

2026-2027
Calvert Elementary School
Parent Handbook



Calvert County Public Schools

WELCOME TO CALVERT ELEMENTARY SCHOOL

[Visit the CES website for more information.](#)

School Vision:

To foster a safe, positive, and collaborative community that empowers each student with the necessary skills to reach their full potential and challenges them to become a productive citizen who makes a difference in our community. Every student will feel a strong sense of belonging in a welcoming and supportive learning environment at Calvert Elementary School.

School Mission

Our school is committed to challenging each student to make growth to ultimately meet and exceed high academic, social, and character expectations.

Core Values

- Students demonstrating the 3 Rs: Respectful, Responsible, and Ready to Learn
- Staff meeting individual needs of all students academically, socially and behaviorally
- Partnerships between CES staff & families

Office Staff

Dr. Christina Harris, Principal harrisc@calvertnet.k12.md.us
Erik Holm, Assistant Principal holme@calvertnet.k12.md.us
Jaynie Peterson, Dean petersonj@calvertnet.k12.md.us
Casey Buffenbarger, School Counselor buffenbargerc@calvertnet.k12.md.us
Lauren Gaylord, Nurse gaylordl@calvertnet.k12.md.us
Carla Gray, Secretary grayca@calvertnet.k12.md.us
Shelley Polko, Secretary polkos@calvertnet.k12.md.us

Attendance, Tardiness, & Early Releases

Regular attendance at school is vital to your child's

educational development. School attendance laws in the State of Maryland require that children attend school regularly; students absent 10% or more of the total number of enrollment days are considered to have chronic absenteeism. In accordance with CCPS Students' Rights & Responsibilities Attendance Policy, schools will monitor student attendance, collaborate with families experiencing attendance concerns, provide resources and develop plans as appropriate. Students who are chronically absent



will be considered for retention. **When students are absent, you will receive an automated phone call to alert you to the absence.**

Lawful absences: If a student is absent due to illness, or another legitimate reason, they must bring a written note signed by the parent or legal guardian, or an email from the parent/guardian, or a doctor's note if they have been seen. The note must be sent in within three days of the absence.

Make-Up Work Requirements: It is the responsibility of all students, whether the absence is lawful or unlawful, to obtain and to complete the work provided by each teacher. All make-up work will be graded in accordance with the regular classroom grading policy if it is completed within the established timeline. Generally, students will have one day to make up work for each day of absence. Teachers are not expected to provide schoolwork before absences.

Tardiness (Late Arrival) & Early Release & Parent Pick-up

All students arriving after the school start time **MUST BE SIGNED IN** by an adult in the school office. Students arriving after the start of the school day will be considered **tardy**. Students leaving before the end of the school day will be identified as having an **early release**.

Please note: Unless it is a school or system wide emergency, parents must provide written permission for anyone to pick up their child from school. A written note is required each time your child is picked up by someone other than the parent or legal guardian, even if the person is listed on the Emergency Form.

Annual Student Update

Parents/Guardians are required by the school system to update the Annual Student Information for each of their children at the beginning of **every** school year. **Accurate information is critical!** You will be notified to verify information online. Please provide the names and phone numbers of at least three other adults that staff can contact if your child becomes ill or in an emergency.



Bullying, Harassment, and Intimidation

All CCPS schools strongly believe that all students should feel safe and secure at school, school-sponsored activities and events, and while on school buses. These environments should be free from all forms of bullying, harassment, intimidation, and discrimination.

Definitions

Bullying – is unwanted, demeaning behavior among students that involves a real or perceived power imbalance. The behavior is repeated, or is highly likely to be repeated, over time. In order to be considered bullying, the behavior must be intentional and include:

1) An imbalance of power (students who bully use their physical, emotional, social, or academic power to control, exclude, or harm others), and 2) Repetition (bullying behaviors happen more than once or are highly likely to be repeated based on evidence gathered).

Cyberbullying – is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through texting, apps, or online via social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false or hurtful content about another student. It can include sharing personal or private information about someone else causing embarrassment or humiliation.

Harassment – includes actual or perceived negative actions that offend, ridicule, or demean another student with regard to race, ethnicity, national origin, immigration status, family/parental or marital status, sex, sexual orientation, gender identity, gender expression, religion, ancestry, physical attributes, socioeconomic status, physical or mental ability, or disability.

