

RESIDENTIAL STUDENT AGREEMENT



2018 – 2019 School Year

Calverton Mission: Fostering a culture of respect, high expectations, and shared experiences, The Calverton School instills in students intellectual curiosity, personal responsibility, and a strong work ethic to prepare them for higher education and responsible citizenship in a democratic and global community.

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Overview & Purpose of this Agreement

The Residential Student Agreement is designed to be a supplement to the school's rules and regulations, as published in the Student Handbook. This agreement outlines the rules and regulations that students are expected to abide by while living in our Residential environment.

These rules may be different from the rules a student would be asked to adhere to at home. They are established as an outline for students to make informed choices while living in a School Residence and intended to maximize everyone's academic and social experience.

All residential students enrolled at The Calverton School will be held to the expectations and policies outlined in this Residential Student Agreement. It is expected that all parents and students read this student agreement thoroughly, sign it, and refer to it as a source of guidance and information.

Standards of Conduct

Students enrolled at The Calverton School are expected to treat other members of the school and their Residences with respect and courtesy. The following standards of conduct are general expectations for all students at The Calverton School:

1. Honesty in academic endeavors and in all aspects of campus and home life.
2. Commitment to a safe, clean, congenial, and productive learning environment.
3. Respect for the feelings, beliefs, time, efforts, and physical well-being of others, and for their capacity for growth.
4. Respect for the property and materials of The Calverton School and the residential setting.
5. Respect for the rules and regulations of The Calverton School and its Residences, and the laws of the State of Maryland and of the United States.

In addition, conduct occurs in the context of a community of scholars dedicated to personal and academic excellence. Joining this community obligates each member to observe the following principles:

- Mutual respect
- Personal and academic integrity
- Civil discourse
- Responsible decision making

Calverton's Philosophy of Honor statement forms the cornerstone of the School's community values.

General Policies of the Program

Your Residential Experience

Your residence on campus has been carefully set up to be a wonderful support to help as you make new friends and include you in activities such as meals, shopping, and trips as well as to provide a safe and secure home life for you.

All students need to be willing to make adjustments accordingly to adapt to their residence, community, and school. While your first priority is your studies, living in a residence is a remarkable benefit offered by The Calverton School, with House Parents (HPs) who carefully monitor and support student life.

Communication from School to Home: The Calverton School strives to build positive relationships with parents in many ways including:

- All parents have 24/7 access to student grades and reports via Renweb online.
- Family email address provided to the school will be used to send home Housing Reports.
- School Leadership/Teachers/Advisors/College Counselors will send home information periodically regarding student progress and school programs.
- Grade and progress reports will be sent via email. Students showing a grade of D or F in a class will attend Supervised Study Hall until grade improves to satisfactory.

Compliance with Residential Rules & Regulations

Students are expected to comply with all requests and directives made by House Parents (HPs) who are appropriately exercising their responsibilities. All activities of the student outside of the school day must be approved by his/her HPs. Violations of these rules and regulations will be reported to the School administration and may result in disciplinary action.

Expectations include:

- Check-ins to ensure HPs know locations of Residential students
- Weekly room tidy before cleaning service day
- Regard for study hall procedures
- Respect for other residents and staff
- Appropriate clothing in common areas of residences/in uniform at school

Nuisance Consequences will be assigned as needed to redirect behaviors. Additionally, if a teacher notifies HP that a student slept in class, had cell phone in class, or otherwise disrupted the educational process, HP may assign consequences similar to what a natural parent might do when notified of behavior issues by a teacher.

Major Behavioral Concerns will be handled by Dean of Students and Upper School Head:

- Breakage or damage willfully done to a residence, student, or staff member
- Unauthorized travel
- Gross disrespect toward a student or staff member
- Repeated misbehaviors

Major misbehavior consequences involve natural parent notification.

