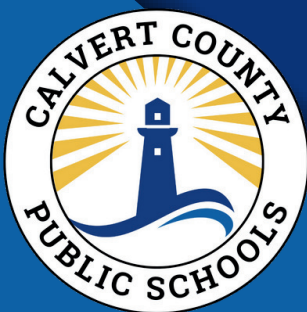


Calvert County
Public Schools

PARENT HANDBOOK

2025-2026

1305 Dares Beach Road
Prince Frederick, MD 20678
calvertnet.k12.md.us
443-550-8000



Calvert County Public Schools Parent Handbook - 2025-26

Table of Contents

Calvert County Public Schools.....	1
Parent Handbook - 2025-26	1
Message from the Superintendent	4
The Journey of a Graduate	5
Board of Education	6
2025 – 26 Meeting Dates and Times	6
Board of Education Members	7
School Closing, Delayed Opening, Early Dismissal Information	8
Kindergarten Registration	9
2025-2026 Fine Arts Events.....	10
The School Year at a Glance	11
School Open House Schedule	13
Elementary School A – E Calendar	14
Middle School A – B Calendar	15
Policies, Procedures & Guideline	16
Attendance & Admission.....	16
Age of Attendance - Policy 3005.1	16
Early Admission – Policy 2915.....	16
Kindergarten Waiver – Policy 3005.....	16
Residency Requirements/Registration - Policy 3720.....	17
Registration Requirements.....	17
Legal Custodian.....	17
Who is Considered Homeless? - Policy 3730.....	18
Student Transfers – Policy 3925	18
Releasing Children from School.....	18
Student Attendance – Policy 3005	18
Health & Safety	19
School Health Program.....	19
Health Screenings.....	19
Medications - Procedure 3900.3	19
Emergency Respiratory Medications – Procedure 3900.4.....	19
Emergency Medication.....	20
Possession and Self-Administration of Emergency Medication	20
Medical Authorization.....	20

Tobacco Products and Smoking	20
Safe and Drug-Free Schools.....	20
Prohibition of Drugs and Alcohol on CCPS Property – Policy 1540.....	21
Immunization: It’s the Law.....	21
Weapons in CCPS – Policy 1515.....	23
Child Nutrition.....	23
Purchasing Meals/À la Carte items in the Cafeteria	24
Free and/or Reduced-Price Meal Eligibility.....	24
Meal Pricing	24
Additional Program Information and Resources	24
Educational Programs & Services	24
Infants and Toddlers Program.....	24
Child Find Program	25
Pre-Kindergarten.....	25
Early Childhood Special Education	25
Special Education	26
Home Instruction for Parents of Preschool Youngsters (HIPPY)/Healthy Families	26
Home and Hospital Teaching	26
Chronic Health Impaired Program for Students (CHIPS).....	26
Homeless Children.....	26
Head Start.....	26
Judy Center – PAC	27
Judy Center – CES	27
Before and After School Child Care Program.....	27
Student Information	27
What is a Referral?	27
Bullying/Harassment/Intimidation – Procedure 1118.3	27
Filing Complaints of Bullying/Harassment/Intimidation and Discrimination – Procedure 1118.1	27
Discipline Information.....	28
Homework.....	28
Use of Electronic and Communication Devices.....	28
Student Records.....	30
Textbooks and Materials	30
Work Permits	31
Student Records/Family Education Rights and Privacy Act (FERPA).....	31
Noncustodial Parent.....	31
Parents/Legal Custodian Rights Under FERPA	32
Protection of Pupil Rights Amendment.....	32
Student Transportation.....	32

Community Access & Involvement	34
School Visitation - Policy 8105	34
Student Contests	35
Calvert County Parent Organizations	35
Special Education Citizens' Advisory Committee (SECAC)	35
Local Interagency Coordinating Council (LICC) Meeting Dates – 2025–2026 School Year	35
Citizen Advisory Committee (CAC)	36
Public Notices.....	36
Directory Information.....	36
Release of Student Information to Military and College Recruiters.....	37
Audio/Video Surveillance	37
Flu Vaccination	37
Online Volunteer Management.....	37
Policy on Discrimination – Policy 1118 Investigation and Resolution of Complaints	38
Guidelines for Taping Meetings.....	41
School Facilities	41
Use of School Facilities – Policy 8120.....	41
Integrated Pest Management.....	42
Directory of Schools.....	45
Elementary Schools.....	45
Middle Schools	46
High Schools	46
Additional Schools	46
Central Office Directory.....	47
ADMINISTRATION.....	47
CHILD NUTRITION PROGRAM	47
CONSTRUCTION.....	47
FINANCE	47
HUMAN RESOURCES.....	47
INFORMATION TECHNOLOGY.....	47
INSTRUCTION.....	48
PROCUREMENT & RESOURCE MANAGEMENT	48
SCHOOL FACILITIES	48
SPECIAL EDUCATION	48
STUDENT SERVICES	49
TRANSPORTATION	49
Non-discrimination Statement	49

Message from the Superintendent

Dear Calvert County Families,

It is my privilege to serve as Interim Superintendent of Calvert County Public Schools (CCPS), and to work alongside an exceptional team of educators dedicated to the success of every student. I look forward to partnering with you in supporting our children's education.

Calvert County's strong reputation for excellence in education is one of the reasons families choose to make this community their home. Successful communities produce successful schools, and in turn, the achievements of our graduates' fuel economic growth, create good jobs, improve health outcomes, and strengthen housing values, among many other benefits.

During the 2025–2026 school year, we remain committed to enhancing opportunities for student safety and well-being, academic rigor, community engagement, and transparent accountability through the successful implementation of the CCPS Strategic Plan.

I invite you to [visit our website](#) for information about CCPS, including news and events, the annual calendar, transportation services, departments, employment opportunities, Board of Education policies, and details about each of our schools. If you have questions, please do not hesitate to contact us at 443-550-8000.

Sincerely,

A handwritten signature in cursive script that reads "Marcus J. Newsome".

Marcus J. Newsome, Ed.D.
Interim Superintendent

The Journey of a Graduate

Our vision for every Calvert County Public Schools student is to **unlock potential, empower excellence, and shape futures**. We believe every student has unique potential waiting to be unlocked. It is our responsibility to provide the environment and opportunities for students to excel. By empowering them with knowledge, skills, and confidence, we shape not only their futures but also the future of the Calvert community and beyond. We envision graduates who are well-rounded and prepared for the challenges and opportunities ahead. They will be critical thinkers, effective communicators, collaborators, empowered learners, and engaged citizens—ready to make a positive impact on the world.

Engaged Citizen – A CCPS Student will:

- Demonstrate qualities such as honesty, integrity, respect, responsibility, empathy, kindness, and will exhibit the moral courage to stand up for what is right.
- Continue positively to the school community through ethical behavior and leadership that inspires and uplifts.
- Show respect for diversity and promote a positive and inclusive learning environment for all.

Empowered Learner – A CCPS student will:

- Consistently strive for excellence and seek opportunities for growth and learning.
- Set and pursue challenging goals and show resilience in the face of challenges.
- Demonstrate dedication, motivation, leadership, and creativity.

Critical Thinker – A CCPS Student will:

- Analyze information objectively, think logically, evaluate evidence, consider different perspectives, and make informed decisions.
- Navigate complex academic and life issues by asking thoughtful questions, solving problems creatively, and engaging in discussions that require reasoning and evidence-based arguments.

Collaborator – A CCPS Student will:

- Excel in collaborative work that promotes cooperations, active listening, and shared decision-making where all individual contributions are valued and respected.
- Understand the importance of cooperation, compromise, and shared decision-making in academic and extra-curriculars.

