

# CMS Student Handbook



**Calvert Middle School  
655 Chesapeake Blvd.  
Prince Frederick, MD 20678**

**Principal – Mrs. Rebecca Bowen  
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Dean of Students – Mr. Jason Oates**

**Main Office 443.550.8970  
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**Calvert County Public Schools Website  
<https://www.calvertnet.k12.md.us>  
Calvert Middle School Website  
<https://cms.calvertnet.k12.md.us/>**

This handbook belongs to:

Name \_\_\_\_\_ Phone \_\_\_\_\_

1<sup>st</sup> Period Teacher \_\_\_\_\_ Grade \_\_\_\_\_



# Class Schedule

Period	Subject	Teacher	Room #	Which Day?	
				A	B
<b>Advisory</b>					

# ***WELCOME TO CALVERT MIDDLE SCHOOL!***



## ***Looking Inward, Moving Forward***

At Calvert Middle School, our mission is to create productive citizens and lifelong learners who embrace positive values through the challenges of rigorous expectations and personal accountability.



This handbook was created to help students understand the expectations of Calvert Middle School. The information is provided for students and parents to read and review throughout the year to help students find success at Calvert Middle School. We encourage and expect students to refer to the information as needed during the school year.

# 2023-2024 Middle School A-B Schedule

Middle School A-B Calendar																											
July 2023							August 2023							September 2023							October 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	22	23	24	25	26	27	28
30	31							A	B	A	B				B	A	B	A			29	30	31				
November 2023							December 2023							January 2024							February 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4					1	2	7	8	9	10	11	12	13				1	2	3	4	
5	6	7	8	9	10	11	3	4	5	6	7	8	9	14	15	16	17	18	19	20	4	5	6	7	8	9	10
12	13	14	15	16	17	18	10	11	12	13	14	15	16	21	22	23	24	25	26	27	11	12	13	14	15	16	17
19	20	21	22	23	24	25	17	18	19	20	21	22	23	28	29	30	31				18	19	20	21	22	23	24
26	27	28	29	30			24	25	26	27	28	29	30		A	B	A				25	26	27	28	29		
							31								B	A	B	A				A	B	A	B		
March 2024							April 2024							May 2024							June 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2		1	2	3	4	5	6	5	6	7	8	9	10	11						1		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	12	13	14	15	16	17	18	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	19	20	21	22	23	24	25	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	26	27	28	29	30	31		16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30						A	B	A	B			23	24	25	26	27	28	29
31								B	A												30						

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## Academics

### Tips for Academic Success at School

- 1) Arrive to school and class on time daily.
- 2) Be sure to eat breakfast before school and have lunch at school each day.
- 3) Be prepared for each class, every day. Bring your charged laptop to class and any other needed materials and supplies.
- 4) Use class time well and avoid distractions.
- 5) Don't be afraid to ask questions. If you don't understand something, raise your hand and ask a question.
- 6) Listen carefully to the teacher's directions and assignments. Complete them as neatly and accurately as possible.
- 7) Understand and follow all school policies. Be familiar with the CCPS Code of Conduct.

### Report Cards & Interim Progress Reports

Report cards are issued electronically to each student at the end of each nine-week period. Report cards indicate the grade earned and attendance for each class. Interim progress reports are available online through Home Access Center (HAC) at the midpoint of the marking period and are mandatory for all students. The purpose of interim reports is to notify parents so they can assist their children in correcting deficient areas and/or to encourage them to continue their satisfactory performance. The distribution dates of these reports will be posted on the CCPS and CMS calendars.

## General Grading Policy

The grading policy of Calvert County Public Schools and for Calvert Middle School is based upon the belief that a student's grade in a course should reflect the degree to which the student has mastered the material in that course. In other words, a grade should reflect what a student knows and is able to do.

Assignments that comprise a student's quarter grade will be in one of two categories:

- 1) **Product assignments** are those that are designed to measure the degree to which a student has mastered the content of the course.  
**Examples:** tests, quizzes, projects, term papers, essays, and presentations
- 2) **Process assignments** are those that provide students with the opportunity to practice the skills that they are not yet expected to have mastered.  
**Examples:** homework, reviews, classwork, warm-ups, critiques, reflections, and exit tickets

Courses in Reading, Language Arts, Science, Social Studies, Math, Foreign Language, STEM/Tech Ed, Intro to Engineering, Family and Consumer Science, Health, Art, and Music will weight the product category not less than 70% of the overall grade and the process category not more than 30% of the overall grade.

