



2026-2027
STUDENT AND FAMILY HANDBOOK

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Mission Statement

Every day at The Calverton School, we:

LEAD with empathy and honor.

BUILD connection through inquiry.

EMBRACE challenge as opportunity.

Philosophy of Honor

The Calverton School is a community of respect, tolerance, and learning. In this community honor is of paramount importance, for only with honor do we prosper. All members of The Calverton School live and learn in an environment of trust. With this trust comes relief and freedom: there are no locks on lockers; there are neither hall monitors nor school bells signaling the beginnings and ends of classes. Here, each member assumes responsibility and, with this responsibility, we all enjoy shared independence. Tension will always be present in any environment that fosters independence; yet through healthy, constructive tension, we only improve and prosper.

At The Calverton School, there is no external edict that delineates for us right or wrong; instead, our expectation is that each member of our community assumes a personal obligation to act honorably. Here, honor is synonymous with the Golden Rule: it is acting selflessly, respecting guests, faculty, staff, students, and oneself. To act honorably is to uphold integrity, trust, and civility. Honor is valuing each other. Never condoned are lying, cheating, stealing, discrimination, or violence, because when one commits acts that hurt or otherwise dishonor someone else, the entire community suffers. Understandably, in order to protect itself and its honor, the Calverton community will take action should this philosophy be violated.

Everyone will make mistakes—but honor, growth, and learning are the taking of responsibility for these mistakes, making any necessary corrections, and continuing forward.

Be it known that we will uphold this understanding of honor, responsibility, and respect on behalf of all who enter The Calverton School. - *National Honor Society – June 2001*

THE CALVERTON SCHOOL SONG

Between the river and the bay
There is a school we love.
It guides us on and lights the way
Sure as the stars above.

To Calverton we will be true
As we go on life's way.
We pledge our love and loyalty
To Calvert's blue and gray.

And as we journey through the years
We hold our standards high.
We seek the truth, and finding it,
Grow strong as days go by.

To Calverton we will be true
As we go on life's way.
We pledge our love and loyalty
To Calvert's blue and gray.

*Words by Mrs. Patricia Meagher
Founding Headmistress 1967-1981*

2026-2027 Board of Trustees

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Section I – Daily Operations

DAILY SCHEDULE

Founders' Hall, Middle and Upper School offices open at 8 a.m. and close at 4:30 p.m. The Lower School building opens for students at 8 a.m., and Middle and Upper School building opens at 7:50 a.m. The academic day for the Lower School (LS), Middle School (MS), and Upper School (US) begin at 8:10 a.m. Students arriving after the start of the academic day should check in with the Division office. MS/US students need to obtain a late slip to be given to their first-period teacher. Students who arrive after ten o'clock am will be counted as absent and will not be permitted to participate in extracurricular activities without permission from the Athletic Director and Division Head.

Dismissal for Pre-K students is at 2:45 p.m., and LS students (Grades K – 5) is at 3:05 p.m. MS/US students are dismissed at 3:20 p.m. If a student needs to remain at School after regular dismissal, please call the Division administrative assistant to explain the issue. Students who are on campus after school, but are not in a supervised activity, will be sent to a supervised program in their respective Divisions.

The LS through age 15 Extended Day A.M. Program begins at 7:00 a.m. and ends at 8:00 a.m. when students go to their classrooms. A breakfast snack is provided. LS students arriving at School before 8 a.m. will be sent to this program, and parents will be charged the drop-in rate.

The LS Extended Day P.M. Program begins after school and ends at 6:00 p.m. LS students not picked up by 3:20 p.m. are sent to this program, and parents will be charged the drop-in rate. An afternoon snack is provided. MS/US Supervised Study Hall begins in the US library at 3:30 p.m. and ends at 6:00 p.m. for all MS/US students not in supervised activities.

For all after-school services, please refer to Section XIII, Student Services.