Communicator – A CCPS Student will:

- Engage diverse audiences respectfully by exchanging ideas and information responsibly, listening actively, speaking and writing clearly, and using print and digital media appropriately.
- Listen actively, contribute ideas constructively, and resolve conflicts amicably.

Board of Education

2025 – 26 Meeting Dates and Times

Date	Time	Meeting
August 7	6:00 p.m.	Business Meeting
September 11	6:00 p.m.	Business Meeting
September 25	6:00 p.m.	Business Meeting
October 9	6:00 p.m.	Business Meeting
October 23	6:00 p.m.	Business Meeting
November 13	6:00 p.m.	Business Meeting
December 11	6:00 p.m.	Business Hearing
January 8	6:00 p.m.	Business Meeting
January 22	7:00 p.m.	Budget Hearing
February 12	6:00 p.m.	Business Meeting
February 26	6:00 p.m.	Business Meeting
March 12	6:00 p.m.	Business Meeting
March 26	6:00 p.m.	Business Meeting
April 9	6:00 p.m.	Business Meeting
May 7	6:00 p.m.	Business Meeting
May 21	6:00 p.m.	Business Meeting
June 11	6:00 p.m.	Business Meeting
July 9	6:00 p.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 the [CCPS district website](#).

Board of Education Members

Jana Smith-Post, President
At Large - Term Expires: 12/31/26
postj@calvertnet.k12.md.us

Lisa Grenis, Vice President
At Large - Term Expires: 12/31/26
grenisl@calvertnet.k12.md.us

Melissa Goshorn
3rd District - Term Expires: 12/31/28
goshornm@calvertnet.k12.md.us

Paul Harrison
2nd District - Term Expires: 12/31/28
harrisonp@calvertnet.k12.md.us

Joseph Marchio
1st District - Term Expires: 12/31/28
marchioj@calvertnet.k12.md.us

Allison Jones, Student Member
Term Expires: 5/31/26
smob@calvertnet.k12.md.us

Dr. Marcus J. Newsome, Interim Superintendent of Schools
Secretary-Treasurer
1305 Dares Beach Road
Prince Frederick, MD 20678
443-550-8009
newsomem@calvertnet.k12.md.us

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.

School Closing, Delayed Opening, Early Dismissal 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 because 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 DUE TO WEATHER OR EMERGENCIES

Every effort will be made to decide 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.

EARLY DISMISSAL AND LATE ARRIVAL GUIDELINES

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

The following information is specific to students enrolled in a **regional 3-year-old prekindergarten half-day program**:

During planned early dismissals:

- AM and PM half-day 3-year-old prekindergarten students do not attend school.

During any unplanned or emergency early dismissals:

- PM 3-year-old prekindergarten students do not attend school.

During any unplanned or emergency late arrivals:

- AM and PM half-day 3-year-old prekindergarten students do not attend school.

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.

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 defining steps taken when there are changes in school schedules in emergency situations, the employee notification chain procedures, and employee work hours during these events on our website at: [Home - Calvert County Public School District](#) → District Information → Policies → Administration → 1510. [Calvert County Public Schools Policy 1510](#)

Kindergarten Registration

Kindergarten Age Eligibility:

Your child must be 5 years old ON or BEFORE September 1 in order to be eligible for Kindergarten.

Registration:

The process for registering your child for a Kindergarten program is listed below. Families will register their child online and as schools receive the online registration, they will contact each family to set an appointment for them to present their original documents. Online registration will open for ALL students in mid-April of each year. Please watch the Calvert County Public Schools website for an alert that online registration is open. All directions for online registration will be located on the website

<https://www.calvertnet.k12.md.us/departments/student-services/online-registration>.

We ask families to complete the registration process before June.

All students must be registered in their designated home school. If a parent desires a transfer to another school building, a transfer request must be submitted using our ScribChoice program.

NOTE: Students that attended a CCPS Pre-School program this past year are already registered. You do not need to complete a new registration for your child. We ask that you call their school to alert them of where your child will be going to kindergarten. If their records are not located in your kindergarten building, please request that they are sent to the new building. Keep in mind that you must fill out a transfer request (ScribChoice) if you are not planning to attend the school in your home district.

Documents needed to register your child for school are as follows:

- Child's original birth certificate with official raised seal
- Child's immunization records
- Child's Social Security Card (optional)
- Proof of residency—we will only accept the following: (deed, incorporated lease, non-incorporated lease agreement, mortgage statement or an approved multi-family disclosure application). Please call the Student Services office at (443) 550-8470 to obtain further information regarding the process.

2025-2026 Fine Arts Events

Event	Date	Time	Location
Improv Workshop	October 1, 2025	8:00:00 AM	HHS
Marching Band Showcase	October 15, 2025	3:00:00 PM	PHS
All County MS & HS Orchestra Concert	October 29, 2025	7:00:00 PM	PHS
All County MS & HS Chorus Concert	November 6, 2025	7:00:00 PM	CHS
All County MS & HS Band Concert	November 19, 2025	7:00:00 PM	NHS
Scene & Monologue	December 8, 2025	3:00:00 PM	PHS
Tri County Band Concert	January 11, 2026	2:00:00 PM	NHS
Tri County Band Concert SNOW DATE	January 18, 2026	2:00:00 PM	NHS
All County ES Band and Orchestra Concert	February 5, 2026	7:00:00 PM	HHS
Secondary Solo & Ensemble Festival	February 7, 2026	7:30:00 AM	CMS
All County ES Band and Orchestra Concert SNOW DATE	February 12, 2026	7:00:00 PM	TBD
Secondary Solo & Ensemble Festival SNOW DATE	February 14, 2026	7:30:00 AM	CMS
Youth Art Month Reception	February 28, 2026	1:00:00 PM	CalvArt Gallery
Youth Art Month Exhibit	March 1, 2026	8:00:00 AM	CalvArt Gallery
Youth Art Month Reception SNOW DATE	March 1, 2026	1:00:00 PM	CalvArt Gallery
Secondary Choral Adjudication	March 3, 2026	7:30:00 AM	HHS
Secondary Band Adjudication	March 4, 2026	7:30:00 AM	HHS
Secondary Orchestra Adjudication	March 6, 2026	7:30:00 AM	HHS
Secondary Choral Adjudication SNOW DATE	March 10, 2026	7:30:00 AM	HHS
Secondary Band Adjudication SNOW DATE	March 11, 2026	7:30:00 AM	HHS
Secondary Orchestra Adjudication SNOW DATE	March 12, 2026	7:30:00 AM	HHS
All County ES Chorus Concert	March 19, 2026	7:00:00 PM	CHS
All County ES Chorus Concert SNOW DATE	March 26, 2026	7:00:00 PM	CHS
Elementary Solo & Ensemble Festival	April 11, 2026	8:00:00 AM	PPES
All County MS & HS Jazz Concert	April 23, 2026	6:30:00 PM	PHS
Summer Arts Academy	June 22, 2026	9:00:00 AM	CMS
Summer Arts Academy	June 23, 2026	9:00:00 AM	CMS
Summer Arts Academy	June 24, 2026	9:00:00 AM	CMS
Summer Arts Academy	June 25, 2026	9:00:00 AM	CMS
Summer Arts Academy	June 26, 2026	9:00:00 AM	CMS