Physical Education (PE) courses will weight the product category not less than 30% and the process category not more than 70%.

Specific teacher grading policies will be shared with students in each class by the teacher during the first week of school. The full CCPS grading procedures can be reviewed at: [Calvert County Public Schools Policy 3415](#)

## Assessments

Throughout the year, benchmark assessments will be given to students throughout the county. These assessments will count towards a student's product grade in the quarter in which they are given.

**Examples:** benchmarks, midyear assessments (midterms), final exams, and end-of-year assessments

## Home Access Center (HAC)

Home Access Center (HAC) is an online gradebook viewer that allows parents and students to view grades in each class. Parents will receive an individualized password for the system at the beginning of each school year. Parents and students are encouraged to utilize this system throughout the year to keep up with progress in each class. Directions for accessing the HAC system can be found under the "Parent" tab of <https://www.calvertnet.k12.md.us>.

## CMS Staff Email

All Calvert Middle School staff members have an email address. Generally, the email address for staff members is the staff member's last name and first initial @calvertnet.k12.md.us, but in some cases the email address is slightly different. Please visit the CMS website for the most up to date list of staff email addresses. CCPS policy does not allow staff members to email specific details about student performance, behavior, or attendance information, but please feel free to contact staff members with questions or concerns. Information that cannot be shared through email can be discussed on the phone or at a conference.

## One to One Laptops

Calvert Middle School participates in the CCPS one to one laptop program for all students. CMS students will receive specific laptop information and guidelines during the first week of school. Students and parents that agree to the laptop guidelines and conditions will be issued a laptop to be used during the school year. Students are allowed to bring their laptops home and will be encouraged to do so. In addition, students will be required to use their laptops for various school assignments and are responsible for keeping the laptop charged. Personal laptops are to remain at home.

Each device is covered by an Accidental Damage Plan (ADP). This insurance through Calvert County Public Schools will cover certain damages to the device. When the device is damaged in any way, the student should report the damage to the school. The ADP does not cover the issued charger or intentional damage (i.e. extensive, purposeful damage or loss) to the device. The student will be responsible for intentional damage repairs up to the cost of the device (\$335.00) and charger (\$30).

### **Advisory**

All CMS students will report to an Advisory/Student Support session daily opposite lunch. Students who are in need of additional academic support will be required to attend remediation/intervention sessions. Teachers will utilize Advisory/Student Support in a variety of ways including, but not limited to:

- Re-teaching of the content
- Reassessment opportunities (as deemed appropriate by the teacher)
- Additional time for completing extended assignments
- Additional time for independent enrichment and studying and/or
- Provision of enrichment lessons to support social and emotional maintenance and growth.

## **Attendance**

### **CCPS Attendance Policy**

The Calvert County Board of Education has a comprehensive attendance policy. The following information is very important for all middle school students. It is advised that all students and parents read the entire policy contained in the “Code of Student Conduct” booklet.

1. Students who have missed 18 or more days, lawful or unlawful, in a school year will be considered for retention. Parents will receive an automated phone call each day their child is absent.
2. Waivers – Any student with a chronic health condition or other serious problem may petition the school for a waiver of the attendance policy. This petition must be in writing and must state the reasons for the request. The student and parent must provide medical documentation or other evidence to support the request.
3. Prior to family trips, parents should provide a written request for work to the Dean of Students. The Dean of Students will work with the student to notify teachers of the upcoming absence and request any assignments that can be completed outside of school.

### **Make-Up Work**

It is the responsibility of each student to make up all work after an excused absence from school. All missed work must be arranged with the individual teacher. The general policy is that students will have one day to make up missed assignments for each day the student is legally absent. If parents know that their child’s absence will exceed **three school days**, they are encouraged to call the guidance office and request collection of assignments for their child.

### **Tardiness**

All students are to be in their first period class by 8:00am. Students who arrive after 8:00am are to sign-in in the Main Office, receive a tardy pass, and then go to their lockers and directly to first period. To ensure that all students are ready for learning on time, the tardy policy will be enforced. Parents will receive a phone call each time their child is tardy. Excessive tardiness will result in administrative consequences.

