose.)

PARENTS WHO DO NOT WANT THEIR CHILDREN’S DIRECTORY INFORMATION TO BE CONSIDERED PUBLIC INFORMATION AND PARENTS WHO DO NOT WANT PHOTOGRAPHS OR

VIDEOS OF THEIR CHILDREN USED IN PRINT AND/OR ELECTRONIC MEDIA MUST NOTIFY THE SCHOOL PRINCIPAL IN WRITING BY SEPTEMBER 30 OF EACH SCHOOL YEAR.

More information can be found under Required Public Notices on the [Parent Information Page](#) on the school system's website.

Release of Student Information to Military and College Recruiters

The No Child Left Behind Act requires high schools to provide military recruiters, upon request, access to names, addresses, and phone numbers of high school seniors. The law requires high schools to release information to colleges or other higher learning institutions, upon request.

Parents who do not want Calvert County Public Schools to disclose this information without prior written consent must note it on the appropriate place on the emergency form. If the high school does not receive the emergency form by September 15, the school will release student information to the military or college recruiters upon request. If your child is over 18, he or she must sign the form.

Audio/Video Surveillance

The Board of Education has a responsibility to maintain discipline and protect the safety, security, and welfare of its students, staff, and visitors. In addition, the Board must safeguard school property and equipment. As part of a multifaceted approach to fulfill this responsibility, the Board authorizes the use of audio/video surveillance equipment on school property and on school buses. The full text of Policy 1060 regarding [Audio and Video Surveillance](#) is available on the CCPS website.

Flu Vaccination

Preventing flu by getting yearly flu vaccinations is one of the best ways of keeping our community healthy during the winter months; vaccinating school-age children is the most effective way of achieving that goal. Everyone over the age of 6 months is encouraged to get a flu vaccine every year. For more information, visit www.calverthealth.org or call 410-535-5400.

KeepnTrack

Calvert County Public Schools utilizes the KeepnTrack system for visitor and volunteer tracking. It is designed to increase safety and security in all of our schools and facilities. KeepnTrack enables schools to produce visitor and volunteer badges, record and monitor volunteer hours, and electronically check all visitors against registered sexual offender databases. **Every person who wishes to volunteer needs to complete the online application each Fall in KeepnTrack to be approved as a volunteer.**

When visitors and volunteers come to a school or CCPS facility, they will be asked to present a valid driver's license or military ID to sign in using the KeepnTrack system. This system has the ability to provide alerts on people who may jeopardize the safety of school sites and facilities. Even if known to the staff, visitors and volunteers will be required to complete the KeepnTrack sign in and sign out verification process on every visit. Visitors and volunteers will be required to wear a yellow badge during their stay at any school site and sign out before they leave.

Anyone wishing to volunteer, including chaperoning a field trip, must complete the [Online Volunteer Application](#), which includes a training video. This application is available on the Calvert County Public Schools' website, or in hard copy at any school site. Approval of the Online Volunteer Application is required before any volunteer service can occur. Upon submission of the completed application, school principals will review each application within two weeks and send notification to all approved volunteers. If you have questions, please call your child's school directly.

Calvert County Public Schools is using the KeepnTrack tracking system to help us keep our schools safer and more secure. We are asking for your cooperation in presenting a valid identification when signing in at any

CCPS school or facility and in returning your yellow badge when you sign out. We thank our school community in advance for your help in following our procedures for safety in all of our schools and facilities.

Administrative Procedures for [Policy #1118 \(Administration\)](#) of the Board of Education Regarding Discrimination in Calvert County Public Schools - Investigation and Resolution of Complaints

Investigation of Complaints

When a student, employee, or community member has an inquiry, concern, or complaint regarding an incident(s) of discrimination on the basis of any protected classification, a written report should be submitted to the principal or supervisor of the individual alleged to have discriminated against the student, employee or community member.

It is the policy of Calvert County Public Schools to provide for the adequate, reliable and impartial investigation of all complaints.