Behaviors listed below may result in immediate dismissal at student expense:

- Sexual misconduct (including opposite sex/partner visitation in residential bedrooms/bathrooms)
- Drug/alcohol/smoking/weapons possession/use/display
- Fire safety violations
- Criminal activity

Privacy & Dignity/Curfew

While living in a school residence:

- It is important to maintain respect for the personal privacy and dignity of others to the extent that the physical layouts of the bathroom, shower and living areas permit.
- A reasonable curfew will be established to ensure appropriate quiet times for study and sleep. At 10pm, students should be in their own houses, with Lights Out at 11pm.
- Residential schedules are established to ensure adequate time for study, recreation, shopping, and sleep.

Room Use & Occupancy

- Each student will be provided with: bed, wardrobe or closet, desk and desk chair. Students are responsible for keeping their rooms neat, organized and clean.
- Consideration for roommates and respect for property and personal space is expected. Renovations of any kind are not permitted in student residential spaces.
- Students are expected to apply these same standards to common living spaces such as bathrooms, hallways, lounges and grounds surrounding the home.

Open Door Policy/Guests

- Students' room doors must remain open while individuals other than the student's roommate are present. Only same-sex and non-partner visitors will be allowed in student bedrooms and bathrooms.
- Opposite-sex visitors and partners may visit in common areas of the home, not in student rooms.
- When visiting each other - please be in common areas. If in a room - only with other residents present and door open.
- PDA (public display of affection) is not allowed. Sexual behavior is not allowed on campus.
- Students are expected to comply with the expressed desire of HPs regarding the guest policy.

Storage & Security of Personal Items

All students are advised to take precaution in securing items of value in their room and on their person. Large amounts of cash and/or valuables should NOT be stored on site. Neither The Calverton School, nor the HP's accept responsibility, nor will they provide compensation for lost, stolen or damaged items.

Coded entry locks are in use for all residences, including basement storage areas, and these codes should not be shared with visitors to the Village.

Summer storage for returning students will be limited to 4 large boxes and 1 suitcase.

Damage Assessment

- Students are responsible for any damage done to personal or residential property.
- In situations where damages cannot be attributed to specific individuals, costs for repairing or replacing property will be shared among residents sharing that space.

Meals/Food

- Breakfast is available in each residence between 7-7:40am. Fresh fruit and snacks are always available in residences. Lunch is provided at school on school days, and is part of residential activities on the weekends. Dinner is served at the Residential Village between 6 – 6:30pm.
- Calverton contracts with local chefs, caterers, and restaurants to provide daily breakfasts, lunches, and dinners.
- Food stored in bedrooms should be sealed or in bins to prevent bugs/rodents. Additional storage for individual snacks is provided in kitchen areas, common snack areas, and the basement storage.
- Student cooking is permitted in snack areas, but only with HP supervision in main kitchen (stove/oven use).
- Deliveries of food are permitted, but not during study hall hours or after 10pm. Any food delivered during study hall or after curfew will be saved for students.

Chores

Residential common areas and bathrooms will be serviced weekly by a cleaning staff. Like any American teenager, residential students are expected to perform normal household chores. Typical chores include: making the bed, cleaning up after oneself, and doing personal laundry as well as taking turns at household chores such as dishwasher/trash. HPs and students will go over procedures such as how to operate the washer/dryer and dishwasher, including acceptable hours of use.

Telephone/ Internet and Personal Technology Use

Each Residence will provide free internet and television access. Students will also have the opportunity to purchase a local cell phone during Orientation at their own expense.

Students are able to make use of personal technology (laptops, cell phones, game systems) for recreational purposes following the completion of their daily academic and household responsibilities. The School's Electronic Code of Conduct and Technology Acceptable Use Policy should inform student behavior, along with expectations of HPs. In addition, electronics are not to be used after curfew, between 11pm and 5am, unless special permission is given from House Parent.

Transportation

Residential students should not solicit rides from other Calverton families or ride in a vehicle driving by another student driver without the parental waiver. HPs and residents are expected to work through scheduling and transportation to the student's extracurricular activities.

