



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 and Student Handbook 2023-2024

Dear Calvert Families:

Welcome to the new school year! This handbook will provide you with information on school policies, procedures, and expectations. This information is developed in alignment with that of the Board of Education of Cecil County Public Schools and will be updated at any time to reflect current changes in district policy. Be sure to use this as a handy reference through the school year. Additional information and announcements pertaining to Calvert will be made available on the Calvert Elementary website and Facebook page. Please refer to the Cecil County Public Schools website www.ccps.org for additional information and announcements pertaining to the entire school system.

The mission of Calvert Elementary School is *“to provide equitable access to all stakeholders with the goal to develop and grow creative and thoughtful problem solvers who will become compassionate, informed and responsible members of their communities”*. Together, we can create a positive learning environment for your child that will help them to be successful in school.

We want our students to find Calvert Elementary a great place for learning, growing, laughing, making friends, and achieving rigorous personal goals. Parents and guardians are our very important partners and we truly value and depend on our partnership with Calvert families to promote success for each student. We want you to feel welcome and to be involved. Together we can make certain that all of our children experience success in school. We look forward to a spectacular year together working as a team! #CalvertStrong.

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

eharrigan@ccps.org

Jody K. Dallas, Assistant Principal

jkdallas@ccps.org

Calvert Elementary School Improvement Plan Goals 2023-2024

Safe Schools	Equitable Rigorous Learning Opportunities	Communication and Trust
Community Engagement	Recruitment and Retention	Advocacy

SCHOOL HOURS

Student Day: 8:45 AM - 3:30 PM (Monday, Tuesday, Thursday, Friday)

8:45 AM - 1:45 PM (Wednesday)

Teacher Hours: 8:15 AM - 3:45 PM

Office Hours: 8:00 AM - 4:30 PM (Monday, Tuesday, Thursday, Friday)

8:00 AM - 4:00 PM (Wednesday)

ALTERED SCHOOL DAY - DELAYS AND EARLY DISMISSALS

In the event that the school day is altered, due to a late start or an early dismissal, adjustments will be made to the instructional and lunch schedule to accommodate the change.

ARRIVAL AND DISMISSAL

Ensuring the safety of all students is our priority during arrival and dismissal each day. Consistent arrival and dismissal arrangements for our students will support us in ensuring students' safety. Any last minute changes to a child's dismissal routine must be communicated with the school office via phone call no later than **3:00pm on Monday, Tuesday, Thursday and Friday or by 1:00pm on Wednesday**. The office is a busy place, especially at dismissal and last minute changes create potential disruptive and unsafe situations.

BUS RIDERS:

It is our goal for every student who 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 and from school: *Drivers must register for a car rider tag prior to using the car loop. The car loop is used to drop off and pick up students. 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 pick up 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 who do not need adult assistance, 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.*
- *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.*
- *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.*
- *Parents are not permitted to walk students to classrooms in the morning.*

- **DISMISSAL EXPECTATIONS**

- *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.*
- *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 [CCPS Attendance Policy - Regulation JED-RA](#) for important information about student attendance expectations and procedures. A student shall not be absent from school in excess of **16 days (change from 17 days)** during the school year regardless of the reason. Any absences, properly certified, that are coded Lawful Causes **will count** toward the 16 day limit. Parent note or certification by a medical doctor, dentist, or licensed psychologist is needed to code an absence due to illness as a Lawful Cause of absence and must be received by the school no later than 3 days after the absence. Absences due to family trips count toward the total absences for the year. Principal approval for family vacations will not be granted during MCAP Testing for students in grades 3, 4, and 5. Dates for MCAP testing have not yet been determined, but usually occur in April and May. Students with absences in excess of 16 days during the school year may fail the grade. If advanced to the next grade, such students will be placed rather than promoted. (Regulations for determining grades may be found in the Grading and Reporting Policy IKAE-RA and IKAG-RD). Exceptions can be made by the principal if there are extenuating circumstances. Families will receive a letter when a student's absence reaches 4, 8, 12 and 16 days. Questions regarding attendance should be directed to Mrs. Dixon in the school office.