Title IX, Section 504/ADA, and Age Discrimination Act Coordinator (the “Coordinator”)

- A. Employee and Third Party Complaints should be addressed to the Director of Human Resources or his/her designee, who has been designated to coordinate Title IX, Section 504/ADA, and Age Discrimination Act compliance efforts.

Contact information: Director of Human Resources, 1305 Dares Beach Road, Prince Frederick, Maryland 20678 443-550-8000

- B. Student and Parent Complaints should be addressed to the Director of Student Services or his/her designee, who has been designated to coordinate Title IX, Section 504/ADA, and Age Discrimination Act compliance efforts.

Contact information: Director of Student Services, 1305 Dares Beach Road, Prince Frederick, Maryland 20678 443-550-8000

Informal Resolution

1. In many instances, counseling, advice, or informal discussion may be useful in resolving concerns about allegations of discrimination. Complainants who wish to resolve their concerns informally should bring them to the attention of the appropriate Coordinator.
2. In working to resolve the matter, the Coordinator will interview the Complainant and, as appropriate, others who may have knowledge of the facts underlying the grievance. At any point, including while the informal process is ongoing or afterward, the Complainant may elect to end the informal process in favor of filing a formal grievance.
3. Although CCPS welcomes informal resolution of grievances when appropriate, it will not use mediation between a Complainant and alleged responding party or any other informal resolution mechanism to resolve grievances pertaining to sexual harassment.

Students

1. When a student alleges to a teacher that there has been an incidence of bullying, harassment, or intimidation, the teacher must report the complaint to a school administrator. When a student alleges there has been an incidence of bullying, harassment, or intimidation to a principal or school administrator or the principal or school administrator is told by a teacher about a student’s

complaint, the principal or school administrator will furnish the student with the Bullying, Harassment, or Intimidation Reporting Form and advise the student to submit the complaint in writing to the principal or school administrator. When a student alleges there has been an incidence of discrimination, the principal or school administrator will ask the student to submit the complaint in writing in a letter and submit the letter to the principal or school administrator. Depending on the age of the student, the principal or school administrator will provide appropriate assistance in completing the form or writing the letter. If the student does not submit the form or letter, a verbal complaint will be accepted and the principal or school administrator will complete the form or record the allegation in writing using the verbal information provided by the student.

2. The administrator will inform the appropriate Coordinator of the complaint and send a copy of the complaint to the Coordinator.
3. Upon receipt of the written/verbal complaint, the principal or school administrator will investigate the allegation, schedule meetings to question the complainant, possible witnesses named by the complainant, and the responding party. The responding party will be provided with written notice of the allegations which will include sufficient details and sufficient time to prepare for initial interview. Calvert County Public Schools (CCPS) will take interim preventative measures during any law enforcement agency's investigation period to protect the parties and the school community during the investigation and will maintain ongoing contact with the parties throughout the investigation. The Department of Human Resources/Student Services maintains all documentation of the complaint, investigation, and any corrective action. Within a maximum of forty-five (45) school days of the receipt of the written/verbal complaint, the principal or school administrator will complete the investigation and prepare a packet containing the statements and findings of the investigation. Upon completion of student interviews, parents will be notified. The parties will have an opportunity to present other evidence during the investigation of the complaint. If the matter is referred to the Department of Social Services (DSS) or the Police, CCPS will not investigate until DSS or the Police have completed the evidence gathering process, but will promptly resume the investigation thereafter. The District will implement appropriate interim steps during the law enforcement agency's investigation period to provide for the safety of the parties and the school community and the avoidance of retaliation.
4. If the complaint is complicated or otherwise cannot reasonably be investigated within forty-five (45) school days, the principal or school administrator may extend the time for a decision by not more than ten (10) additional school days and will inform the complainant of the extension in writing.
5. Upon completion of the packet containing the investigation findings and if a violation is found to have occurred, the appropriate student disciplinary and/or remedial action in accordance with the Code of Student Conduct and Policy 1112 Regarding Student Discipline will be administered. The principal or school administrator will, within ten (10) school days of completion, inform the parents of the complainant and the responding party involved in the incident or alleged incident in writing of the conclusion of the investigation and share information about the disposition of the incident or alleged incident subject to any limitation imposed by the Family Educational Rights and Privacy Act (FERPA) and other state laws governing student records.
6. All decisions regarding the results of the investigation findings and possible corresponding disciplinary actions may be appealed in writing to the appropriate assistant superintendent or designated representative within thirty (30) days of the decision of the principal or school administrator. Such appeal shall be conducted in an impartial manner by an impartial decision maker. The assistant superintendent or designated representative who hears the appeal shall issue a decision within ten (10) school days of hearing the appeal. Any further appeal shall be conducted in accordance with Board Policy 1600.1 governing appeals of decisions of the superintendent or superintendent's designee.
7. CCPS will keep the complaint and investigation confidential to the extent possible and as required by FERPA and other state laws governing student records.