The School Year at a Glance

2025

August 14 - 15	New Teacher Orientation
Aug 18 - 22	Preschool Meetings for Staff
August 25	Student Orientation - 6th grade and 9th grade and Preschool Meetings for Staff
August 26	First Day of School for Students and Pre-K & K Conferences
August 27	Pre-K and Kindergarten Conferences
August 28 - 29	Staggered Pre-K and Kindergarten First Day
September 1	Labor Day - Schools and Offices Closed
September 10	Two-Hour Early Dismissal for Students (No AM/PM Pre-K) Professional Learning
September 25	Two-Hour Early Dismissal for Students (No AM/PM Pre-K) SLO Teacher Work Time
September 26	Schools Closed for Students
October 1	First Quarter Interim Reports available in HAC (Gr 6 - 12)
October 13	Two-Hour Early Dismissal for Students (No AM/PM Pre-K) Parent Conferences
October 17	Schools Closed for Students- Professional Learning
October 30	End of First Quarter
October 31	Two-Hour Early Dismissal for Students (No AM/PM Pre-K) for Students Teacher Work Time
November 7	First Quarter Report Cards Available
November 11	Schools Closed for Students - Secondary Professional Learning Elementary Parent Conferences
November 26	Schools Closed for Students
November 27 - 28	Thanksgiving Holiday - Schools and Offices Closed
December 5	Second Quarter Interim Reports Available in HAC (Gr 6 - 12)
December 10	Two-Hour Early Dismissal for Students (No AM/PM Pre-K) Professional Learning
December 23	Two-Hour Early Dismissal for Students (No AM/PM Pre-K)-Teacher Work Time
Dec. 24 - Jan. 1	Winter Recess - Schools and Offices Closed

2026

January 2	Schools Closed for Students
January 19	Martin Luther King, Jr. Day - Schools and Offices Closed
January 20	End of Second Quarter Marking Period
January 21	Two-Hour Early Dismissal for Students (No AM/PM Pre-K)-Teacher Work Time
January 29	Second Quarter Report Cards Available
January 30	Schools Closed for Students - Professional Learning
February 11	Two-Hour Early Dismissal for Students (No AM/PM Pre-K) Professional Learning
February 16	Presidents' Day - Schools and Offices Closed
February 24	Third Quarter Interim Reports Available in HAC (Gr 6 - 12)
March 6	Schools Closed for Students (Weather Makeup Day)
March 18	Two-Hour Early Dismissal for Students (No AM/PM Pre-K) Professional Learning
March 30-31	Schools Closed for Students -Spring Recess
April 1-6	Schools Closed for Students -Spring Recess (April 3 Offices Closed)
April 8	End of Third Marking Period
April 10	Two-Hour Early Dismissal – Teacher Work Time (No AM/PM Pre-K)
April 17	Third Marking Period Report Cards Available
April 28	Fourth Quarter Period Interims for Seniors Available in HAC
May 1	Schools Closed for Students (Weather Makeup Day)
May 8	Forth Marking Period Interims Available in HAC
May 15	Last Day for High School Seniors
May 25	Schools and Offices Closed for Memorial Day
June 3-4	Two-Hour Early Dismissal for Graduations (No AM/PM Pre-K)
June 10	Two-Hour Early Dismissal for Students (No AM/PM Pre-K): Last Day for Students and Teacher Work Time
June 11	Last Day For 10-Month Staff (Possible Weather Make-up Day)
June 19	Schools and Offices Closed—Juneteenth
June 29	Fourth Marking Period Report Cards Mailed to Secondary Students

POSSIBLE MAKE-UP DAYS

Inclement weather and emergency school closing make-up alternatives will be 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 ES	9/16/2025	PreK/K & 5	5:30-7:00 p.m.
	9/17/2025	Grades 1 & 4	5:30-7:00 p.m.
	9/18/2025	Grades 3 & 4	5:30-7:00 p.m.
Beach ES	9/16/2025	PreK-2	5:00 p.m.
	9/18/2025	Grades 3-5	5:00 p.m.
	9/23/2025	Grades 1 and 2	5:30-6:30
Calvert ES	9/24/2025	Grades 3 - 5	5:30-6:30
	9/16/2025	PreK-2	5:30-6:30
Dowell ES	9/17/2025	Grades 3 -5	5:30-6:30
	9/23/2025	Pre-K-2	5:30 - 6:30
Huntingtown ES	9/24/2025	3rd - 5th	5:30 - 6:30
	9/17/2025	PreK-2	5:00 p.m.
Mt. Harmony ES	9/18/2025	Grades 3-5	5:00 p.m.
	9/17/2025	PreK-2	5:30 p.m.
Mutual ES	9/18/2025	Grades 3-5	5:30 p.m.
	8/25/2025	Grades 1 – 5	Grade 1- 2:30 – 3:15 p.m. Grade 2 – 1:15 – 2:00 p.m. Grade 3 – 12:00 – 12:45 p.m. Grades 4 – 5 – 11:00 – 11:45 a.m.
Patuxent Appeal Campus	9/17/2025	K – Grade 2	5:30-6:30 p.m.
	9/18/2025	Grades 3 – 5	5:30-6:30 p.m.
Plum Point ES	9/17/2025	PreK-2	5:30 p.m.
	9/18/2025	Grades 3-5	5:30 p.m.
St. Leonard ES	9/18/2025	Grades PreK-5	5:30-7:00 p.m.
	9/17/2025	PreK-2	5:30 p.m.
Sunderland ES	9/18/2025	Grades 3-5	5:30 p.m.
	9/17/2025	Grades 3-5	5:30 p.m.
Windy Hill ES	9/10/2025	6 th – 8 th	6:00 p.m.
	8/21/2025	6 th – 8 th	4:00 – 6:00 p.m.
Calvert MS	9/8/2025	6 th – 8 th	6:00 p.m.
Mill Creek MS	9/9/2025	6 th – 8 th	6:00 - 7:30 p.m.
Northern MS	9/9/2025	6 th – 8 th	6:00 p.m.
Plum Point MS	9/9/2025	6 th – 8 th	6:00 p.m.
Southern MS	9/9/2025	6 th – 8 th	6:00 p.m.
Windy Hill MS	9/9/2025	6 th – 8 th	6:00 p.m.
Calvert HS	9/4/2025	9 th – 12 th	6:00-7:30 p.m.
Huntingtown HS	9/2/2025	9 th – 12 th	6:00-8:00 p.m.
Northern HS	9/4/2025	9 th – 12 th	6:00 p.m.
Patuxent HS	9/3/2025	9 th – 12 th	6:00 p.m.
Career and Technology Academy	8/28/2025	11 th – 12 th	5:30-7:00 p.m.
Calvert Country School	9/24/2025	K - 12	5:30-7:00 p.m.