ATTENDANCE AND ABSENCES

Daily attendance is essential for the continuity of shared experiences that are at the heart of a Calverton education. Punctuality is emblematic of a strong work ethic, demonstrates respect for the learning environment, and critically contributes to academic success at the highest level. Students are emotionally settled and better prepared to attend to content and be intellectually engaged in class activities if they are on time for the beginning of each academic day. **Parents are asked to ensure that family plans do not conflict with the School calendar.**

Absences – Please call or email (for MS/US attendance@calvertonschool.org) the School between 7:50 a.m. and 8:45 a.m. if your child will not be in school for the day. If no call is received by 9:00 a.m., the School will assume absence for the day. Additionally, ALL parents of absent students will receive an automated email letting them know if their student is not in school by 9am.

For planned absences, please notify the School 72 hours in advance. Reasons for absences may include illness, medical/family emergencies, and college visits for US students. Students are required to make up all missed schoolwork and homework and, when an absence is anticipated, to proactively address the absence with teachers.

LS Homework – If a request for homework is made by noon, arrangements can be made for assignments to be picked up at the LS office or sent home. Homework is assigned on Monday for the week in some classes.

MS/US Homework – Students who are absent due to college visits, illness, or a family emergency, will be given additional time to submit assignments. It is the responsibility of the student to obtain missed assignments from teachers and check online. Students are required to make up all missed work due to absences for any reason. Should a student miss school for any planned reason, the student should obtain assignments in advance, complete any assessment in advance and any other work due during the absence will be due upon return to school.

Extended Absence – The Calverton School is committed to the successful advancement of its students and is willing to work with parents to ensure that students who miss classes due to a medical situation will have an opportunity to complete the requirements of each of their courses. If a student has **absences for fifteen or more meetings of a particular class**, the Division Head, after discussions with the teacher and Head of School, may withhold credit for that class. In addition, the parents and the Division Head will meet to consider the options available to the student. The School will consider each case on its own merits.

Returning to School After an Absence – On the first day back to School after an extended absence of more than three days, the student must bring a note stating the date(s) of and reason for the absence or the nature of the illness. If physical activity is to be restricted after an absence due to injury or illness, a letter of explanation from either a parent or doctor describing the restriction is required. Notes should be given to the Division Administrative Assistant to document and share with appropriate personnel.

Leaving Early – When a student needs to leave early during the school day, parents should phone or send an email in advance to arrange to pick up the student at the Division office. Parents must sign students out in the appropriate Division office. Students will only be allowed to leave the campus with an authorized person.

TRANSPORTATION – CARPOOLS, BUSES AND STUDENT DRIVERS

At the beginning of the school year, parents must complete the emergency contact section of the Online Enrollment packet indicating their child's transportation arrangements as well as those persons authorized to pick up their child. Please notify the School if this information changes. If there is a change in the normal procedure for departure for your child, please send a note indicating the change. More than a verbal explanation from a student at dismissal time is required.

“DROP-OFF” AND “PICK-UP” LOCATIONS

Lower School – LS students should be dropped off at the front of Founders' Hall where a faculty member will greet them at 8:00 a.m. Students may not be left unattended at the doors of Founders Hall prior to 8:00 a.m. At dismissal, parents should wait in a line down the road to Founders' Hall no earlier than 2:40 p.m. Faculty members will escort children to the cars in front of the building. For the safety of our students, parents are asked not to leave or get out of their vehicles. Parents needing to leave their cars should park in the overflow parking area on the side of the LS building or in the Bus Parking Lot. To support a smooth dismissal and allow our teachers to focus on the safety of our students, we ask that parents not engage teachers in conversation during dismissal.

Middle School – MS students should be dropped off and picked up at the Meagher Courtyard by the flagpole.

Upper School – US students should be dropped off and picked up at the main entrance of the US building.

LS/MS/US Carpools – Carpools that consist of LS, MS, and US students should be picked up at the LS.