Employees and Third Parties

1. If the employee or third parties alleges that there has been discrimination and/or harassment, the principal or administrator/supervisor will furnish the complainant with the Discrimination or Harassment Form and advise the complainant to submit the complaint in writing to the principal or administrator/supervisor. If the complainant does not submit a written complaint, a verbal complaint will be accepted.
2. The administrator will inform the appropriate Coordinator of the complaint and send a copy of the complaint to the Coordinator.
3. Upon receipt of the written or verbal complaint, the principal or administrator/supervisor will investigate the allegation, schedule meetings to question the complainant, possible witnesses named by the complainant, and the responding party. The responding party will be provided with written notice of the allegations which will include sufficient details and sufficient time to prepare for initial interview. Calvert County Public Schools (CCPS) will take interim preventative measures to protect the parties and the school community during the investigation and will maintain ongoing contact with the parties throughout the investigation. The Department of Human Resources/Student Services maintains all documentation of the complaint, investigation, and any corrective action. Within a maximum of forty-five (45) school days of the receipt of the written or verbal complaint, the principal or administrator/supervisor will complete the investigation and prepare a packet containing the statements and findings of the investigation. The parties will have an opportunity to present other evidence during the investigation of the complaint. If the matter is referred to the Department of Social Services (DSS) or the Police, CCPS will not investigate until DSS or the Police have completed the evidence gathering process, but will promptly resume the investigation thereafter. The District will implement appropriate interim steps during the law enforcement agency's investigation period to provide for the safety of the parties and the school community and the avoidance of retaliation.
4. If the complaint is complicated or otherwise cannot reasonably be investigated within forty-five (45) school days, the principal or administrator/supervisor may extend the time for a decision by not more than ten (10) additional work days and will inform the complainant of the extension.
5. Upon completion of the report of the investigation findings, the principal or administrator/supervisor will inform the appropriate Executive Team member and all parties involved in writing of the findings and if personnel disciplinary actions are needed.
6. All decisions regarding the results of the investigation findings and possible corresponding disciplinary actions may be appealed in writing to the superintendent or designated representative within thirty (30) days of the decision of the principal or school administrator. Such appeal shall be conducted in an impartial manner by an impartial decision maker. The superintendent or designated representative who hears the appeal shall issue a decision within ten (10) school days of hearing the appeal. Any further appeal shall be conducted in accordance with Board Policy 1600.1 governing appeals of decisions of the superintendent or superintendent's designee.
7. CCPS will keep the complaint and investigation confidential to the extent possible and as required by FERPA and other state laws governing student records.

Resolutions of Complaints

When violations have occurred, employees in supervisory or management positions are responsible for taking steps designed to end any existing discrimination by those under their supervision, prevent any recurrence, and correct discriminatory effects on the complainant and others.