### **Dismissal**

Students will be dismissed at the end of the day starting at 3:00 pm. Students are to board their buses immediately upon dismissal. Loitering in the parking lot or on the school grounds is NOT permitted.

Requests for early dismissal should be made in writing by the student’s parent or guardian. The request should be dropped off in the main office upon arriving to school. Students leaving early must have their PARENTS

SIGN THEM OUT IN THE MAIN OFFICE. ALL adults picking students up must be prepared to show a photo id. Students will not be released to anyone other than parents/guardians (including contacts listed on the emergency form) unless written permission from the parents/guardians is received by the main office.

### **Hall Passes**

To help control the movement of students during class, students may not leave any instructional area without a written pass signed by the teacher. The pass must be returned to the teacher before the student reports to his/her next class.

## **Behavior Expectations**

The CCPS Code of Conduct is given to all students on the first day of school. It is important that students and parents review and understand the contents of this document. This document is also available online at: [Code of Conduct](#)

The following behavior information is specific to Calvert Middle School and includes some reminders from the CCPS Code of Conduct.

## **CMS Tiger PAWS Expectations**

### **P** practice Integrity

Examples: is honest, does own work, resists cheating, always does the best job possible

### **A**lways Show Respect

Examples: uses kind, appropriate language; helpful to other students, teachers, and staff; exercises good manners; has polite behavior

### **W**ork Responsibility

Examples: always prepared, consistently completes work, shows improvement & effort

### **S**trive for Excellence

Examples: earns high test, quiz, or benchmark scores; turns in homework, classwork, and projects consistently; treats school property with care

### **PBIS**

Calvert Middle School has a clear system for all expected behaviors, rewarding positive behaviors, and creating a continuum of support for students with frequent behavior problems. The program is overseen by the administration, faculty, and staff at CMS. Students are rewarded for “meeting expectations and making the right choices”.

We reward students for embracing the PAWS traits by giving them **Paw Buck** tickets. Paw Bucks can be used for various incentives including: Daily Rewards, Monthly Rewards, Quarterly Rewards. Specific rewards will be shared with students throughout the year as they are developed and offered.

### **Cell Phone Policy**

Students may bring their cell phones to school; however, **cell phones are to be turned off and in a backpack, bag, etc.** These are high risk items for theft, loss, and/or damage. CCPS 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. Please note that ear buds are not permitted unless used for instructional purposes.

***Devices used in a manner disruptive or distracting to the learning 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.***

**Cell Phone Restrictions:** The following electronic device use is not allowed and will result in immediate confiscation of the device as well as additional discipline consequences:

- Taking pictures or video (without prior approval of staff)
- Viewing inappropriate pictures and/or videos
- Making calls or texting
- Accessing any social media sites

## **Cafeteria Expectations**

- 1) **Be on time.** Students must arrive to the cafeteria within five minutes of the bell signaling the end of class before lunch. Students arriving late must have a pass from a staff member.
- 2) **Behave appropriately in the lunch line.** Pushing, shoving, and line cutting will not be tolerated.
- 3) **Treat all adults and other students in the cafeteria with respect.**
- 4) **Maintain an appropriate volume with your conversations.**
- 5) **Remain in your seat during at your assigned table the entire lunch period.** You may get up to get in line, throw something away, or to go the bathroom/water fountain.
- 6) **Keep your area clean.** Your table should remain clean and free from intentional spills and messes throughout the entire lunch period.
- 7) **Obtain a pass before leaving the cafeteria or courtyard for any reason.** If you have to use the restroom or leave for any reason, see one of the staff members to obtain a pass.
- 8) **Stop talking when the lights are turned off for announcements.** An administrator may make some announcements at the end of lunch. It is very important that you stop all of your conversations and listen.
- 9) **Remember the CCPS Code of Student Conduct.** All of the rules described in the document apply to the cafeteria and the courtyard. (i.e. throwing objects, using inappropriate language, bullying, destruction of property)

If any of the above rules are not followed, the administrator will determine the appropriate consequence.