BAND, STRINGS & CHORUS

Please contact Mr. McFadden for details on band and strings opportunities kjmfadden@ccps.org. Please contact Ms. Settineri for details on chorus opportunities jrsettineri@ccps.org.

BEHAVIOR

At Calvert Elementary School, we strive to create a place where students can be safe and provided with the opportunity to learn in the best environment possible. It is our philosophy that children thrive in an environment where expectations are clear and positive behavior is rewarded. Our staff implements school wide Positive Behavior Interventions and Supports (PBIS) to proactively teach expected behavior in all school settings and activities. In addition, Calvert adheres to the principles of Restorative Practices that positively address behavior concerns and provide students with the opportunity to learn from their mistakes. To the extent possible, misbehaviors will be addressed at the classroom level and parents will be notified by the teacher, as warranted. The administration will be involved if a student's behavior presents a danger to themselves or others, results in disturbance of instruction, or when the student continues to display inappropriate behaviors even after parents have been notified.

BULLYING, HARASSMENT, INTIMIDATION OF STUDENTS

Students have the right to learn in an atmosphere free from bullying, harassment, and intimidation. Regardless of the medium, conduct that is harassing, bullying, or intimidating on school property, at school sponsored events, cyber-bullying, or in direct connection to the school will not be tolerated and will be subject to disciplinary actions. Students or other persons reporting such behavior in good faith have the right to be free of reprisal or retaliation. Regardless of the medium, retaliation or reprisals against persons reporting bullying, harassing, intimidating or similar behavior is prohibited. In concurrence with the Safe Schools Reporting Act, each school shall make available

harassment/bullying reporting forms to students and staff. Click [HERE](#) for access to the forms. The school administration and potentially the CCPS Office of Student Services Department are responsible for investigating and resolving, to the extent possible, all reported instances of bullying, harassment, intimidation, and similar behaviors and to maintain records of such in compliance with Board policy and state law.

BUS TRANSPORTATION

Private contractors and the school system furnish the buses for our children according to the rules and regulations as set up by the Maryland State Department of Education. Bus riders must always go home by bus unless the school has a written note from the parent or guardian to the contrary. Communication by telephone may take place to confirm this change in transportation but **MUST be communicated before 3:00 p.m. on Mondays, Tuesdays, Thursdays, or Fridays and by 1:00 p.m. on Wednesdays.**

Students may not ride a different bus to go home with another child. Changes in bus transportation must be approved at the school and county level.

It is our goal for every student to travel safely while on the bus. When riding the bus, students are expected to maintain safe and appropriate behavior at all times. Failure to comply with bus rules and regulations may result in the following consequences:

- verbal warning
- written warning
- suspension of bus riding privileges
- Extended suspension of bus riding privileges at the discretion of the school administrator

PLEASE NOTE: If a student continues to violate bus regulations, bus-riding privileges may be suspended for an indefinite period of time. A student serving a bus suspension may not ride any bus during their suspension time. The school is not responsible for student conduct at the bus stop. Parents/Guardians are strongly encouraged to make arrangements for adult supervision to ensure that students are safe at all times. For additional information, please refer to the "Parent Guide for Pupil Transportation."

The school bus driver is expected to enforce the regulations of safe student behavior as they board, ride, and depart the bus.

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 contact information for their child's grade level in the Student Directory. The school will provide the opportunity for families to share contact information for other students in that grade level through a grade level Student Directory. Families will need to register for the Student Directory in order to access that information.

Please do not send food items, or favors, to school to celebrate birthdays. 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 your 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 Calvert students. Families who do not qualify for Free and Reduced Meal Benefits will be charged \$1.50 for breakfast and \$2.90 for lunch. If a student only wishes to purchase milk, the cost is \$.55. Snacks will not be available for purchase. Online payment for student meal accounts can be made using School Cash. To register for online payment, visit the website: <https://ccps.schoolcashionline.com>.

Parents are encouraged to complete the Free and Reduced Meal Application. You may apply for meal benefits online with the [Free and Reduced Meal Application](#). You must reapply each school year unless you receive a mailing during the summer from the Food and Nutrition Department.

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

CELL PHONES AND PERSONAL ELECTRONIC DEVICES

Elementary students are permitted to use cell phones before and after school and on the school bus. Phones may not be used during the school day and should remain off and put away. Students should not bring other personal electronic devices to school.