Students

1. Disciplinary action against a student will be administered in accordance with the Code of Student Conduct and Policy #1112 Regarding Student Discipline. Action against third parties will be taken in accordance with relevant school system policies and other applicable state and federal laws. In cases of bullying, harassment, or intimidation, refer to Procedure 1118.3.
2. A student who violates this policy may also be required to participate in an appropriate education intervention and /or counseling designated by the principal or school administrator and designed to increase his or her understanding of the offense and its impact on others.
3. A student who has been the object of or who has been affected by conduct prohibited under this policy will be contacted by a school administrator to discuss the availability of appropriate assistance.
4. The school administrator will follow-up on a periodic basis to ensure that both parties are adhering to the interventions that were designated by the school administrator in response to the discriminatory incident.

Employees and Third Parties

1. Disciplinary action against school system employees will be administered in accordance with Policy #1750 Regarding Employee Discipline. Action against third parties will be taken in accordance with relevant school system policies and other applicable state and federal laws.
2. A violation of this policy may require, as a condition of continuing an employment or other relationship with the school system, participation in counseling and/or other interventions designed to assist in the recognition and correction of stereotyping, discrimination, bias, and prejudice.
3. An employee who has been the object of or who has been affected by conduct prohibited under this policy will be contacted by his/her supervisor to discuss the availability of appropriate assistance.
4. Employee supervisors will follow-up on a periodic basis to ensure that both parties are adhering to the interventions that were designated in response to the discriminatory incident.

Guidelines for Taping Meetings

Calvert County Public Schools (CCPS) permits parents to audio-tape IEP team meetings and 504 team meetings. Parents should notify the IEP chairperson or 504 chairperson ahead of time because if a parent audio-tapes a meeting, CCPS will also audio-tape the meeting. CCPS will not provide transcripts of taped meetings. Consistent with federal and state laws, the parent must make known to the IEP team or 504 team, at the time of the meeting, that they are audio-taping. The audio-taping device may not be turned on until the meeting begins and must be turned off during meeting breaks and at the immediate conclusion of the meeting. Failure to do so may result in revocation of the taping privilege.

Videotaping of IEP and 504 team meetings is not allowed.

Audio-taping may not be conducted by parents during other meetings, such as parent-teacher conferences or meetings with the principal, unless the parent provides a letter from a medical provider which states that the parent needs to tape because of an identified disability and why audio-taping is required. CCPS may choose to allow an accommodation other than audio-taping to accommodate the needs of the parent. A parent has the right to appeal a taping decision pursuant to CCPS 504 procedures.

In some instances, CCPS may choose to audio-tape a meeting even if the parent is not audio-taping the meeting. A copy of the audio-tape would be provided at parent request.

School Facilities

Use of School Facilities – Policy 8120

The public school facilities in Calvert County shall be devoted primarily to curricular, co-curricular and extracurricular programs. However, the use of public school facilities for community purposes shall be encouraged provided they are open to the public and when such use will not interfere with regular school

sessions or bona fide school activities. During times of emergencies, crises or disasters, use of school facilities by governmental and/or relief agencies shall take precedence and shall proceed in alignment with [CCPS Policy 8110](#) – Use of Schools as Emergency Shelters.

For all non-emergency use, facilities shall be made available in accordance with the following order of priority:

- 1st Priority: Any curricular, co-curricular or extracurricular program of CCPS
- 2nd Priority: Any group which is directly affiliated with CCPS
- 3rd Priority: Calvert County Parks and Recreation
- 4th Priority: Any governmental agency (other than Parks and Recreation), education institution, or approved day care program
- 5th Priority: Nonprofit organizations
- 6th Priority: Uses by other groups as approved by the Board of Education

A reasonable fee for the use of CCPS facilities may be charged. The person who applies for the use of the facility will be held responsible for all damage to the property, other than normal wear and tear.

Once approved, commitments will not be canceled for an activity of higher priority except as determined by the principal or Board of Education. Application forms are available in each school's main office and on the CCPS website. Questions regarding this policy should be directed to the Supervisor of Operations at 443-550-8764 or the Director of School Facilities Maintenance and Operations at 443-550-8770.