## **Dress Code**

The dress code is specifically explained in the CCPS Code of Student Conduct. **Any student found in violation of the dress code will be required to call home for appropriate clothing and may receive discipline consequences.** Some reminders from the CCPS dress code include:

- Students must wear clothing that covers the chest, torso, lower extremities, and undergarments.
- Clothing must not be see-through.
- Hats, hoods, or head coverings worn in school shall not obscure the student's face or ears.
- School administrators will grant approval for headwear that is worn for medical or religious reasons.
- Ear buds are not permitted unless used for instructional purposes.
- Garments which depict violence, sex, vulgarity, or other inappropriate scenes or wording or that advertise tobacco, alcohol, or drug-related products are not permitted.
- Clothing and/or tattoos shall not convey symbols or messages generally accepted to promote intolerance, hate, racial slurs, sexual harassment, or gang affiliation.
- Sunglasses may not be worn inside of the school building unless prescribed by a physician. If sunglasses are prescribed, a medical form must be completed and submitted to the main office.



- Attire that can be used as a weapon (e.g., chains, dog collars, items with spikes, etc.) or cause damage to property is prohibited.

## Hallway & Stairway Conduct

- 1) All students need to walk to the right in the hallways.
- 2) There will be no running, pushing, or shouting in the halls at any time.
- 3) Students may not loiter in the halls.
- 4) Students must not drop or throw items over railings around the stairs.

## Fire Drill Expectations

- 1) Stop talking immediately and listen to your teacher for directions.
- 2) All students should walk single file out of the building using the assigned exit path.
- 3) Do not push or shove other students. Do not stop for belongings.
- 4) Talking is NOT PERMITTED during the entire drill.
- 5) Once outside students should line up with their class facing the building.
- 6) Listen quietly for the teacher to call your name during roll call.
- 7) The signal to re-enter the building will be given by an administrator. All students should enter quietly and in single file.
- 8) Talking is not permitted until you have arrived back into your classroom.

## Gum

**Gum is not allowed at Calvert Middle School.** Students found to be chewing gum will receive consequences and all gum will be confiscated.

## Dance Rules

For our school dances to be safe and successful, it is necessary to have clear expectations for student behavior. Listed below are the regulations governing our school dances:

- **Students must be present in school the day of a dance in order to be allowed to attend the dance.** Students that are in In-School-Suspension or Out-Of-School-Suspension on the day of a dance are not permitted to attend. In addition, the school Principal may exclude students from attending a dance for other circumstances.
- All dances require a cost for admission. The admission fee is used to pay the cost of disc jockey and is a fundraiser for the school and/or the PTSA.
- **Dances, except for the 8<sup>th</sup> Grade dance, will occur after school from 3:20PM until 5:00PM.**
- All school rules apply to the dances.
- Only Calvert Middle School students are permitted to attend our dances.
- Students must be respectful and courteous to all chaperones and each other. Chaperones volunteer their time to ensure that students have a safe and enjoyable evening.
- Students must be picked up promptly at the end of dances. After dances end, students will wait outside until an administrator, dean, or teacher sees the student connect with a parent. **Students picked up later than 10 minutes after the dance ends will be excluded from the next dance.** Repeated occurrences may result in exclusion from all dances.
- Students must remain inside the building until the dance is over. We cannot supervise students outside the building. If you need to pick your child up early, please come into the building and see one of the chaperones for assistance.
- A student will receive one (1) warning for inappropriate dancing/behavior. If the behavior persists, the student will be asked to leave the dance. No refund will be granted.
- No cameras or pictures are to be taken unless prior permission has been received from an administrator.

## **Minor Incident Reports (MIR) and Referrals**

**Minor Incident Reports (MIR):** MIRs are used by the staff of CMS to inform students when they have broken a school rule. A copy is given to the student and a copy is kept by the teacher. Parent contact will be made for MIRs. MIRs are given out for minor incidents and usually start with a warning as a consequence.

Consequences become more severe if additional MIRs are issued to a student, such as lunch detention or after-school detention. If the behavior becomes chronic, then the staff member will write an Office Referral to the administration.

**Office Referrals:** Office Referrals are used by the staff of CMS to inform students, parents, and the administration when a student has broken a school rule. Referrals are different than MIRs in that they usually involve a serious behavior incident or a chronic minor behavior. Students that receive a referral will be seen by the Principal, Vice-Principal, or Dean of Students; and parents will be contacted. Appropriate consequences will be issued to students that have broken school rules.

