



Calvert Elementary School  
79 Brick Meetinghouse Rd  
Rising Sun, MD 21911  
www.ccps.org/calvert  
410-996-5401 410-658-5335  
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## Parent Handbook 2020-2021

Dear Calvert Families:

On behalf of the entire Calvert Elementary School staff, we would like to welcome you to the new school year. The mission of Calvert Elementary School is to prepare responsible, caring, and exceptional students for the future. Together, we can create a positive learning environment for your child that will help them to be successful in school.

We hope that this handbook will provide you with an A-Z reference to our school's policies and procedures. Additional information and announcements pertaining to Calvert will be made available on the Calvert Elementary website. Please refer to the Cecil County Public Schools website [www.ccps.org](http://www.ccps.org) for additional information and announcements pertaining to the entire school system.

As always, please contact our office if you have any questions. Best wishes to you and your child for a successful school year!

Sincerely,

Elsie K. Harrigan  
Principal

Melissa A. Fazzino  
Assistant Principal

### **Modifications for Virtual Learning**

Some of the categories listed below will be adjusted while we are conducting virtual learning. To easily navigate the details of the new school year and virtual learning, families should refer to the **CCPS Virtual Learning Playbook**. You can access the playbook on the CCPS homepage at [www.ccps.org](http://www.ccps.org) or simply click on the pictures below to access information specific to each area:



## **School Hours**

### **Grades PK-5**

All students will have virtual learning opportunities every school day. Students who are selected to receive instruction at school will attend on Mondays, Tuesdays, Thursdays and Fridays.

*Students should not arrive before 8:45 AM.*

8:45 AM – 3:40 PM: Monday, Tuesday, Thursday, Friday

### **Teacher Hours:**

8:15 AM – 3:45 PM

### **Office Hours:**

8:00 AM – 4:30 PM (Wednesday 8:00 – 4:00)

## ARRIVAL AND DISMISSAL

**BUS RIDERS:** It is our goal for every student that rides the bus to travel safely to and from school. Students are expected to maintain safe and appropriate behavior at all times while riding on the bus.

The school bus driver, school administrator, and school counselor work together to enforce the regulations of safe student behavior as they board, ride, and depart the bus. Neither the bus driver nor the school can be responsible for student conduct at the bus stop. **Parents are strongly encouraged to make arrangements for adult supervision at the bus stop.** Please refer to the "Parent Guide for Student Transportation" for additional information.

**CAR RIDERS:** The following guidelines are to be observed by anyone who transports children to school:

1. *Drivers must register for a car rider tag prior to using the car loop. Drivers must display their car rider number tag and use the car loop on the side of the building rather than coming into the building to drop off students. Individuals without the required car rider number tag will be asked to park and sign their student out from the office. In order to ensure safe and efficient car loop arrival and dismissal procedures please read and adhere to the following guidelines:*

### **ARRIVAL EXPECTATIONS**

*Morning arrivals should exit the car from the end of the sidewalk to the front of the line near the entrance doors. Please do not have your child remain in the car and pull up closer to the door if you have already stopped anywhere next to the sidewalk.*

*Stay in line with the other cars. All drivers are expected to remain in the car rider line and to follow the directed route into the cul-de-sac for turn around. DO NOT PULL AWAY FROM THE LINE OF CARS AND TURN AROUND IN THE PARKING LOT. When you do so, you jeopardize the safety of our students and other drivers.*

*In order to maintain an efficient drop off procedure, please make sure that your child is fully prepared to exit the car once you have stopped near the sidewalk. Students should have all materials ready for a quick and safe exit from the vehicle. Students should exit the car by themselves on the sidewalk side of the car.*

*Please do not remain in the stopped spot to watch your child enter the building. Doing so blocks other drivers from pulling forward and interferes with the arrival process. We have sufficient supervision for the students as they exit vehicles and enter the car loop entrance doors.*

### **DISMISSAL EXPECTATION**

*Please make sure that your Hang Tag is clearly displayed for quick identification each day. Stay in line with the other cars. All drivers are expected to remain in the car rider line and to follow the directed route into the cul-de-sac for turn around. DO NOT PULL AWAY FROM THE LINE OF CARS AND TURN AROUND IN THE PARKING LOT. When you do so, you jeopardize the safety of our students and other drivers.*