AHERA ACT OF 1986

The Asbestos Hazard and Emergency Response Act of 1986 requires a notification of "Asbestos Management Plans" in all schools (whether they contain asbestos or not). Please be aware that all school buildings within Calvert County Public Schools have an asbestos management plan and these plans are available for review at each location. Please contact the Director of School Facilities, Thomas Powers, at 443-550-8770 for any questions or concerns.

Integrated Pest Management

The Integrated Pest Management (IPM) program of the Calvert County Public School System is a proactive rather than a reactive approach to insect and rodent control in school buildings and the grounds. The IPM program calls for routine inspections or surveys of all school facilities to identify conditions conducive to pest invasion, to ensure early detection of pest presence, and to monitor infestation levels, if necessary.

As a first step in pest control, the IPM approach employs a number of preventative strategies and alternatives to pesticide applications such as employee education, source reduction, inspection and identification of potential problem areas, and improved sanitation. Each approach is monitored and evaluated, then modifications are made if necessary. Pesticides are used only as a last resort.

Maryland law requires that parents or guardians of all elementary school children and parents or guardians on the pesticide notification list for middle schools and high schools shall be notified prior to a pesticide application made on school grounds (interior or exterior). To be added to the school system's pesticide notification list, please send a written request, which includes your name, address, and telephone number, as well as your child's name, to your school's principal.

A list of the pesticides and bait stations that may be used on school grounds during the school year is set forth in the following table. The current list of treatments requiring notification is also available for review upon request.

Copies of Material Safety Data Sheets (MSDS) and product labels for each pesticide and bait station used on school property are located at the schools. Persons wishing to review this information, or to obtain additional information about the IPM program, should call Gregg Gott at 443-550-8770. If Mr. Gott is unavailable, please contact Thomas Powers at 443-550-8770 for assistance. Individuals can also write to: Calvert County Public Schools, 1305 Dares Beach Road, Prince Frederick, MD 20678 and put "Attn: School Facilities" on the bottom of the envelope.

IPM Pesticides and Bait Stations

Product Name	Common Name	EPA Reg. No.	Type
Archer	Pyridine	10182-633	IGR
BP-300	Pyrethrums, piperonyl butoxide	449-450	Insecticide (liquid)
CB-80	Pyrethrums, piperonyl butoxide	9444-175	Insecticide (liquid)
Delta Dust	Deltamethrin	432-772	Insecticide (dust)
Drione	Pyréthrines, piperonyl butoxide Silica Gel	486-353	Insecticide (dust)
Gentrol Aerosol	Hydroprene	2724-484	Aerosol
Tempo WP	Cyfluthrin	3125-498	Insecticide (liquid)
Talstar FC	Bifenthrin	279-3162	Miticide (liquid)
SAGA	Tralomethrin	423-755	Insecticide (liquid)
Maxforce Gel	HydramethylNon	64248-5	Bait (gel)
Maxforce Stations (Roach)	HydramethylNon	64248-1	Bait (contained stations)
Maxforce Granular	HydramethylNon	64248-6	Bait (granular)
Maxforce Stations (Ants)	HydramethylNon	64248-2	Bait (contained stations)
Drax S/PF (sugar)	Orthoboric acid (boric acid)	9444-131	Bait (gel)
Drax S/PF (protein)	Orthoboric acid (boric acid)	9444-135	Bait (gel)
Contract Bloc	Bromodiolone	12455-79	Rodenticide Blocks
Advance	Sulfuramid	499-370	Bait (granular)
Tim-bor	Disodium Octaborate Tetrahydrate	64405-8	Insecticide (liquid)
Premise 75	Imidacloprid	3125-455	Insecticide (liquid)
Round-up	Glyphosate	524-475	Herbicide (liquid)