## **Other Helpful Information**

### **Volunteers**

Calvert County Public Schools uses a program called **Raptor** for visitors and volunteers to sign-in and sign-out of all schools and facilities. All visitors and volunteers will sign-in at a designated computer and the driver's license or other approved ID of the visitor and/or volunteer will be scanned using the Raptor screening system. Raptor will compare information from visitors and volunteers against the National Sex Offender Registry. All visitors and volunteers will be screened each time they enter a Calvert County Public School or Facility.

Anyone wishing to volunteer in any of our schools or facilities will need to complete an online application **at least two weeks** prior to beginning service as a volunteer. Online applications are now available and can be accessed on CCPS website from any internet connection. ([Become a Volunteer - Calvert County Public School District \(calvertnet.k12.md.us\)](http://calvertnet.k12.md.us)) If completing an application online is not possible, paper applications are available in all schools. Applications can only be submitted after the prospective volunteer has completed all parts of the application process.

### **School Messenger**

Calvert County Public Schools uses the School Messenger Notification System to provide timely communication to parents and staff members on matters such as attendance, general interest activities, and emergencies. To receive communications in the most effective manner, parents and guardians must log into their account and take a few minutes to set up their preferences. Parents must set up their preferences at the beginning of each school year. Weekly school updates are sent out to all parents and guardians through this system; however, you will only receive them if you have set up your preferences to receive emails.

### **Lockers**

Students will be assigned lockers for storage of books and coats. Lockers are to be kept clean and free of items not essential to schoolwork. All students are responsible for protection of personal property and school texts and materials with the use of a combination lock. Lockers may not be shared between students.

### **Guidance Office**

A student who wishes to see the guidance counselor, with the exception of an emergency, should get an appointment slip from the guidance secretary, fill it out, and place it in the box provided in the guidance office. The student will be scheduled as soon as possible after an appointment slip is received.

### **Lost and Found**

Lost and found items will be stored for students. When a student has lost something, he/she should check for the item in the Lost and Found located in the cafeteria. Some items may be kept in the main office. Lunch boxes will be disposed of after 1 week. ***Clothing items not claimed will be donated to charity on a monthly basis.*** Lost books will be returned to the main office, where they will be placed in the teacher's mailbox for return to the student.

## **Health Room**

Students who become ill at school will notify their teacher and report to the Health Suite with written passes. Only emergency first aid can be administered. Every attempt will be made to make a sick pupil comfortable until a parent arrives. The following procedures govern the use of the Health Suite facilities:

- 1) The Health Suite is a temporary place for ill students until a parent can pick them up.
- 2) The office personnel (secretaries) cannot treat or diagnose injuries or illnesses or dispense medications, except in an emergency and in the absence of the nurse.
- 3) A student must have a pass from his/her teacher before visiting the nurse, except in an emergency.
- 4) When parents pick up their child, they must sign for him/her in the main office on the appropriate form.

Please note that an emergency contact cannot pick up your child if s/he is sick unless written notification is received.

## **Medicines**

In order for students to receive medication at school, including over-the-counter medication, the "Parent and Physician Authorization Form for Medication" must be completed by a physician and be on file in the school. ([School Health Program - Calvert County Public School District \(calvertnet.k12.md.us\)](http://www.calvertnet.k12.md.us)) The student may not transport medication to school. All medication must be brought to school in its original container by a parent/guardian.

## **Casts / Crutches / Sutures / Wheelchairs**

If your child has suffered an injury that requires casts, crutches, sutures, wheelchair or walker, the parent/guardian MUST contact the school nurse prior to the student reporting to school. A parent or guardian MUST provide documentation from the student's physician identifying any restrictions to the student's regular activities, the weight-bearing status, level of transfers and any safety concerns. School administration will inform you of any special arrangements, program modifications, and/or restrictions that may need to be put in place for the safety of your child in the school setting. A parent or guardian must also provide documentation from the student's physician identifying when your child may resume all regular school activities.