BUS TRANSPORTATION

School transportation is provided by JAQCC Shuttle Service. Bus stop locations are decided based on ridership – areas include Anne Arundel, Northern Calvert, Prince George's, and Charles counties. Rates and schedule information are available through the provider. Afternoon buses will depart the School at 3:35 p.m. For questions, contact the JAQCC office manager at officemanager@jaqccgroup.com or call 410-618-1343.

The School provides transportation for all School-related field trips and athletic events at no additional fee.

STUDENT DRIVERS

Students driving to School must inform the School by completing a Student Driver Form obtained from the Dean of Students. Student drivers must obtain parental and administrative approval prior to driving any other students.

All Student Drivers must:

- Obtain new parking permissions each year in order to park on campus. Student Driver forms are available from the Dean of Students.
- Park in designated spaces only and abide by all traffic rules.
- Drive no faster than 10 MPH on campus and adhere to all traffic signs and directional road markings.
- Abstain from all reckless driving (squealing tires, inappropriate passing, etc.)
- Not leave campus during the school day for any reason without permission from the Upper School Head.
- Student drivers must obtain parental and administrative approval prior to driving any other students.
- Refrain from going to the parking lot or moving any vehicle during school hours without permission from the US Head or Dean of Students and checking out with the Upper School Office.

Section II – Weather and Emergency Plans

INCLEMENT WEATHER

In the event of inclement weather, Calverton usually follows the Calvert County Public School closings, delayed openings, and early dismissals. If the School needs to make an immediate decision regarding the safety of students, such a decision may be made without waiting for that of the Calvert County Public Schools. When such a decision is made, parents will be notified via the text/email message system and through posted notices on Calverton's website and social media pages. Parents are encouraged to keep home, work, and cell phone numbers current by calling the School or updating the information through the Parent Portal of the School's website at www.calvertonschool.org.

CRISIS ALERT

In the event of a local or national crisis or a potential weather disaster, the School will move quickly to keep students safe. Knowing that we cannot predict all outcomes or possibilities, we have provided some necessary logistics and details. In an emergency, Calverton follows these procedures:

1. An All-School announcement via the School's public address system will alert faculty/staff/students to proceed in an orderly fashion to designated areas in the Bowen-Thomas Science and Art Center (BTSAC) and the Cataldi Lower School.
2. All students in Preschool through Fifth grade will assemble in their classroom closet or nearest bathroom or hallway of the Cataldi Lower School. All LS students in Art or Music at the time of emergency will remain with that teacher in their classroom. All MS students will assemble in the first floor classrooms of the BTSAC, and all US students will assemble in the BTSAC Theater.
3. All faculty and students in the Gym will assemble in the locker rooms.
4. Should dismissal become necessary, students will exit from the lower level classrooms of the BTSAC (across from Chaney Field), and LS students will exit from Founders' Hall.
5. All MS/US visitors will be taken to the theater in the BTSAC. LS visitors should remain in the classroom being visited or report to the Preschool Room.

EVACUATION PLAN

The Head of School and Facilities Manager will determine if an evacuation is necessary. In the event of an evacuation from Calverton, the School follows these procedures:

1. The fire alarm will ring to alert all employees and students to exit all buildings and proceed to Chaney Field (See Fire Drill Section below). Students will gather by class and teachers will take attendance.
2. Head of School will advise each Division Head to relocate all employees and students depending on the nature of the problem.
3. If necessary, faculty, staff, and students will be transported by county buses to a Calvert County facility.
4. Office staff will call parents to notify of the location of their children.
5. Announcements on the School's website and on the School's automated phone system will provide additional information.

FIRE DRILLS

State law requires monthly fire drills. It is the obligation of every teacher and student to comply with the regulations established for their safety and the safety of others. The signal for a fire drill is a continuous ring of the bell system, or a flashing strobe light and horn, depending on the building. Calverton follows these procedures:

1. Students will walk out in a single line and assemble by class on Chaney Field. Each grade level teacher will take attendance and report to the Division Head.
2. Students will remain in line until the teachers are given the signal from the Head of School to return to the building.