***The expectation for car rider arrival and dismissal procedures are in place for the safety of our children and to ensure an efficient process. Please adhere to the expectations. The staff will address anyone who does not follow these shared expectations.***

2. School personnel will monitor students walking into the building. Do not release your child until signaled by school personnel to do so at **8:45**. **Do not** drop students off at school prior to 8:45, as supervision will not be available.
3. Do not drop your child off at school after 9:00 a.m. An adult must come into the office with the child for proper sign in. If your child arrives after 9:00 a.m. and is not signed in at the office, the attendance does not get updated and your child is counted as absent instead of tardy.
4. Parents are not permitted to walk students to classrooms in the morning without signing in at the office and receiving permission.
5. At the end of the day, the car loop is used to dismiss students to parent vehicles with the required car rider number tag. You can establish this with a note for the year, thus avoiding the need to contact the office on a daily basis.

## ATTENDANCE

Regular attendance is essential to a student's success in school. Please see the [Cecil County Public Schools Attendance policy](#) . Near the end of the document, you will find information regarding Attendance during Virtual or Blended Learning Models.

## BAND, STRINGS & CHOIR

Instruction will be offered virtually on Wednesdays. Please contact Mr. McFadden for details on band and strings opportunities [kjmcfadden@ccps.org](mailto:kjmcfadden@ccps.org). Please contact Ms. Settineri for details on chorus opportunities [jrsettineri@ccps.org](mailto:jrsettineri@ccps.org).

## BIRTHDAYS and CELEBRATIONS

Birthday invitations are not permitted to be distributed at school as it is a violation of the CCPS Distribution Regulation KJA-RA. Parents may contact other parents using the information published in the voluntary Parent Directory, once that document has been created.

**Please do not send food items to school to celebrate birthdays.** In lieu of food items, we hope that you will think about nonfood treats as a way to celebrate birthdays or holidays. If your child is interested in sharing items with his/her classmates, you may want to think about:

- Donating a read-aloud book for the class in your child's name.
- Donating a game (either a board game for rainy day recess or a physical game – jump ropes, soft Frisbees).
- Sending stickers, bookmarks, pencils, erasers, activity games/sheets.

Please discuss any of those options with your child's teacher as they may be able to give you some suggestions. Thank you for understanding and support as we look to promote health and well-being for all of our students. In addition, flowers and balloons should not be brought or sent to school, as they interfere with instruction and the bus ride home.

## CAFETERIA

Breakfast and lunch are served daily. For the meal service for those students who will be physically in the building we offer a "grab and go" method because the number of students in buildings is so low. There will be no choices other than a hot meal or a cold meal. Whatever sides that are menued will be given to each student to create a reimbursable meal. Breakfast will be served in the same manner.

Parents are encouraged to apply for meal benefits online with [My School Apps](#) or contact the school office to obtain a paper copy. You must reapply each school year unless you receive a mailing during the summer from the Food and Nutrition Department. We also encourage parents to add money in the Online Payment option to pay for student meals, and other school fees. To register for online payment, visit the website at <https://ccps.schoolcashionline.com>.

**You may contact our cafeteria lead, Tanya Nolan at 410-996-5401 ext. 22051 with any questions.**

## CHANGE OF ADDRESS

It is very important, for emergency and administrative reasons, that every student maintain an up-to-date address record at the school office. Proof of residency (Deed, Lease, Electric Bill) is required with any address change. The same applies to telephone numbers and a parent/guardian email address. Please notify the school office immediately of any changes.

## COURT DOCUMENTATION/ CUSTODY ORDERS

In an effort to maintain a safe environment for our students, please provide the office with documentation of any custodial issues relevant to your child. All custodial documentation must be current and signed by a judge. We reserve the right to deny access to a student based on the custodial documentation.

## COUNSELING SERVICES

We have a full-time school counselor on staff at our school. Our counseling program provides services to all students. Services include small group counseling, and consultation. This objective based program will focus on enhancing self-esteem, facilitating academic growth and development, exploring career education, and developing interpersonal skills. Our program offers preventative and crisis intervention to all students. Feel free to contact our counselor, Mrs. Diane Little, [dlittle@ccps.org](mailto:dlittle@ccps.org), 410-996-5401 ext. 22036

## CRISIS EMERGENCY RESPONSE TEAM

Every school in Cecil County has a Crisis Emergency Response Team (CERT) made up of school administrators, teachers, secretaries, a custodian, the school nurse, and support staff. It is the responsibility of this team to develop our Crisis Emergency Response Plan. Although one plan cannot provide for every imaginable emergency, our CERT works with our school system and other county emergency response agencies to provide for the safety and well-being of all students. Several times throughout the year, we have practice drills to test our plan and revise it as needed. During these drills, your phone calls may go unanswered and you may not have access to the building. Thank you for your understanding as we provide for a safe school environment.