## **School Telephone**

School phones in the office may be used by students only when that student is sick or has an emergency. **Office phones may not be used to call for forgotten items/materials from home, except in emergency situations.**

## **Inclement Weather**

This information can be accessed from the Calvert County Public Schools website at <https://www.calvertnet.k12.md.us/>. Please do not call your child's school or the Calvert County Public Schools office in Prince Frederick. No announcement means that schools are in session.

## **Visitors**

- 1) Parents/legal guardians wishing to visit and observe in classrooms must submit a written request to the principal at least two days in advance. Approval will follow based on guidelines of the CCPS Policy regarding school visitations.
- 2) Except for parents and official visitors, visitors will not be permitted in the building unless approved in advance by school officials.

- 3) A visitor who wishes to speak to a student, teacher, or staff member must first receive permission from the administration.
- 4) Friends or relatives are not permitted to attend classes as guests of students.

## **Athletic Info**

**Fall Sports** – Soccer & Volleyball

**Winter Sports** – Boys Basketball, Girls Basketball, Poms, and Cheerleading

**Spring Sports** – Baseball, Softball, Boys Track, and Girls Track

### **Participation:**

All forms and fees must be completed and submitted in order for students to participate by the announced deadline. Physicals for participation in Middle School sports do not necessarily have to occur after July 1. If the physical is within one year of the sport the student is participating in, they are acceptable. For example, a physical dated April 10, 2023 would be fine for a student participating in a fall sport in 2023. Required forms can be found on the CMS website ([Athletics - Calvert Middle \(calvertnet.k12.md.us\)](https://calvertnet.k12.md.us)) and include:

- Athletic Participation form
- Physical Examination form
- School Insurance Waiver form
- Informed Consent form

Calvert County middle school students will be required to pay a one-time, non-refundable fee of \$35.00 that must be paid before students can participate in these sport-specific, skill-oriented clinics. At the end of the clinic, a team will be selected from the participants. If a student is selected for the team, a one-time, non-refundable \$30 fee will be required. Fees collected help to offset the costs of operating the only interscholastic middle school athletic program in the state.

### **Fee Information:**

- A one-time, non-refundable \$35.00 fee will allow a middle school student to participate in all three (3) seasonal clinics.
- A one-time, non-refundable \$30.00 fee will allow a middle school student to participate in all three (3) sports if selected for the team(s).
- Families with 3 or more participating children will only be required to pay for 2 children.
- Students who qualify for free or reduced lunch will automatically be exempt from the fee.

### **Eligibility:**

Calvert Middle School holds all students to high academic standards, and it is our expectation that academics will be the priority of all students. The CCPS athletic eligibility policy states that students must maintain a 2.0 grade point average with no more than one failing grade in order to participate in the athletic program. While CMS follows this policy, our athletic coaches will also consider behavior/conduct in the school and may hold higher academic expectations for students when determining participation.

## **Bus Transportation**

All CMS students are provided the privilege to be transported by bus to and from school each day. All students must ride their assigned bus and get off at assigned stops. We recognize the responsibility that school bus drivers have in providing safe, secure transportation each day. At CMS, we also expect our drivers to establish a positive and professional relationship with students and, when appropriate, with parents. We feel that establishing a cooperative spirit with both students and their parents is the most effective method of preventing any situations which may eventually result in a bus referral written by the driver.

The Calvert County Board of Education has adopted a rather stringent policy regarding student behavior consequences resulting from violations of the rules. The consequences can be located in the Code of Student

Conduct. Many violations, even though not major in nature, can result in the suspension of riding privileges. One of our most difficult tasks is to deny riding privileges. Bus suspensions can be assigned for one day or for many days.

At CMS, we have serious concerns when students are suspended from the bus because this always affects the family. Alternate methods of transportation to and from school become a necessity. We continue to stress that parent cooperation and support of the drivers and the rules is extremely important in avoiding any possibility of a bus suspension.

Students may be allowed to ride home with another student only in ***an emergency situation***. **The requesting parent must submit the following form to the CMS Main Office PRIOR to the requested day; emails, handwritten notes, and phone calls will not be accepted.** Even with a note, a student will not be permitted to ride another bus unless that note can be verified via telephone by Calvert Middle staff. Please be aware that if a bus is at capacity, no guest riders will be permitted to ride that bus regardless of the reason.

[View Bus Rules and Regulations](#)