Glue Traps	Glue Traps	-----	Non-toxic
Dupont Advion Ant	Indoxacarb	352-746	Bait Gel
Dupont Advion Roach	Indoxacarb	352-652	Bait Gel
Termidor	Fipronil	7969-210	Insecticide (liquid)
Demand	Lambda-Cyhalothrin	100-1066	Insecticide (liquid)
Phantom	Chlorfenapyr	241-392	Insecticide (liquid)
Talstar P	Bifenthrin	279-3206	Insecticide (liquid)
Wasp Freeze	Allethrin	499-362	Insecticide (liquid)

Directory of Schools

Elementary Schools:

Barstow Elementary School

Principal: Michelle Ward
443-550-9510 Fax: 410-286-4050
295 Williams Road
Prince Frederick, MD 20678
Assistant Principal: Jenean Deahl

Beach Elementary School

Principal: Michael Shisler
443-550-9520 Fax: 410-286-4014
7900 Old Bayside Road
Chesapeake Beach, MD 20732
Assistant Principal: Beatriz Gonzalez-Wilson

Calvert Elementary School

Principal: Joe Sampson
443-550-9550 Fax: 410-286-4015
1450 Dares Beach Road
Prince Frederick, MD 20678
Assistant Principal: Eric Ruffo

Dowell Elementary School

Principal: Jason Patton
443-550-9480 Fax: 410-286-4016
12680 H.G. Trueman Road
Lusby, MD 20657
Assistant Principal: Stacy Hawxhurst

Huntingtown Elementary School

Principal: Brock Fulton
443-550-9360 Fax: 410-286-4005
4345 Huntingtown Road
Huntingtown, MD 20639
Assistant Principal: LaNisha Robinson

Mt. Harmony Elementary School

Principal: Charles Trefl
443-550-9620 Fax: 410-286-4017
900 West Mt. Harmony Road
Owings, MD 20736
Assistant Principal: Margo Gross

Mutual Elementary School

Principal: Donna House
443-550-9650 Fax: 410-286-4018
1455 Ball Road
Port Republic, MD 20676
Assistant Principal: Sherry Mansfield

Patuxent Appeal Campus - Appeal

Principal: Anthony Barone
443-550-9670 Fax: 410-286-4019
11655 H.G. Trueman Road
Lusby, MD 20657

Patuxent Appeal Campus - Patuxent

Principal: Anthony Barone
443-550-9710 Fax: 410-286-4020
35 Appeal Lane, Lusby, MD 20657
Assistant Principal: Ryan Crowley
Assistant Principal: Suzanne McGowan

Plum Point Elementary School

Principal: Beth Morton
443-550-9730 Fax: 410-286-4021
1245 Plum Point Road
Huntingtown, MD 20639
Assistant Principal: Regina Barnes

St. Leonard Elementary School

Principal: Kim Harris
443-550-9760 Fax: 410-286-4022
5370 St. Leonard Road
St. Leonard, MD 20685
Assistant Principal: Alkeisha Williams

Sunderland Elementary School

Principal: Pamela Kasulke
443-550-9390 Fax: 410-286-4006
150 Clyde Jones Road
Sunderland, MD 20689
Assistant Principal: Tammie Rudzinski

Windy Hill Elementary School

Principal: Kelly Cleland
443-550-9790 Fax: 410-286-4023
9550 Boyd's Turn Road
Owings, MD 20736
Vice Principal: Lisa Morgan

Middle Schools:

Calvert Middle School

Principal: Zachary Seawell
443-550-8970 Fax: 410-286-4007
655 Chesapeake Boulevard
Prince Frederick, MD 20678
Assistant Principal: Craig Jewett

Mill Creek Middle School

Principal: Rebecca Bowen
443-550-9190 Fax: 410-286-4024
12200 Southern Connector Boulevard
Lusby, MD 20657
Assistant Principal: Trisha Porter

Northern Middle School

Principal: Jamie Webster
443-550-9230 Fax: 410-286-4025
2954 Chaneyville Road
Owings, MD 20736
Assistant Principal: Danielle Swann