Intimidation – is any communication or action directed against another student that threatens or induces a sense of fear and/or inferiority. Retaliation may be considered a form of intimidation.

Bias Behavior – Bias-related behavior broadly encompass actions that may involve the use of images, language, or behavior that directly or indirectly demonstrate hostility or contempt toward a person or group on the basis of actual or perceived identity.

If your child has witnessed or experienced any of these behaviors, please complete the [Bullying Harassment or Intimidation Reporting form](#), available from the school office or online. It can be completed by parents, students, or staff. Contact the school for additional information or assistance at any time.

Cafeteria

Elementary Cafeteria Prices

Breakfast	\$1.85
Lunch w/ Milk	\$3.00
Milk & Water	\$0.65



The cafeteria serves nutritious and well-balanced breakfast and lunch daily. Students are issued a PIN/Student ID that links to their lunch account.

- Parents who wish to pay in advance for milk or bottled water can write a check payable the school or make a credit card/debit card payment on [LINQ Connect](#), an online payment service. **Any checks returned by the bank will be assessed a \$20 processing fee.**

- Interactive menus with nutrition and allergen information along with a listing of a la carte prices are available online. [View school meal information.](#)
- The Free Meal Program application will be sent home to every family again this year and is available online.

Lunch is a social time for all students to interact and share social time with their classmates. We understand that at times parents may wish to eat lunch at school with their child. Parents/guardians may come to have lunch with their student in the cafeteria; please bring ID and sign in as a visitor. We cannot accommodate visitors during lunch the first two weeks of school and on days that we have special events. We cannot accommodate visitors on two-hour early dismissals or two-hour delays for Kindergarten due to space limitations.

Students may qualify for free or reduced price meals if their household meets federal income guidelines or if they are in certain categories (e.g., SNAP/TCA recipients, foster children, homeless, migrant, WIC participants, Medicaid-matched). For additional information, please [visit School Meal Information.](#)

Code of Conduct and Student Discipline

Calvert County Public Schools (CCPS) strives to create a positive school climate where staff, students, and parents/guardians work together to maintain safe and orderly learning environments. Working together, we will provide inclusive environments where all students come to school free from judgement. We all share responsibility in helping our students understand how to treat individuals with respect regardless of race, color, sex, age, gender identity, religion, sexual orientation, physical and mental disability, marital status, ancestry or national origin, familial status, ethnicity or genetic information.



The Students' Rights, Responsibilities and Code of Conduct is designed to outline student protections and expectations, as well as our commitment to our students on the role we play in supporting them in their educational endeavors. Students deserve a disciplinary process that is consistent and fair.

CCPS has embraced a gentler and kinder approach, taking part in acts of kindness, civility towards one another, and acceptance of each other's differences. Intolerance and lack of civility within our schools (and in many cases precipitated on social media), escalated to the point of disruption, threats, and personal anguish to those targeted individuals or groups of people, must be extinguished. Calvert County Public Schools will never accept any form of racism, hate speech and bias behaviors. We are committed to continuing our work with students and staff to protect the rights and safety of all.

We are living in a world that has greater diversity, greater opportunity, and greater accountability. So that we can help prepare students to maneuver through this world, as they become productive citizens, we first must start with how we conduct ourselves in our schools. It is important to know that understanding and accepting others' differences does not mean that we must agree with it. However, we do have to learn to respectfully work through our differences and misunderstandings, and to work with individuals who have values and beliefs different than our own.

Our work begins with Calvert County Public School staff. Relationships are the foundation to learning and increase the connections to school. We expect our school staff members to develop meaningful, professional relationships with students. We know that students who have meaningful relationships with an adult in their school are more likely to be engaged in school, attend regularly, and stay in school until graduation.

The Calvert County Board of Education believes that safe and orderly schools with maximal educational benefits for all students require the maintenance of acceptable standards of student conduct. To help maintain a positive learning environment, progressive discipline will be used. Inherent in the progressive discipline process is the necessity for school personnel to help the student learn from his or her experience and modify the behavior which initiated the discipline.

The Code of Conduct will be reviewed with students at the beginning of the school year and we encourage all parents/guardians to review: [View Code of Conduct information.](#)

Celebrations

Occasionally there are school, grade level, or classroom celebrations. These celebrations may be for a holiday, special event, or as the result of a teacher-generated incentive. Information regarding the events and any donations requested will be shared well in advance. Please do not send items that have not been explicitly requested. If you do not wish for your child to participate in specific celebrations, please communicate with your child's teacher before the event.