Transportation Policy for standardized testing:

- 1) Calverton will provide free rides for Residential Students to and from testing sites at Calvert and Huntingtown high schools.
- 2) Students should check with HPs at least 1 week BEFORE signing up for standardized tests. Email must be sent to help track student requests, and to avoid confusion.
- 3) If a site is farther away than Calvert or Huntingtown high schools, options include hiring car services such as Smartrideinc.com.

Transportation Policy for riding with other drivers:

If a Residential student wants to ride with a Calverton family (adult driver) to an event:

- 1) Student must inform HP ahead of travel
- 2) HP will contact local parent to discuss details
- 3) HP has discretion to authorize travel or not

Vacation Travel requires Travel Form

During vacation times and long weekends, Residential student travel is permitted. Director of Residential Life permission on Travel Form is due two weeks before travel date to allow time for verification and confirmation of arrangements. Students are responsible for paying costs for student travel. Leaving the Residence without notifying your HP's is a direct violation of the Student Residential Agreement and will result in disciplinary action by the school.

Residences will be closed and students need to make plans for these vacations:

- **November—Thanksgiving Break**
- **December/January—Holiday Break**
- **March/April—Spring Break**

Students are encouraged to travel off campus for long weekends with family or family friends. Independent student trips to vacation destinations are **not** permitted without adult supervision for students under 18, and require parent permission in all cases.

Policy for Travel Departures from School/Village:

- Departures only AFTER 6am and before 9pm. Include the 90 minutes of travel to airport into your planning, and allow for the recommended 2 hour checkin for domestic/3 hour checkin for international flights.
- School-time should not be missed for travel, except for emergencies and absences excused by Upper School Head and/or Dean of Students.

- Any departures during school day must be made from Upper School Office. Students are not permitted back in Village during school day, and should bring luggage to US Office to store until car service arrives.
- For departures during the school day, students must sign out in US Office and be seen prior to leaving campus (unless a parent is on site to sign student out).
- Checkout in person with House Parent OR by signing out in US Office.

Policy for Return time to School/Village

- Returns to campus must be between 12 noon and 11pm when Village re-opens after vacations. Limit late-night arrivals—include the 90 minutes of travel from airport into your planning, as well as Customs as needed. Realize planes are often delayed. International flights should land by 8pm in order for students to arrive at dorms by 11pm.
- Returns before study hall at 7pm on school nights.
- Returns during the school day require sign-in at Upper School Office and return to classes. Luggage should be stored in US Office; students do not return to the Village alone during the school day.
- School-time should not be missed for travel, except for emergencies and absences excused by US Head and/or Dean of Students.

TRAVEL DAYS--Airport (IAD only) transportation with free bus:

Start of the School Year

New students: IAD pick-ups between 3pm and 9pm on Tuesday, August 21. Depending on flights scheduled, Calverton may provide just one bus and will wait for the final student to arrive before departing for school on Tuesday. House Parent will be at IAD to wait with any student who arrives after 3pm.

Returning students: IAD pick-up will be between 3pm and 9pm on Sunday, August 26. If returning students make their own arrival arrangements, they are welcome back to campus after 12pm Saturday, August 25 and Sunday, August 26. Travel details must be sent to Kevin Hundley at khundley@calvertonschool.org as soon as possible in order to plan for transportation and meals.

Thanksgiving Break

Departure: All students will have option for the free travel bus on Saturday, November 17, 2018 at 7am.

Return: All students will have the option for the free travel bus on Sunday, November 25, 2018 at 3pm.

Holiday Break

Departure: All students will have option for the free travel bus on Saturday, December 22, 2018 at 7am.

Return: All students will have the option for the free travel bus on Sunday, January 6, 2019 at 3pm.

Spring Break

Departure: All students will have option for the free travel bus on Saturday, March 23, 2019 at 7am.