Plum Point Middle School

Principal: Kelley Adams
443-550-9170 Fax: 410-286-4009
1475 Plum Point Road
Huntingtown, MD 20639
Assistant Principal: Kristen Ratcliff

Southern Middle School

Principal: Cecelia Lewis
443-550-9250 Fax: 410-286-4026
9615 H.G. Trueman Road
Lusby, MD 20657
Assistant Principal: Jamie Smith

Windy Hill Middle School

Principal: James Kurtz
443-550-9310 Fax: 410-286-4027
9560 Boyd's Turn Road
Owings, MD 20736
Assistant Principal: Kimberleigh Booros

High Schools:

Calvert High School

Principal: Steve Lucas
443-550-8880 Fax: 410-286-4032
520 Fox Run Boulevard
Prince Frederick, MD 20678
Assistant Principals: Catherine Sutton,
Rebecca Hoffman, Mark Whidden

Huntingtown High School

Principal: Rick Weber
443-550-8810 Fax: 410-286-4011
4125 N. Solomons Island Road
Huntingtown, MD 20639
Assistant Principals: Abbe Gray, Loren Grimes,
Rob Lawrence, Rachel Baker

Northern High School

Principal: Stephen Williams
443-550-8950 Fax: 410-286-4034
2950 Chaneyville Road
Owings, MD 20736
Assistant Principals: Michelle Bell, Larry Butler,
James Carpenter, Trey Sirman

Patuxent High School

Principal: Marcus Watson
443-550-8840 Fax: 410-286-4036
12485 Southern Connector Boulevard
Lusby, MD 20657
Assistant Principals: Bert Forrest,
Mark Gladfelter, Anne Rickwood

Education Centers:

Calvert Country School

Principal: Marcie Hough
443-550-9910 Fax: 410-286-4038
1350 Dares Beach Road
Prince Frederick, MD 20678

Career and Technology Academy

Principal: Carrie Akins
443-550-9940 Fax: 410-286-4039
330 Dorsey Road
Prince Frederick, MD 20678
Assistant Principal: Travis Mister

Central Office Directory

ADMINISTRATION

Superintendent of Schools
Daniel Curry
443-550-8009 - curryd@calvertcounty.education

Executive Director of Administration
Tony Navarro
443-550-8009 - navarrot@calvertcounty.education

Assistant Superintendent of Instruction
Diane Workman
443-550-8009 -
workmand@calvertcounty.education

Supervisor of Equity and School Improvement
Sandy Walker
443-550-8004 - walkers@calvertcounty.education

ATHLETICS

Supervisor of Athletics
Kevin Hook
443-550-8781 - hookk@calvertcounty.education

CHILD NUTRITION PROGRAM

Supervisor of Child Nutrition Program
Donald Knode
443-550-8680 - knoded@calvertcounty.education

CONSTRUCTION

Director of School Construction
Shuchita Warner
443-550-8772 - warnersh@calvertcounty.education

Supervisor of School Construction
Darrell Barricklow
443-550-8773 -
barricklowd@calvertcounty.education

FINANCE

Chief Financial Officer
Edith Hutchins
443-550-8200 -
hutchinse@calvertcounty.education

Supervisor of Finance
Genieve Clarke-Hillman
443-550-8177 -
clarkehillmang@calvertcounty.education

HUMAN RESOURCES

Director of Human Resources
Laveeta Hutchins
443-550-8266 - hutchinse@calvertcounty.education

Supervisor of Human Resources
Kevin Howard
443-550-8264 - howardk@calvertcounty.education

Program Coordinator for Strategic Partnerships &
Community Engagement
LaCoria Contee
443-550-8321 - conteel@calvertcounty.education

INFORMATION TECHNOLOGY

Director of Information Technology
Jonathan McClellan
443-550-8100 -
mcclellanj@calvertcounty.education