Student birthdays are very exciting and will be recognized by the classroom teachers and staff. We kindly request that, due to increased allergies, students with diabetes and other health concerns, non-food items such as pencils, stickers, trinkets, etc. be sent in to share with the class rather than cupcakes or other snacks. If you do wish to send cupcakes or snacks, they must be storebought in the original packaging with labels. Please communicate with the teacher in advance if you are planning on sending items in to celebrate your child's birthday. The items may be dropped off at the front office and will be shared with students at a time determined by the teacher to minimize impact on instruction.

Chorus and Instrumental Music

Chorus, Band, and Strings is offered to students in grades 4 and 5 during the school day. Chorus will be on a specific day at each school and instrumental music has a rotating monthly calendar.



Counseling

The School Counselor works with students to address their academic achievement and social development. Throughout the year, the School Counselor will conduct classroom lessons, assemblies, and programs that focus on bully prevention, friendship skills, self-esteem, leadership, good study habits, personal hygiene, and decision making. The counselor also sees individual and small groups of students.

To meet with the counselor, students can request an appointment or be referred by a staff member. Parents/guardians can also request that the counselor meet with their child, particularly if a student is experiencing a crisis or difficult situation.

Dress Code

While student dress and appearance are the responsibility of students and their parents, the Board believes that dress and appearance should not disrupt or interfere with any aspect of the educational process and expects that dress and appearance are consistent with all Board policies.

The student dress code will be implemented equitably regardless of students' race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, genetic information or age, body type, body size, or personal style.

Student attire may not disrupt the learning environment, interfere with the health or safety of any student, nor contribute to a hostile or intimidating atmosphere for any student.



Students must wear:

- Shirt or top (all shirts and tops must at least cover the student's navel).
- Bottom (for example, pants, sweatpants, shorts, skirt, dress, and leggings).
- Shoes (curricular or activity-specific shoes may be required).

Certain body parts must be covered for each student. Clothes must be worn in a way such that the chest, navel, pelvic/groin area and buttocks are covered with material that is not transparent.

Students are permitted to wear:

- Hats or headwear, as long as the student's face and ears are visible and are not obscured, and the student's identity is not concealed.
- Tank tops (including ones with spaghetti straps), halter tops, and strapless tops.
- Ripped jeans that do not expose undergarments.
- Athletic attire.

Students are not permitted to wear:

- Attire that depicts profanity, hate speech, obscenity, or violence, including the use of weapons.
- Attire that promotes use of tobacco, drugs, alcohol, or other illegal or harmful products.
- Attire that promotes, implies, or contains sexually suggestive messages.
- Visible underwear or bathing suits.
- Headwear that obscures the face, except as a religious obligation, observation of a religious holiday, or for a school-related activity.
- Attire that depicts gang affiliation.
- Attire that causes or is likely to cause a material disruption, a substantial disorder to school activities or the orderly operation of the school, or an invasion of the rights of others.
- Attire that contains language or symbols that demean an identifiable person or group or otherwise infringes on the rights of others.
- Attire that may be used as a weapon (e.g., chains, dog collars, hats with spikes) or that may cause damage to school property.
- Sunglasses may not be worn inside of the school building unless prescribed by a physician. If sunglasses are prescribed, a medical form must be completed and submitted to the main office.
- Wearable technology (i.e., earbuds, headphones) when it interferes with instruction or student safety.

Students who violate this policy should expect that they will be asked to change clothing and that their parents will be notified. If violations reoccur, progressively more serious disciplinary actions may be taken. Please see the CCPS Code of Conduct for additional information.

Electronic 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 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.

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.

Field Trips

Field trips are an important part of the school program and serve as an extension of the curriculum. Information will be shared in advance through the classroom teachers. To attend any field trip, students must submit a signed permission slip and any field trip fee. Please contact your student's teacher directly with any questions. Financial support is available on a case-by-case basis.



If for some reason (other than illness) a student does not go on a class field trip, he/she should still come to school. Appropriate assignments and a supervised workplace will be provided.

Chaperones

The number of additional adult chaperones is determined by the destination, activities, and ages of students. Teachers will share information regarding the number of chaperones needed and parents can indicate if they are interested in being selected as a chaperone. To be considered, parents/guardians must be an approved volunteer and must agree to ride on the bus. [View the volunteer application process.](#)

Students attending field trips must ride the bus to the destination to be counted present for the day. We discourage students from being picked up early from field trips; however, any students picked up early from the trip will be coded as early release.