Section III – Parent/School Communication

The Calverton School strives to provide a nurturing education and environment for each student and establish an atmosphere in which the student develops strong moral and social values. The family is an equally important part of the student's education. Calverton works closely with parents to help do what is best for each student. Fundamental to the School's philosophy is the belief that students learn to be capable, independent citizens by learning to overcome obstacles and difficulties on their own. While the School staff and administration always strive to offer advice and support, they try not to solve problems for students.

Open and clear communication lines must exist among students, faculty, parents, and administration. Throughout the year, teachers communicate informally via phone and e-mail with parents about the student's progress in all aspects of school life. Parents are encouraged to contact teachers as well.

Electronic newsletters are sent with event updates and changes to the School schedule. Please visit the School's website for information to support your child's education.

CONFERENCES

Parent concerns are important, and the School offers focused attention on resolving those concerns and any questions. Parents should not hesitate to request conferences to discuss their child's progress.

Conferences with the faculty and Division Heads may be arranged directly or via the LS and MS/US administrative assistants at any time.

Scheduled student/parent/teacher contact occurs at various times throughout the year, as indicated on the School calendar.

OPPORTUNITIES FOR PARENTS TO SHARE FEEDBACK

Calverton works to uphold its Mission Statement and returns to the Student Handbook for guidance when concerns arise. It is important for the School to hear and quickly respond to any questions or concerns parents may have. At the same time, student-teacher relationships are essential to effective teaching and learning. Parent reaction to student complaint can play a key role in supporting a positive student-teacher relationship. If your child comes home with a complaint or concern about a teacher, it is important to listen and then help your child put the concern in context and reassure them of your confidence in the teacher's desire to help them learn. Calverton encourages parents to adhere to the following steps in communicating concerns to the School, remembering that the specific path one takes will be determined by whether the concern is child-specific or more general:

1. Encourage your child to approach the teacher for clarification of questions or concerns. This is the first step in helping our students become confident self-advocates. The Dean of Students is available to help coach your child in appropriate ways to approach the teacher.
2. Raise the concern as early as possible with the appropriate teacher, coach, advisor, or house parent (via email, phone or conference request).
3. If the problem is not resolved or if you feel you are unable to talk with the concerning faculty member, coach, advisor, or house parent, raise the concern with the Dean of Students or Division

Head (via email, phone or conference request). Parents can request they participate in a community conference with the Dean of Students, Division Head, and staff member of concern and their student.

4. If you believe the issue has not been adequately addressed, talk to the Head of School or seek the advice of another Leadership Team member (Division Head or Director of Finance, Admissions Director, Residential or Athletics Coordinator).
5. If the preceding steps do not resolve the issue, put the concern in writing to the Head of School, who will respond within 10 business days.

OPPORTUNITIES FOR STUDENTS TO SHARE CONCERNS

1. Recognize Your Concern
 - Understand what is bothering you and why it's important to talk about it.
2. Talk to a Trusted Adult/Report Your Concern
 - Share your concern with a teacher, school counselor, or staff member you feel comfortable with. If you do not feel comfortable talking to an adult, you may submit an anonymous tip on the [Maryland Safe School website found here](#).
3. Write It Down
 - If it's easier, write your concern in a note or email a trusted teacher, school counselor, or staff member to help explain it clearly.
4. Ask for Help
 - Let the adult know you want support to solve the problem.
5. Follow Up
 - Check back with the adult if you have not heard from them directly or feel that more actions need to be taken.
6. Speak Up Again if Needed
 - If the concern isn't resolved, talk to another trusted adult or school leader.

INQUIRIES AND MESSAGES

Parents are encouraged to share information about their child with the child's teacher whenever necessary. Teachers can be contacted by e-mail or by leaving a message either with the Division administrative assistant or in the teacher's voicemail. Parents are requested to call during School hours and not to call teachers at home, except in emergencies.