Supervisor of Information Technology
Rick Lippert
443-550-8111 - lippertr@calvertcounty.education

Supervisor of Accountability/Public Information
Officer
Cathy Page
443-550-8105 - pagec@calvertcounty.education

Supervisor of Information Technology
Matt Poteet
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INSTRUCTION

Director of Secondary School Improvement
Susan Johnson
443-550-8037 - johnsons@calvertcounty.education

Supervisor of Professional Development
Jackie Jacobs
443-550-8023 - jacobsj@calvertcounty.education

Supervisor of State and Federal Grant Programs
Joyce King
443-550-8025 - kingj@calvertcounty.education

Supervisor of High School Science & STEM
Yovonda Kolo
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Supervisor of Social Studies
Scott McComb
443-550-8017 -
mccombs@calvertcounty.education

Supervisor of Elementary & Middle School Science
Janel McPhillips
443-550-8031 -
mcpillipsj@calvertcounty.education

Supervisor of Elementary Reading/Language Arts
Leanne Meisinger
443-550-8033 -
meisingerl@calvertcounty.education

Supervisor of World Language, PE, Health & ESOL
Britta Sparks
443-550-8043 - sparksbr@calvertcounty.education

Supervisor of Secondary Math
Joe Sutton
443-550-8045 - suttonj@calvertcounty.education

Supervisor of Fine and Performing Arts
Christine Cook
443-550-8046 - cookc@calvertcounty.education

Supervisor of Secondary English/Rdg./Lang. Arts
Kim Watts
443-550-8019 - wattsk@calvertcounty.education

Supervisor of Elementary Math
Jennifer Young
443-550-8048 - youngj@calvertcounty.education

PROCUREMENT & RESOURCE MANAGEMENT

Director of Procurement & Resource Management
Kevin Michael
443-550-8157 - michaelk@calvertcounty.education

SCHOOL FACILITIES

Director of School Facilities
Tuck Powers
443-550-8763 - powerst@calvertcounty.education

Supervisor of Operations
Gregg Gott
443-550-8764 - gottg@calvertcounty.education

Supervisor of Maintenance
Scott Long
443-550-8762 - longs@calvertcounty.education

SPECIAL EDUCATION

Director of Special Education
Christina Harris
443-550-8400 - harrisc@calvertcounty.education

Supervisor of Special Education
Nancy Gregory
443-550-8338 - gregoryn@calvertcounty.education

Supervisor of Special Education
Marcella Gruver
443-550-8340 - gruverm@calvertcounty.education

Supervisor of Special Education
Jason Miller
443-550-8361 - millerja@calvertcounty.education

Supervisor of Special Education
Janet Stephanson
443-550-8357 -
stephansonj@calvertcounty.education

STUDENT SERVICES

Director of Student Services

Kim Roof

443-550-8460 - roofk@calvertcounty.education

Supervisor of Student Services - Guidance

Molly Gearhart

443-550-8460 -

gearhartmo@calvertcounty.education

Supervisor of Student Services - School Health

Christine Knode

443-550-8460 - knoddec@calvertcounty.education

Supv. of Student Services - Psychological Services

Melissa Morris

443-550-8460 - morrismv@calvertcounty.education

Community Resource & School Safety Specialist

Larry Titus

443-550-8460 - titusl@calvertcounty.education

TRANSPORTATION

Director of Transportation

Edward Cassidy, Jr.

443-550-8779 - cassidye@calvertcounty.education

Supervisor of Transportation

Kevin Hook

4443-550-8781 - hookk@calvertcounty.education

Non-discrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation or gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Director of Student Services

Director of Human Resources

443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at:

<http://ocrcas.ed.gov> or call 1-800-421-3481.

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial or disability.

Any individual (student, employee or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment.

Students, parents and community members may report allegations of harassment to:

Ms. Kimberly Roof
Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Ms. Laveeta Hutchins
Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees and community members to work together to prevent any form of harassment.