Health and Medication

[CCPS Health Services Handbook for Families](#)

Requirements for Immunizations

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

Prior to the first day of school any new or transfer students must have proof of their age-appropriate vaccines or proof of a doctor's appointment. This appointment must be **within 20 calendar days from the 1st day of school**. Failure to provide proof of immunizations or proof of an appointment to receive these vaccines **by the 20th calendar day of school will result in your child being excluded from school**.

If your child should become sick or injured at school, he/she will be sent to the school nurse. Every effort will be made to inform you of his/her illness. In the event your child needs to



leave school, he/she will be made as comfortable as possible until you arrive. **Please notify the school of any changes to contact or emergency phone numbers.**

RETURNING TO SCHOOL AFTER AN ILLNESS

A student may return to school:

- 24 hours after a fever breaks (without the need/use of fever reducers)
- 24 hours after vomiting or diarrhea has ceased.
- 24 hours after starting an antibiotic (i.e., for Pink Eye, impetigo, and strep)
- Following head lice clearance by school nurse
- Following ringworm when exposed area is covered, and the nurse is notified of medication follow-up.

MEDICAL CONCERNS- In the event your child develops new medical concerns or experiences an injury that results **in crutches, a wheelchair, or activity restrictions**, please contact the school nurse. A doctor's order clarifying the restrictions should also be shared with the school office.

MEDICATION- During the year, it may become necessary for some students to take medication during school hours. All medications administered at school, whether prescribed by a physician or purchased over the counter, must be registered with our school nurse. a "CALVERT COUNTY SCHOOL MEDICATION ADMINISTRATION AUTHORIZATION FORM", is available from the school nurse, and must be filled out by a physician. All medications, both prescription and over the counter, must be brought to school in the original container.

CCPS requires that medications be transported by the parent/guardian.

Sick Children ...Send to School or Keep Home?

Deciding when a child is too sick to go to school can be a difficult decision for parents to make. When trying to decide, use the guidelines below to help you.

Go to School - If your child has any of the following symptoms, they should probably go to school:

- Sniffles, a runny nose and a mild cough without a fever (this could be an allergic response to dust, pollen or seasonal changes),
- Vague complaints of aches, pains or fatigue.

Stay at Home - If your child has any of the following symptoms, please keep your child at home or make appropriate childcare arrangements:

- APPEARANCE, BEHAVIOR - unusually tired, pale, lack of appetite, difficult to wake, confused or irritable. This is sufficient reason to keep a child at home.
- EYES – With pink eye (conjunctivitis) you may see a white or yellow discharge, matted eyelids after sleep, eye pain and/or redness. A student with pink eye may not return to school until they have been cleared to return by their doctor and have been on antibiotics for 24 hours.
- FEVER - temperature of 100 degrees Fahrenheit or higher. Remember that a child must be fever-free for 24 hours without the use of fever-reducing medication before returning to school.
- GREENISH NOSE DISCHARGE AND/OR CHRONIC COUGH - should be seen by a health care provider. These conditions may be contagious and require treatment. SORE

THROAT - especially with fever or swollen glands in the neck. In cases of strep throat, the student must be on antibiotics for at least 24 hours before returning to school.

- DIARRHEA - three (3) or more watery stools in a 24-hour period, especially if the child acts or looks ill. Diarrhea needs to have ended for 24 hours before a student returns to school.
- VOMITING - needs to have ended for 24 hours before a student returns to school.
- RASH - body rash, especially with fever or itching. Heat rashes and allergic reactions are not contagious.
- EAR INFECTIONS WITHOUT FEVER - do not need to stay home, but the child needs to get medical treatment and follow-up. Untreated ear infections can cause permanent hearing loss.
- LICE - may not return to school until they have been treated and are free of live lice.
- CHICKEN POX - may return to school when all lesions are crusted, generally Day 6 after the onset of rash; may be fewer days especially in students who have been vaccinated.
- RINGWORM – Circular or ring-like lesions with a raised edge. Students cannot attend school until treatment has been started and the lesions are covered.

IF YOUR CHILD SHOWS ANY OF THE ABOVE SYMPTOMS AT SCHOOL, IT WILL BE NECESSARY TO PICK HIM/HER UP FROM SCHOOL PROMPTLY.