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.

CHANGE IN DISMISSAL PLAN

Parents are asked to notify the teacher and the school office via email or note any time that there is a change to a child's dismissal procedure. Written notification should happen by the beginning of the school day. Last minute changes should be made by **calling the school office prior to 3:00pm on Monday, Tuesday, Thursday, Friday and 1:00pm on Wednesday**. Dismissal time is very busy for our teachers and for the school office staff. **For the safety of our students, changes to a child's dismissal plan will not be made after 3:00pm on MTTThF or 1:00pm on Wednesday.**

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. 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, consultation, peer mediation, and parent/guardian education. This objective-based program will focus on enhancing self-esteem and social/emotional wellness, 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, 410-996-5401 ext. 22036. Community Resource information is available for families.

CRISIS EMERGENCY RESPONSE TEAM

Every school in Cecil County has a Crisis Emergency Response Team (CERT) made up of school administrators, the School Resource Officer, 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. Our students and staff participate in two ALICE (armed intruder) drills during the school year with the support of law enforcement and CCPS representatives. We have practice fire, bus, severe weather, earthquake and code yellow drills to test our plans 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, which states: “the responsibility for appropriate student dress lies with the student and his/her parent(s) or guardian(s)”. 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. Please note that these same expectations are in place for all adults on the school campus - school staff, visitors, and families alike. The complete dress code is available at www.ccps.org.

ENROLLMENT MORATORIUM

When Calvert’s renovation was completed in 2012, the county instituted a moratorium on all out-of-district enrollments. Students must reside in the Calvert enrollment area in order to attend Calvert Elementary School. Daycare in the Calvert area does not meet the moratorium requirements. We reserve the right to verify addresses in order to meet the moratorium requirements.

FIELD TRIPS

Field trips to extend knowledge are worthwhile experiences and should be an extension of the curriculum. Teachers will be including field trip experiences in their instructional planning for the coming school year. Families will be notified by the teacher about the field trip dates, times, locations, purpose, and other pertinent information. Chaperone expectations and selection procedures will be determined based on the nature of the field trip experience and the developmental needs of the students.

GRADING AND REPORTING

The CCPS Elementary Grading and Reporting policy and regulations can be found [HERE](#). Contact your child's teacher with questions that are specific to your student. In addition, 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.

GIFTED AND TALENTED PROGRAM

Information about the CCPS Gifted and Talented program can be found [HERE](#). Calvert Elementary School offers opportunities for students who meet the expectations as outlined in the countywide screening process using research based best practices for identification. Ms. Rosalind Battee and Ms. Heather Wirtanen will provide Gifted and Talented services to students in grades 3, 3 and 5 at Calvert this year.

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.

HOMEWORK

Class time alone does not afford enough practice for mastery in most subject areas. Homework is a continuation of the day's lessons or activities and provides the opportunity for reinforcement of knowledge and skills. Parents should try to provide a quiet place for students to complete the assignment and support students as necessary.

INCLEMENT WEATHER

Families will be notified when schools have a delayed opening, early dismissal or closure due to inclement weather.

INFORMATION FROM SCHOOL

A weekly Calvert family update which details important information about school events is sent out electronically each week. Calvert also has an active Facebook page. The Blackboard Communicate system is used to send important phone or email messages periodically throughout the school year. Events and good news will also be shared on our school website www.ccps.org/calvert. Teachers in PreKindergarten and Kindergarten will provide communication using email or the SeeSaw platform. Grades 1-5 will use email or Schoology to communicate information.

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 stored in a bin in the school lobby. If your child has lost anything, he/she should check there for the missing items. Throughout the school year, we display the found items on a table in the lobby for students and parents to identify.

MAKE UP WORK AND RETAKES

MAKE-UP WORK

Teachers will communicate to students and families how make-up work will be completed and scored.

- Regardless of the absence code, a minimum of 2 class days will be allowed for each day of absence for the completion of make-up work. During this allotted time, teachers will provide any practice opportunities and scored assignments missed by the students. Practice opportunities can occur at school or home. Scored assignments must be given at school, graded, and entered into the PowerSchool gradebook. There is no academic penalty for scored assignments completed as make-up work, and students will be given full credit for the scores earned.
- If scored assignments are to be given beyond a time teachers deem as too far from the classroom instruction (similar to the idea of not giving a retake beyond 10 school days), these assignments can be exempted.
- If the absence(s) occur at the end of the marking period, a grade of incomplete may be issued.
- Teachers will allow and grade late scored assignments.