Elementary School A – E Calendar

July 25

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 25

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 25

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 25

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 25

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 25

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 26

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 26

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 26

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 26

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 26

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 26

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Middle School A – B Calendar

July 25

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 25

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26 A	27 B	28 A	29 B	30
31						

September 25

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 A	3 B	4 A	5 B	6
7	8 A	9 B	10 A	11 B	12 A	13
14	15 B	16 A	17 B	18 A	19 B	20
21	22 A	23 B	24 A	25 B	26	27
28	29 A	30 B				

October 25

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 A	2 B	3 A	4
5	6 B	7 A	8 B	9 A	10 B	11
12	13 A	14 B	15 A	16 B	17	18
19	20 A	21 B	22 A	23 B	24 A	25
26	27 B	28 A	29 B	30 A	31 B	

November 25

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 A	4 B	5 A	6 B	7 A	8
9	10 B	11	12 A	13 B	14 A	15
16	17 B	18 A	19 B	20 A	21 B	22
23	24 A	25 B	26	27	28	29
30						

December 25

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 A	2 B	3 A	4 B	5 A	6
7	8 B	9 A	10 B	11 A	12 B	13
14	15 A	16 B	17 A	18 B	19 A	20
21	22 B	23 A	24	25	26	27
28	29	30	31			

January 26

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 B	6 A	7 B	8 A	9 B	10
11	12 A	13 B	14 A	15 B	16 A	17
18	19	20 B	21 A	22 B	23 A	24
25	26 B	27 A	28 B	29 A	30	31

February 26

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 B	3 A	4 B	5 A	6 B	7
8	9 A	10 B	11 A	12 B	13 A	14
15	16	17 B	18 A	19 B	20 A	21
22	23 B	24 A	25 B	26 A	27 B	28

March 26

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 A	3 B	4 A	5 B	6	7
8	9 A	10 B	11 A	12 B	13 A	14
15	16 B	17 A	18 B	19 A	20 B	21
22	23 A	24 B	25 A	26 B	27 A	28
29	30	31				

April 26

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7 B	8 A	9 B	10 A	11
12	13 B	14 A	15 B	16 A	17 B	18
19	20 A	21 B	22 A	23 B	24 A	25
26	27 B	28 A	29 B	30 A		

May 26

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 B	5 A	6 B	7 A	8 B	9
10	11 A	12 B	13 A	14 B	15 A	16
17	18 B	19 A	20 B	21 A	22 B	23
24	25	26 A	27 B	28 A	29 B	30
31						

June 26

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 A	2 B	3 A	4 B	5 A	6
7	8 B	9 A	10 B	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Policies, Procedures & Guideline

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 Calendar and 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](#). 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, 2025; students entering kindergarten must be five years old by September 1, 2025; and students entering first grade must be six years old by September 1, 2025.

A child whose birth date falls between September 2 and October 15 may be considered for early entrance. Parents may request an exemption to this policy by submitting an Early Entry to Kindergarten application before May 1 of each year. Procedures and deadlines are located in Policy Procedure 2915.1. For more information, you may contact 443-550-8040.

Kindergarten Waiver – Policy 3005

All children in the state of Maryland who will be five years old by September 1, 2025 are required to attend kindergarten for the 2025-2026 school year. 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 childcare 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](#) on the Parent/Guardian Information page: https://resources.finalsite.net/images/v1619635570/calvertnetk12mdus/tfzqmioqzi8dd6jyhujs/Kindergarten_Waiver_Form.pdf

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 with at least two pieces of supporting documentation (recent utility bill, car or renter's insurance bill, credit card or banking statement, court document, etc.).
- McKinney-Vento Intake form completed by the McKinney-Vento Liaison or PPW only.

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 night-time 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 appropriate public education and that they experience success in school. For more information and/or questions, please contact Tracy Loyd, 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 childcare 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, found on the CCPS website, 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 parents 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

In accordance with COMAR 7-426.6 and 7-426.7 stock bronchodilators and modes of administration will be available for a student grades K-12 at school perceived to be in respiratory distress. Training for designated school personnel on recognizing mild to moderate or severe respiratory distress and how to administer a bronchodilator and respond will be provided annually. The stock bronchodilator is for emergency use on school property and is not intended for routine treatment of a student with asthma. Those with known history of asthma should provide a student specific Asthma Action Plan, health care provider order and inhaler for administration at school.

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. Training for designated school personnel on recognizing symptoms of an overdose, on how to administer naloxone and respond will be provided annually.

Stock epinephrine is available on school property for the treatment of anaphylaxis. Training for designated school personnel on recognizing anaphylaxis, how to administer epinephrine and respond will be provided annually. Those with known history of severe allergic reactions should provide a specific emergency action plan, health care provider order and epinephrine for administration at school.

Possession and Self-Administration of Emergency Medication

Responsible and developmentally capable students may possess and self-administer certain medications, epinephrine, 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. Emergency contact and medical information will be gathered via the Annual Student Update in HAC. Guardians will be directed to complete the update in HAC at the beginning of each year. Please report additional changes or updates as they occur throughout the year.

The emergency information 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.

Tobacco Products and Smoking

In accordance with COMAR 13A.02.04.01-07, the Calvert County Board of Education has a policy (Policy 1530) which prohibits the sale, use or distribution of tobacco or tobacco products on school property.

Vaping is also prohibited. The pods used in vaping products can contain other harmful substances besides nicotine. Any use of an electronic device to inhale substances into one's body, regardless of its contents, is prohibited on school property and at any school function. School administrators will follow the same procedures, as outlined in CCPS Procedure#1530.1, for the confiscation of devices that contain substances other than nicotine.

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 Department of Health 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, August 26, 2025, if the required documentation (vaccines or proof of appointment) is not provided.

For school year 2025-26, all appointments for vaccines must be prior to Monday, September 15, 2025.

Please see the Immunization Chart on the next page.

These charts can also be viewed online at

https://health.maryland.gov/phpa/OIDEOR/IMMUN/Shared%20Documents/2025-2026_Preschools_and_Schools_Vax_Requirements_Final.pdf



**Vaccine Requirements for Children
Enrolled in Preschool Programs and in Schools — Per [COMAR 10.06.04.03](#)
Maryland School Year 2025 - 2026**

(Valid for the 2025-2026 academic and summer school year.) rev 2/18/2025

Required cumulative number of doses for each vaccine for PRESCHOOL aged children enrolled in educational programs							
Vaccine Child's Current Age	DTaP/DTP/DT ^{1,6}	Polio ²	Hib ³	Measles, ^{2,4} Mumps, Rubella	Varicella ^{2,4,5} (Chickenpox)	Hepatitis B ²	PCV ³ (Prevnar TM)
Less than 2 months	0	0	0	0	0	1	0
2 - 3 months	1	1	1	0	0	1	1
4 - 5 months	2	2	2	0	0	2	2
6 - 11 months	3	3	2	0	0	3	2
12 - 14 months	3	3	At least 1 dose given after 12 months of age	1	1	3	2
15 - 23 months	4	3	At least 1 dose given after 12 months of age	1	1	3	2
24—59 months	4	3	At least 1 dose given after 12 months of age	1	1	3	1
60 - 71 months	4	3	0	2	1	3	0

Required cumulative number of doses for each vaccine for children enrolled in KINDERGARTEN - 12th grade								
Grade Level Grade (Ungraded)	DTaP/DTP/Tdap/ DT/Td ^{1,6}	Tdap ⁶	Polio ²	Measles, ^{2,4} Mumps, Rubella	Varicella ^{2,4,5} (Chickenpox)	Hepatitis B ²	Meningococcal (MCV4)	
Kindergarten & Grades 1, 2, 3, 4 5, & 6	(5 - 11 yrs.) 3 or 4	0	3	2	2	3	0	
Grades 7, 8, 9, 10, & 11	(11 - 13 yrs.) 3 or 4	1	3	2	2	3	1	
Grade 12	(13 - 18yrs.) 3 or 4	1	3	2	1 or 2	3	1	

* See footnotes on back for 2025-2026 school immunization requirements.

**Vaccine Requirements for Children
Enrolled in Preschool Programs and in Schools
Maryland School Year 2025 – 2026**

(Valid for the 2025-2026 academic and summer school year.) rev 2/18/2025

FOOTNOTES

Requirements for the 2025-2026 school year are:

- 2 doses of Varicella vaccine for entry into kindergarten, 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, 10th and 11th grades.

Instructions: On the chart locate the student's age or grade and read from left to right on the chart to determine the NUMBER of required vaccinations by age or grade. MMR and Varicella vaccination dates should be evaluated (See footnote #4).