Please click here for health guidance: [Prolonged State of Emergency - Calvert County Public School District \(calvertnet.k12.md.us\)](https://calvertnet.k12.md.us)

REQUEST FOR INFORMATION, INCLUDING RATING SCALES-At times, your child's medical provider, tutor, counselor, therapist, etc. may need information from the school to better understand how to support them. Our staff can complete the information with a signed Release of Information form. This may be requested through your school's main office. Information will be provided directly to the provider and copies of any information provided will be maintained in the student's confidential record.

Home to School Communication

Children do best in school when their parents/guardians are involved in their education. A key to that involvement is the communication between home and school.

Effective home-school communication allows staff and parents/guardians to ask questions, clarify expectations, share concerns, and report on student progress.

Communication will be accomplished in several ways:

- **School Messenger:** CCPS electronic information system that sends out information, updates, and/or emergency information like school closings due to inclement weather via text, phone, email depending on how parents want to be notified. Schools also use School Messenger to share school-specific information such as parent newsletters, and activities and events happening at school. If you are not receiving email updates from your child's school, please check your personal information on HAC or call the Main Office.
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- **Weekly Folders:**
 - Newsletters & general grade level information
 - Graded work
 - Community information and flyers
 - School forms that need to be completed
 - **Agenda Books:** Assignments, reminders and notes may be communicated via agenda book.
 - **Parent/Teacher Conferences:** Parent/Teacher conferences can be scheduled throughout the year. Please contact your child's teacher to arrange for a conference.
 - **Home Access Center (HAC):** HAC is the school system portal for students and parents to view attendance, class schedules, and grades. It is available via the Internet and allows parents to update phone numbers and email addresses for the automated notifications system. HAC can be accessed under the Parent tab on the CCPS website. Parents should continue to use their existing log in information to access HAC. New students to Calvert County will receive a letter with username and password to log in.
 - Report cards will still be printed and sent home.
 - **Report Card Distribution Dates:**
 - November 9, 2026
 - January 29, 2027
 - April 16, 2027
 - June 9, 2027 (students' last day)
 - **CES Website Updates** visit the CES site at <https://ces.calvertnet.k12.md.us/>
 - **CES PTO Facebook:** CES Families at [CES Families | Facebook](#)
 - **CES Facebook:** Calvert Elementary School Facebook can be accessed on our website as well as <https://www.facebook.com/CalvertElementarySchoolCCPS/>

Please contact the CES office if you require a paper copy of announcements and information.

Lost and Found

Lost and found clothing, lunchboxes are kept in our designated area. Small or more valuable items such as keys, earrings, glasses or wallets are kept in the front office.

At the end of each month, unclaimed items lost and found that do not get claimed are donated to a charitable organization.

Please label your child's lunchbox, coat, sweaters, hats, gloves, and other items that might get "lost" or left behind so that we may assist in returning the items to the students.

Students should never bring large sums of money or other valuables to school. The school is not responsible for lost items.

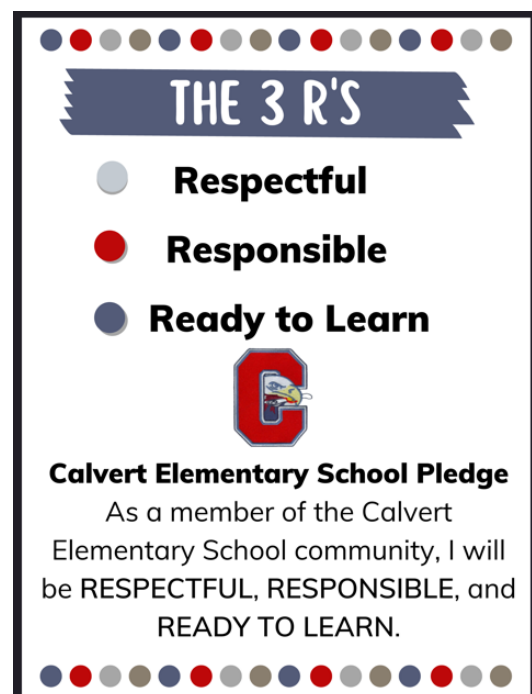
Positive Behavior Interventions & Supports (PBIS)

CES has the 3 Rs for expectations:

- ✓ **Respectful**
- ✓ **Responsible**
- ✓ **Ready to Learn**

These are recited in the CES Pledge daily during the WCES morning broadcast.