RETAKES

- Retake opportunities for scored assignments may occur. These should reflect an accurate, authentic performance of student understanding and learning.
- Only assignments in content areas receiving letter grades are eligible for retake.
- Assignments can only be retaken once.
- Students will retake the assignment within ten school days after the initial assignment has been graded, entered into PowerSchool Gradebook, and returned to the student.
- Students will retake the assignment at a mutually agreeable time during the school day.
- The higher of the two grades will be recorded in the gradebook. The original score will be added in the Score Inspector section of the gradebook.

PARENT TEACHER ORGANIZATION (PTO)

Parents and teachers work together for the benefit of their children. The PTO officers and the schedule of the PTO meetings can be found on the school website under the PTO tab. www.ccps.org/calvert. The PTO plans family events throughout the school year. In addition, the PTO provides financial support to our school field trips, school-wide activities, and supplies in the classroom. Please email the officers at calvertmustangspto@gmail.com with any questions or ideas! You can also find the Calvert Mustangs PTO on Facebook.

PHOTOGRAPHS OF STUDENTS

Parents may choose not to have their students photographed, as outlined in the CCPS Students Rights and Responsibilities Handbook. Parents may indicate that they wish to have their child excluded from photographs upon registration with a CCPS school or by providing written notice to the school office.

PARENT PARTICIPATION

We encourage parents to take an active part in your child's education experience. Parent participation enhances student success.

- Talk to your child each day about what is happening in school
- Support students as they complete homework assignments
- Read to/with your child every day
- Complete and return forms in a timely manner
- Read updates and other communication from the school and teachers
- Make sure that your child is prepared for school each day
- Attend conferences and meetings
- Join the PTO and attend meetings
- Attend school performances/events
- Become a school volunteer

PBIS - Positive Behavioral Supports and Interventions

At Calvert, we implement **P**ositive **B**ehavior **I**nterventions and **S**upports (PBIS). Our four rules for behavior are **B**e Prepared, **U**se Responsible Behaviors, **C**are for Others and **K**eeP Safe. Students

are taught what these rules mean in various settings 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 dlittle@ccps.org 410-996-5401 ext. 22036, with any questions about PBIS.

POWER SCHOOL PARENT PORTAL

The [PowerSchool Parent Portal](#) gives parents and students access to on-line information including attendance, grades, and detailed assignment descriptions, school bulletins, and even personal messages from the teacher. Everyone stays connected: Students stay on top of assignments, parents are able to participate more fully in their student's progress, and teachers can share information with parents and students.

The PowerSchool Parent Portal is now available for Apple iOS and Android users. Once parents have created their **Parent Portal account online**, the same username and password will allow access to student grades and attendance using the mobile app. During the mobile app setup, you will be required to provide a District Code. The district code for Cecil County Public Schools is **MWFX**.

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 and click on the Parent Tab to find the link to School Cash to create an account.

SPECIAL AREA CLASSES

Students at Calvert Elementary School participate in the special area courses of Information Literacy/Computer Science, Music, Art, Physical Education and Personal Wellness/Health. Please make sure that your child is prepared with the necessary clothing and/or supplies to fully participate in these classes. The classroom teachers will provide families with a schedule indicating the day of the week for each special area class. Please note that students are required to wear sneakers /athletic footwear for Physical Education and Personal Health and Wellness.

STUDENT DIRECTORY

Grade level teams will provide a Google Form for families to share contact information with other students in that grade level. Families will need to register for the Student Directory in order to access that information. This directory must be used in lieu of sending invitations or correspondence to school for students to distribute to classmates. Distribution of invitations or other information by students is a violation of the CCPS school board regulation KJA-RA.

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 1 through 5 will receive recognition for outstanding academic achievement, effort, and citizenship each marking period. In marking periods 2, 3 and 4, students will be recognized for demonstrating improvement. Recognition celebrations will be held each marking period in the classroom by grade level teachers.