Return: All students will have the option for the free travel bus on Sunday, March 31, 2019 at 3pm.

End of the School Year

Students graduating will have the option for the Free Travel Bus on Sunday, June 2, 2019 at 8am.

All students not graduating will have the option for the free Travel Bus on Friday, June 7, 2019 at 7am.

Driving

International students at The Calverton School are **not permitted** to drive motor vehicles, including cars, trucks, or scooters, even if you are able to do so at home. You will travel by school bus or with your HPs to school, local events, shopping, and other venues to meet most of your needs. Occasionally you may travel with other Calverton families or family friends who have cars with agreement of natural parents and HPs. Domestic students with state driver's license will be permitted to drive on case-by-case basis in coordination with natural parents. Calverton will not be involved in driver training for residential students.

Drug/Alcohol/Tobacco/Weapons Policies

The Calverton School will address any behavior relating to drugs and alcohol as outlined below in the Student Handbook, and summarized as:

1. **Possession, use, and/or distribution** of drugs/alcohol/tobacco/weapons are forbidden, including any drug paraphernalia and/or use of alcohol containers/slogans/logos/weapons for decorative purposes.
2. **Prescription Drugs:** Each student shall be responsible for turning in all prescription medication to HP/Nurse, who will keep a log of medications taken. Students cannot share, sell, or trade prescription medications, or abuse or misuse their own prescription medications.
3. Students found to be in violation of these policies will be subject to disciplinary action up to and including suspension and expulsion from The Calverton School.

Medical Care

School nurse will work with the HPs, student, and his/her family to provide access to health care services. A Permission to Treat form is on file at the School. Student health insurance is required (beginning on each student's arrival date), and the student is required to pay any costs not covered by the insurance for well visits, shots, and medications. A copy of the

student's insurance card will be provided to each student and kept on file at the school after student's arrival at Calverton.

If vaccinations are needed to meet MD state requirements, the School Nurse will notify parents, and then the School will schedule and arrange transportation for students for shots at student expense. Extensive medical visits may be subject to extra transportation costs. Students should seek vision, dental, orthodontia, and optional health procedures while at home, except for emergencies.

Students who are ill during school hours will be supervised by School Nurse in the Health Suite (infirmary). During non-school hours, House Parents will continue care under Nurse guidelines, including documenting administration of medication and care.

Fire Safety

Compliance with fire regulations is a necessity both on campus and at home. Smoke and heat detectors are only a part of fire safety. While your residence should be as safe as possible, each room may contain combustible personal items, which make the following rules necessary:

1. Space heaters, candles, camp stoves, lanterns, hurricane lamps, incense, or any other items with open flames are NOT permitted. No fire-starting materials (lighters/matches) allowed.
2. Fireworks, explosives, volatile liquids, and fuel are NOT permitted.
3. Extension cords under carpets or that multiply the electrical appliances used in one outlet without a surge protector are NOT permitted.
4. Fire alarms and extinguishers are critical for safety and must not be tampered with.
5. Students found to be in violation of these policies will be subject to disciplinary action up to and including suspension and expulsion from The Calverton School.

Harassment Policy

The Calverton School and its Residences are committed to maintaining an environment where students are not subjected to bigotry and discrimination on the basis of sex, sexual orientation, race, ethnicity, national origin, religion, disability, age, or other characteristics as protected by applicable law. Such harassment is against program and school policy and may be illegal under state and federal laws and regulations.

The Calverton School defines harassment as verbal or physical conduct which has the purpose or effect of creating an intimidating, hostile or offensive educational or living environment on the basis or because of a student's sex, sexual orientation, race, ethnicity, national origin, religion, disability, or age, or other characteristics as protected by applicable law, and which would create such an environment for a reasonable person under the circumstances. Such harassment may include, for example, repeated slurs, taunts in the guise of a joke, disparaging remarks, or physically threatening or inappropriate conduct, when such is directed at a person or group of persons because of their sex, sexual orientation, race, ethnicity, religion, physical ability or age. Retaliation against a student for filing a complaint

in good faith under this policy is strictly prohibited, and, if proven, would be considered a violation of this policy.