1. If DT vaccine is given in place of DTP or DTaP, a physician documented medical contraindication to the pertussis-component is required.
2. Proof of immunity by positive blood test is acceptable in lieu of vaccine history for hepatitis B, polio, and measles, mumps, rubella and varicella, **but revaccination may be more expedient.**
3. Hib and PCV (Prevnar™) are not required for children older than 59 months (5 years) of age.
4. All doses of measles, mumps, rubella, and varicella vaccines should be given on or after the first birthday. However, upon record review for students in preschool through 12th grade, a preschool or school may count as valid vaccine doses administered less than or equal to four (4) days before the first birthday.
5. Two doses of varicella vaccine are required for students entering Kindergarten, 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, 10th, and 11th grades and for previously unvaccinated students 13 years of age or older. Medical diagnosis of varicella disease is acceptable in lieu of vaccination. Medical diagnosis is a documented history of disease provided by a health care provider. Documentation must include month and year.
6. Four (4) doses of DTP/DTaP are required for children less than 7 years old. Three (3) doses of tetanus and diphtheria containing vaccine (any combination of the following — Tdap, DT or Td) are required for children 7 years of age and older.
7. Polio vaccine is not required for persons 18 years of age and older to enroll or attend school.

Weapons in CCPS – Policy 1515

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).

Purchasing Meals/À la Carte items in the Cafeteria

Each school cafeteria has a computerized point-of-sale system which allows students to make food/beverage purchases using funds placed on their accounts. Students simply enter their ID number at the cashier station and meals and/or à la carte purchases are then subtracted from their account balance. Parents/guardians may view student purchases, monitor account balances, and set up low balance notifications free of charge utilizing the [LINQ connect website](#). This website also allows funds to be deposited on student accounts, however, please note that the site charges a service fee for this feature. We also happily accept cash or check deposits at all of our school cafeterias (please be sure to include student name and student ID number with payment).

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 also available to print from the school system website. Applications may also be completed online at www.LINQconnect.com. Parents/Guardians need only submit one application per household to apply. Students receiving free or reduced-price meal benefits also enter their ID number at the cashier station, however, there will be no charge for eligible meals. If your household qualifies for meal benefits, your students will be eligible to receive one reimbursable breakfast meal and one reimbursable lunch meal each school day, free of charge. Information on how to select a reimbursable meal is posted in the cafeteria, however, Cafeteria Managers are more than happy to help ensure students select a qualifying meal. Please note that any individual items or additional foods or beverages purchased will be charged using à la carte pricing.

Meal Pricing

Meal prices are as follows: Breakfast \$1.65; Elementary Lunch \$2.80; Secondary Lunch \$3.00; Student Milk \$0.60. Families qualifying for free or reduced-price meal benefits for SY25-26 will not be charged for school meals

Additional Program Information and Resources

- Interactive menus with nutrition and allergen information along with a listing of à la carte prices are available at [on the district website](#) (From the “Quick Links” tab, select “School Meal Info”).
- Meal accommodations are available for students with special dietary needs due to a disability (including life-threatening food allergies or lactose intolerance). A [Dietary Modification Form](#) must be completed by an approved licensed medical provider (physician, nurse practitioner, etc.) and submitted to the school nurse before meal modifications can be made, please plan accordingly. This form is available from the school nurse or on our website under “Parent/Guardian Information” and then in the “Forms & Applications” dropdown section.
- 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 at [on our website](#) found in Quick Links > School Meal Info, then selecting the “Insufficient Meal Funds Procedures” dropdown section.
- 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.

Educational Programs & Services

Infants and Toddlers Program

The Infants and Toddlers Program provides early intervention services for children from birth to age three who have developmental delays or disabilities. The program is designed to support both children and their families by ensuring access to a range of services that may include developmental evaluations, educational and therapeutic support, and family-centered guidance.

- Available services may include:

- Developmental assessments and evaluations
- Special instruction
- Speech-language therapy
- Physical and occupational therapy
- Social work and health related services
- Family education and support
- Information and assistance with referrals

For more information, please call 443-550-8405

Child Find Program

Child Find identifies preschoolers ages 3 through 5 not enrolled in school who are suspected of having a disability. The Child Find Program will screen, evaluate, and work with families to develop an Individualized Education Program (IEP) for children eligible to receive special education services. Special education services will be based upon a child's individual needs and may include Special Education Instruction, Speech/Language Therapy, Physical Therapy, and/or Occupational Therapy. For more information, go to the online referral form or call 443-550-8405.

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. In order to determine student eligibility for Prekindergarten under the new Blueprint legislation, the following factors are used.

- Age of Entrance: 3-years-old by September 1st for HeadStart 3-year-old programs- no early entrance

Special Education 3-year-old programs are based on an IEP team decision, classroom services can begin on the child's third birthday

- 4-years-old by September 1st for 4-year-old programs- no early entrance

Income Eligibility:

- Children from families at or below 300% of FPG are offered a full day
- Children requiring a PreK placement per their IEP are eligible regardless of income
- Children from families who are homeless are eligible regardless of income
- Children from homes in which English is not the primary spoken language may be eligible based on the responses to the Home Language Survey-if two or more responses on the Home Language Survey list a language other than English, they are eligible regardless of income. The responses are used for eligibility for PreK only.

The [Prekindergarten Programming Application](#) is located on the Parent/Guardian Information Page of the website in the Forms & Applications dropdown section. The application for the following school year opens typically between February and March. Please watch the CCPS website scrolling banner on the homepage for the posting advertisement. 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 Tracey Dolina-Watkins, 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 – PAC

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 services that promote school readiness for children birth to age 5. For additional information, call 443-550-8077.

Judy Center – CES

The Judy Center Partnership at Calvert Elementary is a grant-funded school readiness initiative within the Calvert Elementary and Barstow Elementary school districts. The mission of the Judy Center is to provide comprehensive integrated services that promote school readiness for children birth to age 5. For additional information, call 443-550-8728

Before and After School Child Care Program

The before and after school childcare program operating in the elementary schools' hours are 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.

Children participate in activities that include homework time, physical activity, and games. Students receive a daily snack. For additional information please visit [CCPS School Aged Child Care](#) found at Departments > Instruction > Instruction Programs > School Age Child Care.

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 from the CCPS website. 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 component of an effective instructional program and will be assigned to all students as appropriate. Students should be encouraged to view homework as their responsibility and parents play an important role in this effort.

- Homework assigned to students will be appropriate to their age, ability and independent work level.
- Homework assignments will 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 support students' learning.
- 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

Calvert County Public Schools and its employees are not responsible for the theft, damage, loss, or destruction of cell phones or smartwatches and personal electronic devices brought into school, onto school property, to a school activity or onto a school bus by a student, whether allowed or prohibited.

Students may bring cellular phones/smartwatches to school but are not permitted to bring in other electronic or communication devices (such as personal laptops) because CCPS provides laptops to students in grades 3-12 and iPads for students in grades PreK-2. Calvert County Public Schools believe there are positive and negative aspects of allowing students to have cellular devices/smartwatches on school property. However, based on local and national data, cell phones and smartwatches have the potential to disrupt classroom instruction and the overall school climate. Thus, guidelines are in place to ensure that the possession and use of cell phones/smartwatches by students does not disrupt the learning environment, before and after-school activities, or the safe transportation of students. The expectations for the possession and/or use of cell phones/smartwatches at schools, on the bus, and during other school-sponsored activities (i.e., field trips) are described by student level below:

- The use of a cell phone/smartwatch or personal electronic device to secretly record or intercept a private conversation is a violation of state law. Violations may be reported to the authorities.
- The camera/audio/video 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 teacher.
- If there is an emergency, parents/guardians are encouraged to contact the school. All cell phone/smartwatch guidelines, expectations, and discipline consequences apply even if communicating with parents/guardians.
- Personal cell phones/smartwatches must not be used as a hotspot, as this circumvents protections built

into our network.