TECHNOLOGY

Students are expected to adhere to the expectations outlined in the Cecil County Public Schools Board of Education [Use of Electronic Devices By Students Policies and Regulations JFCM-RA](#). Each child receives a copy of these policies and regulations at the beginning of the school year and upon enrollment. The Cecil County Public School Board acknowledges the enhancements technology brings to our lives, but also recognizes the impact, distraction, and disruption portable electronic devices may have on the instructional process. A portable electronic device may include, but is not limited to cell phones, iPads, tablets, handheld gaming devices, two-way radios, any Wi-Fi enabled device, or any device that disrupts the effective operation of the school. Please refer to the policies and regulations regarding such devices for specific information as it pertains to student possession and/or use. Calvert Elementary School students should not bring any hand held electronic devices to school unless permission is granted for a specific purpose at the discretion of the principal.

Cell Phones: These expectations all apply on school buses and any time on the school grounds..

- Must be turned off and not displayed during the school day.
- May not cause any type of distraction during the school day or on the bus.
- May not be used for socializing or other non-essential activities during the school day.
- **Parent-student contact should occur through the office only during the school day.**
- Camera/video functions may not be used at any time during the school day or on the bus.

Students are expected to adhere to the expectations outlined in the Cecil County Public Schools Board of Education [Acceptable Use of Technology in Schools Policies and Regulations](#). These policies and regulations are on the CCPS website and can be found by visiting the Technology Services Department. Staff members will monitor students and provide instruction in acceptable and safe use of technology. In addition, staff members will ensure that all use of technology is instructionally appropriate and supports CCPS outcomes. The school administration will automatically be alerted to any inappropriate internet searches using a CCPS device or email account via the **BARK** platform. All BARK alerts will be reviewed by the administration and appropriate disciplinary consequences will be determined and shared with parents.

VISITORS

All visitors must 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 a state or military issued 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.

VOLUNTEERS

Volunteers provide much needed support to our students and staff at Calvert Elementary School. Mrs. Little, our school counselor, will be providing information about the volunteer program, including how to sign up and all of the different ways to help.

In accordance with CCPS expectations, if a parent or guardian is interested in volunteering in the schools, they must participate in a volunteer training meeting conducted at Calvert. In addition to this training session, all volunteers **MUST COMPLETE AND PASS** a criminal background check through Cecil County Public Schools prior to their beginning work in the school. As a part of this process, the sex offender registry is also checked. Parents must also participate in a mandatory reporter training (during the volunteer training) which explains what volunteers are expected to do if a student discloses an incidence of abuse or neglect.

WEBSITE

Please visit our website (www.ccps.org/calvert) for important news related to the school, PTO, 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:

- **Contact the teacher**, via email, phone call, or 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 under the Staff tab. Teachers will respond to parent requests during the duty day (8:15am - 3:45pm) when they are not directly supervising students. Teachers are not expected to respond to parent communications or inquiries beyond their duty day, except in the case of emergencies.
- **Contact the Principal, Elsie Harrigan, at 410-996-5401 ext. 22016 eharrigan@ccps.org or Assistant Principal, Jody Dallas, at 410-996-5401 ext. 38017 jkdallas@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.
- **Contact the Media Specialist, Connie Seibert, 410-996-5401 ext. 22056 / cseibert@ccps.org** with all Chromebook requests, repairs, troubleshooting.

- **Contact the school nurse, Jill Vaughn, 410-996-5401 ext. 22026 / jvaughn@ccps.org** to ask questions about medications or other health concerns
- **Contact the school counselor, Diane Little, 410-996-5401 ext. 22036 / dlittle@ccps.org** with any social/emotional concerns or questions.
- **Contact the school office secretaries: Jenn Taylor, at jtaylor@ccps.org; Rita Dixon, at rmdixon@ccps.org;** to ask about attendance dates, change of address, or new custody arrangements.
- **Contact the cafeteria manager, Tanya Nolan, 410-996-5401 ext. 22051** to inquire about the school menu, school meal account balances, allergies, or other aspects of the breakfast and lunch programs.
- **Contact the Transportation Department 410-287-4656** to discuss bus routes, bus stops and drivers.