The Calverton School recognizes that the protection of free and open speech and the open exchange of ideas are important to any academic community. This recognition is therefore an important element in the “reasonable person” standard used in judging whether harassment has occurred. This policy is meant neither to proscribe nor to inhibit discussion, in or out of the classroom, of complex, controversial or sensitive matters, when in the judgment of a reasonable person they arise appropriately and with respect for the dignity of others. The Calverton School also recognizes, however, that verbal conduct can be used specifically to intimidate or coerce and to inhibit genuine discourse, free inquiry and learning. Such abuses are unacceptable. If someone believes that another’s speech or writing is offensive, wrong or hurtful, he or she is encouraged to express that judgment in the exercise of his or her own free speech, or to seek redress through the Director of Residential Life and/or other administrators at Calverton when appropriate.

This policy is intended to protect all Calverton School students and applies to both the day and residential students. Any person who feels that they have been harassed or retaliated against as defined in this policy may file a formal grievance with the school administration.

Residential Changes

Every effort is made to house students in compatible situations conducive to academic and personal growth. Room changes are rare, and may be made only under the direction of the Calverton School administration in January. Living arrangements shall be reviewed by the student, HPs, and the school at the end of each academic year.

Grievance Process:

Any student who feels aggrieved, or wronged, by the action of any member of their Residence should report their concerns to the school administration immediately, who will work within the parameters of the administrative and/or legal process to resolve the grievance.

Addendums & Changes between Publications:

The Residential Student Agreement is published by The Calverton School annually. The Calverton School reserves the right to add, modify or amend any part of this handbook between publication dates. The Calverton School will inform students, faculty and staff through various means when any changes to this handbook are made. These changes will supersede any previously published policies on the same topic.

**ORIENTATION 2018: SCHEDULE WILL BE SENT
SEPARATELY TO NEW FAMILIES.**

PLEASE SUPPLY YOUR TRAVEL PLANS.

PARENTS ARE NOT REQUIRED TO BE AT ORIENTATION.

STUDENTS SHOULD *BRING BEDDING AND TOWELS.*

TEXTBOOKS AND UNIFORMS WILL BE PURCHASED DURING ORIENTATION.

NOTES FOR SPECIFIC RESIDENCE RULES:

1. FOOD and DRINKS—downstairs in kitchen/eating area only. Snacks may be eaten in rooms.
No cooking in rooms, ONLY WATER elsewhere.
2. WINDOWS and DOORS to OUTSIDE—shut, except for brief periods (10 min) of fresh air, or at discretion of House Parent. Do NOT open windows while a/c or heat is on.
3. WASHER/DRYER—check with HP for directions. Only full loads, so students will need to combine uniforms.
4. MEALS—Breakfasts 7-740 am/ Dinner 6pm at home. Lunch is at school.
5. AFTERNOON SCHEDULE— free/study/sports/activity time, dinner at 6pm.
6. EVENING SCHEDULE—study time after dinner, 7-9 pm and SNACK BREAK 9-10 pm.
7. QUIET HOURS/CURFEW—10pm, with lights out by 11. No one should stay up later than midnight on a school night. PLAN YOUR STUDY TIME CAREFULLY to meet deadlines.
8. ACTIVITIES on WEEKENDS: brunch is served on Sat/Sun. Weekly activities include Saturday shuttle to Bank of America, Walmart, Starbucks. Optional weekend social/cultural/fun outings will vary each week.
9. STUDENT TRAVEL FOR TESTING: students must check with HP and/or Mr. Hundley BEFORE scheduling testing or travel beyond regular Residence trips.
10. We will develop other guidelines for Residential Life as the year progresses and share during regular Residential and House meetings.