- Smartwatches are required to be turned off throughout the school day and follow all other cell phone guidelines.

Electronic communication devices may not be used in Alternative Education, In-School Intervention (ISI), or In-School Suspension (ISS).

High School Students

- Students may bring their phone/smartwatch, but once school begins, the device must be powered completely off (not on vibrate or silent mode) and must remain in a non-visible, secure location, with the exception of administratively approved classroom activities and lunchtime.
- During approved times, phones/smartwatches must not be disruptive, such as loud/explicit/inappropriate music or videos. Sound must only be audible through headphones. Phone conversations are prohibited.
- Camera and/or video functions must not be used to take or transmit any image or video at any time, even if the use of the phone/smartwatch is otherwise permitted.
- At the end of the lunch or activity period, all phones/smartwatches must be immediately powered back off and returned to a non-visible, secure location, until the end of the school day.
- Students may use their phone/smartwatch on the bus or school-chartered vehicle, but it must not be disruptive or cause a distraction to the driver at any time. Sound must only be audible through headphones. Phone conversations are prohibited.

Middle School Students

- Students may bring their phone/smartwatch, but once school begins the device must be powered completely off (not on vibrate or silent mode) and remain in a non- visible, secure location throughout the entirety of each school day.
- Students may use their phone/smartwatch on the bus or school-chartered vehicle, but it must not be disruptive or cause a distraction to the driver at any time. Sound must only be audible through headphones. Phone conversations are prohibited.

Elementary School Students

- Students may only bring their cell phone/smartwatch with a signed CCPS Elementary Student Cell Phone/Smartwatch Registration Form on file at the school.
- Registered cell phones/smartwatches must remain completely powered off (not on vibrate or silent mode) and inside the student's book bag, locker or cubby throughout the entirety of each school day, unless other storage arrangements are made with the teacher.
- Once approved for school, students may use their cell phone/smartwatch on the bus or school-chartered vehicle, but use must not be disruptive or cause a distraction to the driver at any time. Sound must only be audible through headphones. Phone conversations are prohibited.

These conditions do not apply to:

- Students who use electronic devices as a result of medical reasons, 504's, or IEP's. 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.

Student Records

Textbooks and Materials

At the beginning of each school year, parents/guardians will be notified by their school regarding the appropriate care of textbooks and materials assigned to students.

Parents/guardians 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 the Maryland Division of Labor and Industry at 410-767-2357.

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, 504 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 <https://studentprivacy.ed.gov> 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

The Transportation Department is available to support any questions or concerns parents may have. Please email bushelp@calvertnet.k12.md.us or call 443-550-8786 with questions or concerns about Transportation.

Transportation information for your student (bus number, bus stop location and approximate bus stop times) can be found in your student’s Home Access Center (HAC) data.

1. Verify the AM pick-up and PM drop-off locations for your child.
2. School staff are the only people who can update this information in the database. Notify schools immediately of changes to residency and pick-up and drop-off location (such as a new daycare location or no longer using a daycare). Accurate data is critical for appropriate capacity and timing of bus routes.

SIGN UP FOR HERE COMES THE BUS

Please sign up for the “Here Comes the Bus” (HCTB) website and app to find the most current bus stop information for your student. Here is how to get started:

- Download “Here Comes the Bus” by Synovia Solutions, LLC from your app store or visit www.herecomesthebus.com. (Free)
- Follow the steps to set up your account. (You will need to know your child’s Student ID#.)
- Our district code is 87557.

BUS SAFETY ON THE WAY TO and FROM THE BUS STOP

1. Parents are responsible for their child's safety and behavior from the time they leave home until they board the bus, and after they disembark the bus.
2. An adult or family member must be present at the bus stop for students in Pre-K through 2nd grade. Students will be returned to school when no one is present at drop-off.
3. The lack of sidewalks, streetlights, or shelters are not reasons for adjustments to bus routes/bus stops.
4. Parents must have children standing at the bus stop where they are visible to the bus driver 5 minutes before the typical pick-up time (not inside the doorway of a home, or on the front porch).
5. Do not move towards the bus until it comes to a complete stop.
6. If you must cross a road, make eye contact with the driver, and follow their direction.
7. Wait until all traffic has stopped in both directions before crossing the road. Look left, look right, then look left, again.
8. Do not use a cell phone or wear earphones when approaching or walking away from a bus.
9. If you drop something near a bus, do not get it on your own. First, tell the bus driver. Second, wait until your driver tells you it is safe to get the thing you dropped.

MISCONDUCT - Bus drivers are required to assign seats on the bus and to report misconduct to the school principal/designee. Riding privileges may be suspended. Please refer to the CCPS Code of Conduct for specific details.

SAFETY RULES FOR RIDERS ON BOARD THE BUS - Transportation is a privilege which can be suspended when student behavior disrupts the provision of safe and orderly transport. Students must conduct themselves as they would in the classroom. The driver has the responsibility and authority to correct behavior, including bullying and harassment. As per CCPS policy and procedures, all buses are equipped with CCPS-maintained audio-visual surveillance equipment.

1. Be courteous; NO profane or abusive language.
2. DO NOT bully, tease, or harass anyone on the bus.
3. NO food, drink, candy, or gum on the bus.
4. NO perfumed body spray, deodorant, hand sanitizer, etc. is to be used while on the bus. *Asthma/Allergies*
5. Always keep all body parts and objects inside the bus. Do not extend or discard anything through open windows.
6. Enter/exit through the front door. Rear doors are for emergencies only.
7. Stay seated until the bus comes to a complete stop. No standing, kneeling, or turning around.
8. Classroom voices. Loud voices/noises distract the driver.
9. Keep the aisle clean and clear. ALL bags/packs/instruments must fit in the student's lap or under seat.
 - a. NO sports bag or instrument can be placed in the aisle or take up a seat.
 - b. Your child must be able to carry their belongings safely and independently up and down the steps and lift them over the seats to avoid hitting other passengers.
10. Students and/or parents must repay the cost of repairs resulting from vandalism or the student will be prosecuted.
11. Balloons are not permitted on a bus. They obstruct the driver's vision.

Student use or possession of alcohol, drugs, or tobacco products including Nicotine Delivery Devices, is prohibited on the bus, in school buildings, and on school grounds.

COMMUNICATION AND OTHER ELECTRONIC DEVICES: Students may use electronic devices on buses. At no time may students be disruptive when using these devices on school buses. The camera, flash and audio-visual recording functions must not be used on the bus.

The bus driver has the right to suspend a student from the bus for one (1) day due to serious safety disruption ONLY AFTER FIRST reporting the one (1) day suspension to both school officials **and** the parents of the disruptive student.

Community Access & Involvement

School Visitation - Policy 8105

Full text of policy is available upon request or at <https://www.calvertnet.k12.md.us/district-information/policies/community>.

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.

Special Education Citizens' Advisory Committee (SECAC)

The Calvert Special Education Citizens' Advisory Committee (SECAC) meets at least five times 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 or virtually. 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 or visit Parent Involvement Groups – Calvert County Public School District (calvertnet.k12.md.us) if you would like additional information about this committee. All attendees are welcomed.