## DRESS CODE

Calvert Elementary adheres to the Cecil County Schools Student Dress Policy. Students are not allowed to wear clothing that interferes with the learning process or the safety of others. Prohibited clothing and accessories are those that:

- Are not acceptable to the learning environment.
- Pose a safety or health hazard.
- Interfere with or disrupt the educational process.
- Advocate unsafe or inappropriate behavior.
- Are vulgar, obscene, revealing, or offensive.
- Demean others on the basis of race, color, ethnicity, disability, or other attribute.
- Promote the use of tobacco, alcohol, or drugs.

Examples of prohibited clothing include, but are not limited to, caps, bandanas, hoods, pants that drag the floor, footwear that poses a falling or safety hazard, and excessively short skirts or shorts. The complete dress code is available at [www.ccps.org](http://www.ccps.org).

## GRADING AND REPORTING

[The Elementary Grading and Reporting Policy](#) and Regulations can be found on the CCPS webpage under “Board of Education”

All attendance and grades are recorded electronically in PowerSchool. As a parent/legal guardian, you have access to your child’s information through the Parent Portal. Parents must register for each child. This login information does not change from year to year, so if you already have this information, you may continue to use it to view your child’s records. Parents should allow a period of one week for grades to be posted to the PowerSchool Parent Portal.

End of Marking Period progress reports will be issued to students in each subject area at the end of the four marking periods in grades 1 through 5, and at the end of marking period 2, 3, and 4 for kindergarten students. Progress reports will be uploaded on Parent Portal and sent via email to the parent/guardian listed as Contact 1.

## HEALTH AND MEDICATIONS

Please monitor your child’s health each day before he/she leaves for school. **Please call the school nurse, Mrs. Jill Vaughn, RN, at 410-996-5401 ext. 22026 to discuss any questions you may have regarding your child’s health.**

Children who become ill while at school will be sent to the nurse's office. Temperature will be taken to determine the extent of the illness. If a child has a temperature, a parent/guardian will be notified. Please report to the school nurse any health conditions that may affect your child while at school. Be sure to let us know if your child has any contagious illness so that we can protect the other students. All medical information is kept strictly confidential.

**Medications** – Before a child can take or receive any medication, including over the counter (OTC) drugs, a doctor's authorization called a "Physician's Medication Order Form" must be signed by the doctor and parent and be on file in the nurse's office. Authorization forms are available from the school office. **All medications must be kept in the nurse's office. This includes cough drops, aspirin, Tylenol, etc.** Please be sure the school is notified in writing if your child is allergic to bee stings or any other sources of serious allergic reactions. Any other serious medical problem should also be brought to the school nurse and teacher's attention.

### **INFORMATION FROM SCHOOL**

A weekly Calvert family update is sent out electronically which details important information and school events. We can also be found on Facebook. Please search for Calvert Elementary School on Facebook, to access our page. The Blackboard Communicate system is used to send important phone messages periodically throughout the school year. Events and good news will also be shared on our school website [www.ccps.org/calvert](http://www.ccps.org/calvert)

### **LOST AND FOUND**

We strongly urge you to make sure that your child(ren)'s belongings are labeled with his/her name in permanent marker. This applied to coats as well as book bags, lunch boxes, and the like. Many items are turned in to lost and found. Lost and found items are displayed on a table in the cafeteria during lunch. If your child lost anything, he/she should check in the cafeteria. All unclaimed items are donated at the end of the school year.

### **PARENT TEACHER ASSOCIATION (PTA)**

Parents and teachers work together for the benefit of their children. The PTA officers and the schedule of the PTA meetings can be found on the school website under the PTA tab. [www.ccps.org/calvert](http://www.ccps.org/calvert) The PTA provides financial support to our school field trips, school-wide activities, and supplies in the classroom. Please email the officers at [calvertmustangspta@gmail.com](mailto:calvertmustangspta@gmail.com) with any questions or ideas! You can also find the PTA on Facebook.