One way to help your child be more responsible and ready to learn is to have your child check to see if he/she has everything needed for the school day. This will help your child plan, be responsible, be ready to learn, and minimize disruptions to the school day. It saves you unexpected "rescue missions" to the main office.



Photographs and Videos

Photographs and videos of students taken in school and at school events by school staff may be used in print and electronic media, including newspapers and the Internet. This may include photographs and videos taken in classrooms, throughout the school building, and at events normally open to the public. Students may be identified by name in photograph captions.

Parents who do not want photographs and videos of their children used in print and/or electronic media, should indicate this in the annual student update in the Home Access Center (HAC) by September 30th.

Safety and Security

As part of the CCPS efforts to plan effectively for our students' safety, a School Crisis and Emergency Plan will be reviewed and updated by each CCPS school. We will conduct a variety of safety drills throughout the year.

These safety drills will include the following:

- Fire Drills
- Bus Evacuation Drills
- Severe Weather Drills
- Lockdown and Shelter-In- Place Drills
- Evacuation Drills
- Other Building Security and Emergency Drills



The primary purpose of our Emergency Plan is so that our teachers and staff will be able to make sure that our students are safe and secure, and practicing a variety of safety drills will help us accomplish that important goal. Before we do any type of drill initially, our staff will review the procedures and rules with our students so that they know what to expect during each drill.

Our goal is safety through a proactive and prepared approach. We hope this will help you discuss that purpose when your child mentions that "there was a drill at school today".

School Closings and Inclement Weather

School closings, due to inclement weather, will be announced on major radio/television stations, available on the web at www.calvertnet.k12.md.us, and sent via text message/email to registered accounts. It is critical to maintain accurate contact information in the CCPS Home Access Center.

Unscheduled closings due to weather/emergency situations could also occur. If an emergency should arise and school is dismissed early, please have a contingency plan for your child.

School Improvement Plan

The School Improvement Plan is a working document that is revised and updated throughout the year. It supports Federal, State, and County initiatives. CES has goals to increase proficiency in reading and math, increase attendance and maintain and positive culture and climate.

Spirit Wear

"School Spirit Days" are communicated on the PBIS calendar. We encourage everyone to wear their favorite CES shirt or BLUE, RED and WHITE! We will be selling CES Spirit Wear throughout the school year. [Purchase Spirit Wear online.](#)

Transportation

Calvert County Public Schools' transportation services are available to every student enrolled in the school system. The Department of Transportation strives to provide economical and efficient transportation for all students which is safe, both physically and emotionally.

[Here Comes the Bus – Tracking APP for Parents](#) (District Code 87557) shows the real-time location of your child's bus on a map. It gives scheduled and actual arrival times at home and school for bus routes and provides push and email notifications when the bus is near



SCHOOL BUS RULES

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.

- Be courteous; NO profane or abusive language.
- DO NOT bully, tease, or harass anyone on the bus.
- NO food, drink, candy, or gum on the bus.
- NO perfumed body spray, deodorant, hand sanitizer, etc. is to be used while on the bus. *Asthma/Allergies*
- Always keep all body parts and objects inside the bus. Do not extend or discard anything through open windows.
- Enter/exit through the front door. Rear doors are for emergencies only.
- Stay seated until the bus comes to a complete stop. **No standing, kneeling, or turning around.**
- Classroom voices. Loud voices/noises distract the driver.
- Keep the aisle clean and clear. ALL bags/packs/instruments must fit in the students lap or under seat.
- NO sports bag or instrument can be placed in the aisle or take up a seat.
- 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.
- Students and/or parents must repay the cost of repairs resulting from vandalism or the student will be prosecuted.
- Balloons are not permitted on a bus. They obstruct the driver's vision.

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

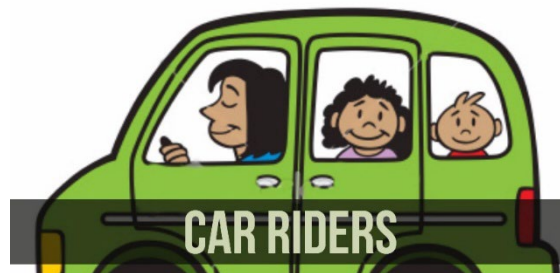
COMMUNICATION AND OTHER ELECTRONIC DEVICES: Students can use electronic devices on buses. At no time may students be disruptive when using these devices on school buses. **The camera, flash and audio-visual recording functions must not be used on the bus. Sound must only be audible through headphones/earbuds.**

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

Consequences for violations of school bus rules on the last day of school can be assessed the following year.