The 2025 – 26 schedule of SECAC meetings is as follows:

- Sept. 16, 2025
- Oct. 14, 2025
- Nov. 18, 2025
- Jan. 13, 2025
- Feb. 10, 2026
- Mar. 10, 2026
- Apr. 29, 2026 (in person Annual Staff Appreciation Awards)
- May 12, 2026
- Jun. 9, 2026 (Exec. Board Meeting)

All meetings are virtual at 6:30PM except for the Annual Staff Appreciation Awards - Location TBD.

Local Interagency Coordinating Council (LICC) Meeting Dates – 2025–2026 School Year

The LICC meetings for the 2025–26 school year are scheduled as follows:

- October 21, 2025
- January 20, 2026
- March 17, 2026
- May 19, 2026

All meetings will be held in a hybrid format at 9:00 AM. Participants may attend in person in the conference room of the Infants and Toddlers Program (located adjacent to Calvert Country School) or join virtually via Microsoft Teams.

The Local Interagency Coordinating Council (LICC) is a collaborative group of community stakeholders, including families, service providers, and local agencies, who support and advise early intervention services for children birth to age three. Anyone with an interest in early childhood development is welcome to attend.

To request a virtual meeting link, please call 443-550-8380 or email Tatiana Owens at owenst@calvertnet.k12.md.us.

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/Guardian 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 provide this information in writing to the school Principal. If the high school does not receive the information 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 letter.

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.

Online Volunteer Management

Calvert County Public Schools utilizes an online volunteer management system for visitor and volunteer tracking. It is designed to increase safety and security in all of our schools and facilities. Raptor 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 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 Raptor 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 Raptor sign in and sign out verification process on every visit. Visitors and volunteers will be required to wear a 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 within Quick Links found at the top of every webpage. 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. Volunteers for activities designated for fingerprinting must be fingerprinted by CCPS before their volunteer application will be processed. If you have questions, please call your child's school directly.

Calvert County Public Schools is using the Raptor 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 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.

Policy on Discrimination – Policy 1118 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 subjected to 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.

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 the Supervisor of Operations at 443-550-8770. 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
ALPHINE WSG	Dinotefuran	499-561	Non-repellant used for roach and ant treatments on interior of a structure
GENTROL	(S) Hydroprene	2724-351	Growth Regulator used for breaking the life cycle of roaches
BIFEN IT	Bifenthrin	53883-118	Insecticide used on a variety of general issues (Ants, Crickets, Spiders, Silverfish)
CYZMIC CS	Lambda-Cyhalothrin	53883-389	Insecticide used on a variety of general issues(Ants, Crickets, Spiders, Silverfish)
SPECTRE 2 SC	Chlorfenapyr	91234-24-53883	Non-repellant used on the interior of a structure for ants
FUSE	Imidacloprid, Fipronil	53883-328	Used on the exterior of a structure for ants
FUSE FOAM	Imidacloprid, Fipronil	53883-462	Used to foam voids for carpenter ant galleries
NIBOR D + IGR FOAM	Boron sodium oxide, Tetrahydrate, Pyriproxyfen	64405-37	Used to foam drains for a variety of flies or roaches
PT ALPINE FLY BAIT	Dinotefuran	499-568	Used to control house flies and blow flies, ect.
PT PL	Pyrethrin	499-444	Contact aerosol insecticide used for roaches and ants
STRYKER WASP/HORNET	Prallethrin	53883-384	To treat, then remove wasp and hornet nest
VENDETTA ROACH GEL	Abamectin B1	1021-1828	Baiting for roaches
MAXFORCE FC MAGNUM GEL	Fipronil	432-1460	Baiting for roaches
MAXFORCE FC ROACH STATIONS	Fipronil	432-1257	Baiting for roaches
OPTIGUARD ANT GEL	Thiamethoxam	100-1260	Baiting for ants
DELTA DUST	Deltamethrin	432-772	Dusting yellow jacket nest, dusting cracks or voids for ants
TERMIDOR HE	Fipronil	7969-329	Treating for subterranean termites

TERMIDOR FOAM	Fipronil	7969-210	Foaming voids for subterranean termites
CONTRAC BLOX	Bromadiolone	12455-79	Rodenticide for mice and rats

Directory of Schools

Elementary Schools

Barstow Elementary School

Principal: Sarah Weisner
443-550-9510
Fax: 410-286-4050
295 Williams Road
Prince Frederick, MD 20678
Assistant Principal: Regina Barnes

Beach Elementary School

Principal: Brock Fulton
443-550-9520
Fax: 410-286-4014
7900 Old Bayside Road
Chesapeake Beach, MD 20732
Assistant Principal: Alisandra Ravenel

Calvert Elementary School

Principal: Dr. Christy Harris
443-550-9550
Fax: 410-286-4015
1450 Dares Beach Road
Prince Frederick, MD 20678
Assistant Principal: Krysten Sneade

Dowell Elementary School

Principal: Jamie Smith
443-550-9480
Fax: 410-286-4016
12680 H.G. Trueman Road
Lusby, MD 20657
Assistant Principal: Denise Harbaugh

Huntingtown Elementary School

Principal: Eric Ruffo
443-550-9360
Fax: 410-286-4005
4345 Huntingtown Road
Huntingtown, MD 20639
Assistant Principal: Alkeisha Williams

Mt. Harmony Elementary School

Principal: Jason Patton
443-550-9620
Fax: 410-286-4017
900 West Mt. Harmony Road
Owings, MD 20736
Assistant Principal: Angelica Van Bavel

Mutual Elementary School

Principal: Stacy Hawxhurst
443-550-9650
Fax: 410-286-4018
1455 Ball Road
Port Republic, MD 20676
Assistant Principal: Dona Hook

Patuxent Appeal Elementary Campus

Principal: Michelle Beckwith
443-550-9710
Fax: 410-286-4020
35 Appeal Lane
Lusby, MD 20657
Assistant Principals: Rebecca Amstutz, Cristin Williams

Plum Point Elementary School

Principal: Beatriz Gonzalez-Wilson
443-550-9730
Fax: 410-286-4021
1245 Plum Point Road
Huntingtown, MD 20639
Assistant Principal: Jenean Deahl

St. Leonard Elementary School

Principal: Tammie Rudzinski
443-550-9760
Fax: 410-286-4022
5370 St. Leonard Road
St. Leonard, MD 20685
Assistant Principal: Nicole Jimney

Sunderland Elementary School

Principal: Pamela Myrick
443-550-9390
Fax: 410-286-4006
150 Clyde Jones Road
Sunderland, MD 20689
Assistant Principal: Amanda Merillat

Windy Hill Elementary School

Principal: Michelle Schmidt
443-550-9790
Fax: 410-286-4023
9550 Boyd's Turn Road
Owings, MD 20736
Vice Principal: Holly Ims

Middle Schools

Calvert Middle School

Principal: Rebecca Bowen
443-550-8970
Fax: 410-286-4007
655 Chesapeake Boulevard
Prince Frederick, MD 20678
Assistant Principal: Chandra Fleet

Mill Creek Middle School

Principal: Dr. Joe Sampson
443-550-9190
Fax: 410-286-4024
12200 Southern Connector
Boulevard
Lusby, MD 20657
Assistant Principal: Matt Deegan

Northern Middle School

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

Plum Point Middle School

Principal: Kelly Cleland
443-550-9170
Fax: 410-286-4009
1475 Plum Point Road
Huntingtown, MD 20639
Assistant Principal: Elliott Tyler

Southern Middle School

Principal: Ryan Crowley
443-550-9250
Fax: 410-286-4026
9615 H.G. Trueman Road
Lusby, MD 20657
Assistant Principal: Willanette Lohr

Windy Hill Middle School

Principal: Mark Whidden
443-550-9310
Fax: 410-286-4027
9560 Boyd's Turn Road
Owings, MD 20736
Assistant Principal: Kristen Ratcliff