### **PBIS**

At Calvert, we are a **Positive Behavior Interventions and Supports (PBIS)** school. Our four rules for behavior are **Be Prepared, Use Responsible Behaviors, Care for Others and Keep Safe**. Students are taught what these rules mean and are rewarded for displaying specific, notable positive examples. Our behavioral expectations have been established with the idea of keeping our students in class and maximizing their opportunities to learn. Contact our school counselor, Mrs. Diane Little [dilittle@ccps.org](mailto:dilittle@ccps.org) 410-996-5401 ext. 22036, with any questions about PBIS.

### **SCHOOL CASH ONLINE**

Cecil County Public Schools offers families the opportunity to make online payments for school fees such as student meals, recorders, etc. School Cash Online provides convenient fee payment options that will save time and limit cash/checks in our schools. To access the School Cash Online site, visit the school website [www.ccps.org/calvert](http://www.ccps.org/calvert) and click on the Parent Tab to find the link to School Cash to create an account.

## **STUDENT SERVICES TEAM**

The Student Services Team provides intervention, prevention, and case management services to students in our school. The SST is composed of school administration, the referring teacher, the school counselor, the school nurse, the school psychologist, and the student resource teacher. Ad hoc members may be any school personnel, agency personnel, parent/guardian, or other person needed.

## **STUDENT RECOGNITION**

Students in grades K through 5 will be recognized for perfect and excellent attendance at the end of each marking period. Perfect attendance means no (0) absences. Excellent attendance is no more than one (1) day absent.

Students in grades 2 through 5 will receive recognition for outstanding academic achievement.

All recognition celebrations will be held virtually each marking period by grade level teachers.

## **VISITORS**

All visitors must make an appointment prior to coming to school. All visitors must wear a mask and report to the main office upon entering the building. No one may walk the grounds without registering in the office. All visitors must be able to provide picture ID at the main office. Visitor stickers will be issued to each visitor. All employees wear badges and this lets students know that they are safe people to be in our building; therefore, students will look for visitor stickers or badges on all adults in our buildings.

## **WEBSITE**

Please visit our website ([www.ccps.org/calvert](http://www.ccps.org/calvert)) for important news related to the school, PTA, newsletters, calendar, and valuable learning links.

## WHO TO CONTACT

Because of the complexity of our school programs, no one person can know all of the answers to all of the questions that may arise. To help you get the correct answer to your questions you should:

- **Call the teacher**, email, or send a note to get answers about the classroom, schoolwork, homework, and academic expectations. Teacher contact information can be found on our website [www.ccps.org/calvert](http://www.ccps.org/calvert) under the Staff tab.
- **Call the Principal, Elsie Harrigan, at 410-996-5401 ext. 22016** [eharrigan@ccps.org](mailto:eharrigan@ccps.org) **or Assistant Principal, Melissa Fazzino, at 410-996-5401 ext. 22017** [mafazzino@ccps.org](mailto:mafazzino@ccps.org) when referred by the teacher, for a problem not solved by the teacher, for special assistance with your child's learning, with questions on general school policies/activities, and with concerns regarding curriculum or other school matters.
- **Call the Media Specialist, Connie Seibert, 410-996-5401 ext. 22056** / [cseibert@ccps.org](mailto:cseibert@ccps.org) with all Chromebook requests, repairs, troubleshooting.
- **Call the school secretary** to get general information that is not of the webpage [www.ccps.org/calvert](http://www.ccps.org/calvert) 410-996-5401 ext. 22002 / [rmdixon@ccps.org](mailto:rmdixon@ccps.org) or 410-996-5401 ext. 22003 / [jtaylor@ccps.org](mailto:jtaylor@ccps.org)
- **Call the school nurse, Jill Vaughn, 410-996-5401 ext. 22026** / [jvaughn@ccps.org](mailto:jvaughn@ccps.org) to ask questions about medications or other health concerns
- **Call the school counselor, Diane Little, 410-996-5401 ext. 22036** / [dilittle@ccps.org](mailto:dilittle@ccps.org) with any social/emotional concerns or questions.
- **Call the cafeteria manager** to inquire about the school menu, school meal account balances, allergies, or other aspects of the breakfast and lunch programs. The direct line to the cafeteria is **410-996-5401 ext. 22051**
- **Call the Transportation Department 410-287-4656** to discuss bus routes, bus stops, bus pick-up/drop-off times

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