Please visit the [Transportation webpage](#) of the CCPS website for additional information.

CAR RIDERS- For the safety of our children, please follow the CES procedures for students who are transported to and from school daily.



- **Morning Drop Off** Arrival begins at 8:35. Enter CES parking lot near cafeteria. Drive along to the Kiss and Go circle; drop your children off at the sidewalk in circle where the staff members are standing. Students should exit the vehicle on the passenger side. If your child needs assistance exiting, please park and walk your child to the entrance.
- **Afternoon Dismissal** is 3:30 – 3:45. Students will be dismissed to parents outside. Parents will not come inside to pick up students during the dismissal window and must be prepared to show ID to staff upon their arrival. If someone other than the parents or guardians will be picking up students, the school must be notified in writing of this change by 3:00pm the same day. Parents will be directed by staff to drive through the Kiss and Go circle counterclockwise and follow the traffic back toward the cafeteria entrance. Cars will be grouped alternately in two lines facing the exit. The car tag needs to be displayed where staff can see it, this helps speed up the dismissal process while we call students. Students will be called to the cars in order of arrival so that traffic flows through the parking lot. We will not allow parents to park in the spaces.
- **Every Day Car Riders:** These are students who will be picked up by their parents daily at dismissal. Parents who will be picking up daily will be asked to complete an "Everyday Car Rider" form. These students will be called to go to the cafeteria at 3:30 as "Daily Car Riders."
- **Surprise Car Riders-**The parent/guardian should write a note or send an email with the child's first and last name, teacher's name and include on the note who will be picking up the child. Please have your child bring the note to the office. If the teacher/office does not receive a note and the parent has not signed the child out by the time the child's bus is called, the child must ride the bus.

Volunteers and Visitors

Families are encouraged to become active participants in their child's education. Throughout the school year, many opportunities are provided for family participation and involvement. If you are visiting the school for business purposes such as, register, withdrawal, drop off medication, meet with a teacher for a conference, where you will not interact with the student population, you are not required to be an approved volunteer, but must be scanned through Raptor to ensure safety of all students and staff as a Visitor. **All adults attending special school-based events that occur within the school day MUST sign in as a visitor.**



Both Volunteers and Visitors are to report to the front office at the building you are visiting, be prepared to sign in with the **Raptor** registration system and wear a badge while on school grounds. During the instructional day, we request your support in fulfilling our responsibility to maintain a safe environment which is focused on learning and minimizes distractions. We do not have volunteers the first 2 weeks of school. Classroom visits are scheduled according to the CCPS visitation policy.

Calvert County Public Schools continues to utilize the **Raptor** system for **visitors and volunteer** sign in. Please be prepared to sign in with your driver's license or photo identification, even if you have been to the school before. When you ring the doorbell, please be prepared to give your name, the purpose of your visit, and your child's name and teacher before gaining access to the building.

Become a Volunteer

[Online Volunteer Application](#)

Calvert County Public Schools uses Raptor for visitors and volunteers to sign in and sign out. All volunteers will need to review the volunteer handbook and watch the volunteer training video before completing an Online Volunteer Application. Volunteers must be approved before they may begin service as a volunteer in any school buildings. Please note, the [procedures for policy 8123](#) states that all volunteers must be at least twenty-one years of age unless he/she is the parent of a child in school.

Withdrawals

If you are moving and will be withdrawing your child from school, please call or come by the office a few days prior to the withdrawal date. This will give us ample time to complete the necessary paperwork and ensure the return of any media or classroom materials. If you are not living in our school zone, you must submit a School Change Request form.

Additional Resources

The following are links to additional information for ALL students Pre-K to 12th Grade:

- [Parent/Guardian Information - Calvert County Public School District \(calvertnet.k12.md.us\)](http://calvertnet.k12.md.us)
- [Calendar - Calvert County Public School District](http://calvertnet.k12.md.us)
- [Code of Conduct - Calvert County Public School District \(calvertnet.k12.md.us\)](http://calvertnet.k12.md.us)

Nondiscrimination 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 origin, 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.