High Schools

Calvert High School

Principal: Andrea Young
443-550-8880
Fax: 410-286-4032
520 Fox Run Boulevard
Prince Frederick, MD 20678
Assistant Principals: Kristyn Madeja, Vincent Martirano, James Rodenhaver, Trey Sirman

Huntingtown High School

Principal: Beth Morton
443-550-8810
Fax: 410-286-4011
4125 N. Solomons Island Road
Huntingtown, MD 20639
Assistant Principals: Lynn Cunningham, James Carpenter, Rob Lawrence, Shaina Brickner

Northern High School

Principal: Dr. Kevin Simmons
443-550-8950
Fax: 410-286-4034
2950 Chaneyville Road
Owings, MD 20736
Assistant Principals: Erin Mathers, Mark Gladfelter, James Kurtz, Darrel Prioleau

Patuxent High School

Principal: Anthony Barone
443-550-8840
Fax: 410-286-4036
12485 Southern Connector
Boulevard
Lusby, MD 20657
Assistant Principals: Michelle Bell, Francis Forrest, Lori Pellock, Anne Rickwood

Additional Schools

Calvert Country School

Principal: Racheal Lindauer
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: Bryan Sammons

Central Office Directory

ADMINISTRATION

Interim Superintendent of Schools
Dr. Marcus J. Newsome
443-550-8009 - newsomem@calvertnet.k12.md.us

Chief Operations Officer
Dr. Susan Johnson
443-550-8009 - johnsons@calvertnet.k12.md.us

Chief Academic Officer
Jacquelyn Jacobs
443-550-8009 - jacobsj@calvertnet.k12.md.us

Supervisor of Equity and Special Education
Margo Gross
443-550-8004 - grossm@calvertnet.k12.md.us

CHILD NUTRITION PROGRAM

Supervisor of Child Nutrition Program
Valarie Parmer
443-550-8680 - parmerv@calvertnet.k12.md.us

CONSTRUCTION

Director of School Construction
Shuchita Warner
443-550-8772 - warnersh@calvertnet.k12.md.us

Supervisor of School Construction
Chuck Davis
443-550-8773 - daviscc@calvertnet.k12.md.us

FINANCE

Chief Financial Officer
Scott Johnson
443-550-8200 - johnsonse@calvertnet.k12.md.us

Supervisor of Finance
Barb Sikora
443-550-8202 - sikorab@calvertnet.k12.md.us

HUMAN RESOURCES

Director of Human Resources
Zachary Seawell
443-550-8266 - seawellz@calvertnet.k12.md.us

Supervisor of Human Resources
Stephen Williams
443-550-8264 - williamss@calvertnet.k12.md.us

Supervisor of Human Resources
Jennifer Stalker
443-550-8321 - Stalkerj@calvertnet.k12.md.us

INFORMATION TECHNOLOGY

Director of Information Technology
Matt Poteet
443-550-8100 - poteetm@calvertnet.k12.md.us

Supervisor of Information Technology
Rick Lippert
443-550-8111 - lippertr@calvertnet.k12.md.us

Supervisor of Information Technology
Joel Parmer
443-550-8103 - parmerj@calvertnet.k12.md.us

INSTRUCTION

Director of System and Instructional Performance
Scott McComb
443-550-8037 – mcombs@calvertnet.k12.md.us

Supervisor of Instructional Technology and Teacher
Induction
Thomas Hill
443-550-8092 – hillt@calvertnet.k12.md.us

Supervisor of State and Federal Grant Programs
Joyce King
443-550-8025 - kingj@calvertnet.k12.md.us

Supervisor of Secondary Science
Yovonda Kolo
443-550-8026 – koloY@calvertnet.k12.md.us

Supervisor of Social Studies
Nicole Penix
443-550-8017 – penixj@calvertnet.k12.md.us

Supervisor of Elementary Science
Janel McPhillips
443-550-8031 -mcphillipsj@calvertnet.k12.md.us

Supervisor of Elementary Reading/Language Arts
Melissa Huffman
443-550-8033 - huffmanm@calvertnet.k12.md.us

Supervisor of PE, Health and Athletics
Marc Watson
443-550-8426 - watsonm@calvertnet.k12.md.us

Supervisor of World Languages/ESOL/Multilingual
Learners
Kelly Smith
443-550-8043 -smithk@calvertnet.k12.md.us

Supervisor of Secondary Math
Joe Sutton
443-550-8045 – suttonj@calvertnet.k12.md.us

Supervisor of Visual and Performing Arts
Bryan Welker
443-550-8046 – welkerb@calvertnet.k12.md.us

Supervisor of Secondary English/Rdg./Lang. Arts
Loren Grimes
443-550-8019 - grimesl@calvertnet.k12.md.us

Supervisor of Gifted & Talented Edu, Articulation,
STEM & MESA, Robotics Competition
Dr. Crystal Ricks
443-550-8047- [ricksc@calvertnet.k12.md.us](mailto:ricks@calvertnet.k12.md.us)

Supervisor of Elementary Math
Julie Morrison
443-550-8023 - morrisonj@calvertnet.k12.md.us

Supervisor of Early Childhood
Michelle Ward
443-550-8048 - wardm@calvertnet.k12.md.us

PROCUREMENT & RESOURCE MANAGEMENT

Supervisor of Procurement & Resource
Management
Sheldon Taylor
443-550-8157 - [taylors@calvertnet.k12.md.us](mailto:taylor@calvertnet.k12.md.us)

SCHOOL FACILITIES

Director of School Facilities
Gregg Gott
443-550-8763 - gottg@calvertnet.k12.md.us

Supervisor of Operations
Bea Weems
443-550-8764 - weemsb@calvertnet.k12.md.us

Supervisor of Maintenance
Scott Long
443-550-8762 – longs@calvertnet.k12.md.us

SPECIAL EDUCATION

Director of Special Education
Kendy Anderson
443-550-8400 - andersonk@calvertnet.k12.md.us

Supervisor of Special Education
Nancy Gregory
443-550-8338 - gregoryn@calvertnet.k12.md.us

Supervisor of Special Education
Vacancy
443-550-8340 - christianv@calvertnet.k12.md.us

Supervisor of Special Education
Nicole Ayres
443-550-8361 – ayresn@calvertnet.k12.md.us

Supervisor of Student Services - School Health
Christine Knode
443-550-8461 - knodec@calvertnet.k12.md.us

Supervisor of Special Education
Janet Stephanson
443-550-8357 - stephansonj@calvertnet.k12.md.us

Supervisor of Student Services - Psychological Services
Suzanne McGowan
443-550-8487 - mcgowans@calvertnet.k12.md.us

STUDENT SERVICES

Director of Student Services
Cecelia Lewis
443-550-8460 - lewiscl@calvertnet.k12.md.us

Community Resource & School Safety Specialist
Larry Titus
443-550-8453 - titusl@calvertnet.k12.md.us

Supervisor of Student Services – School Counselors
Molly Wanamaker
443-550-8460 - wanamakerm@calvertnet.k12.md.us

TRANSPORTATION

Director of Transportation
Kevin Hook
443-550-8781 - hookk@calvertnet.K12.md.us

Supervisor of Transportation
Travis Mister
4443-550-8781 – mistert@calvertnet.k12.md.us

Non-discrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability, or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth programs.



Calvert County Public Schools does not refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, or prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national original, marital status, sexual orientation, gender identity or disability.

Calvert County Public Schools does not discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

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: <https://ocracas.ed.gov> or call 1-800-421-3481.