To reach a student during the school day, parents may call one of the School administrative assistants and leave a message. **Messages will be delivered to the students at break and at lunch.** In an emergency, the student will be notified immediately.

MS/US students may use a designated office phone to make calls home to share changes in schedules or pick-ups. Use of office phones is limited and should only be used with permission.

REPORT CARDS

Report card comments enable teachers to communicate student progress to both parents and the student. This method of reporting reflects not only academic achievement but also other areas of student development. Formal report cards are completed following each quarter (for MS and US) and are available on the Blackbaud Portal to view or print. K-5 formal report cards are completed following each quarter. PreK reports are completed following the first and second trimester. Gradebooks can be checked for grades 1-12 at any time to monitor your child's progress.

Section IV – Responsibility, Behavior, and Discipline

STUDENT RESPONSIBILITY & DAILY LIFE GUIDELINES

The Calverton School believes that the personal behavior of each student should show self-respect and respect for the rights of others. The values of the Calverton community are delineated in the School Mission and Vision, The Philosophy of Honor, and in The Making of Future Leaders. It is the expectation of the School that these values will be reflected in the behavior of all members of the community at all School-sponsored events. The Division Heads and teachers will act to address conduct that violates these rules and standards.

Although Calverton recognizes that conduct at School-affiliated functions and non-School-sponsored functions is the responsibility of parents and students and that the School bears no responsibility when no supervision by the School is provided, the conduct of students is always a concern to us. Respect for the rights and feelings of others are essential to the life of the School and requires the support of both student and parents.

STUDENT'S DAILY LIFE GUIDELINES

Please carefully read the following guidelines used for a student's daily life. These guidelines should not be taken as a complete statement of School policy.

- Students are required to be at School and to report to their classes **on time**. Students should leave the campus at the close of their school day activities.
- Considerate manners throughout the campus are expected to help ensure a friendly, helpful atmosphere conducive to mutual respect and dignity.
- Good sportsmanship in athletic endeavors produces a generous winner and a gracious loser. The same spirit of good sportsmanship and courteous deportment is expected from all spectators at School events.
- Students are expected to respect property and to help keep the School and campus attractive and free from litter. This applies to buses as well.
- The MS/US Commons area is the primary area for eating and drinking. Voices in the Commons should be kept at a natural, conversational pitch. Eating and drinking are only allowed in areas designated by the appropriate Division Head. With the advisor's permission, students may eat in classrooms during advisory time.
- Juice and snack machines are maintained for the use and convenience of MS/US students during

breaks and lunch.

- Students are not allowed to bring glass bottles on campus.
- As a matter of health and safety for all concerned, families are requested not to bring pets on campus with the exception of service pets.
- Deliberate destruction or marring of public or private property by a student will result in restitution for all damages and other possible penalties.
- Because of liability, bike riding, skateboarding, rollerblading, and sledding are not permitted during the school day.
- Students should not return to their cars during the school day without the approval of their Division Head or the Dean of Students and reporting to the US office before doing so. Senior residential students who have earned the privilege of having a car on campus may NOT drive to school in the morning from the residential village. Students should stay on the sidewalks and avoid walking on the grass when traveling between buildings on campus.
- Any student expelled or separated from the School for disciplinary reasons is not allowed to return for visits or other School functions for a length of time determined by administration. Students that are asked to leave the school by administration for disciplinary reasons may not return to school grounds for any reason (ie. gather belongings, visiting, school functions, sibling pick up, games and activities) until a reinstatement conference has been held with the student and parent.
- Guns or weapons of any kind, including toy guns and water guns, are not allowed on campus.
- Cell phones, smart devices, and electronic games can be disruptive to the learning environment, as well as socially isolating. All students are required to follow the current Cell Phone and Smartwatch Policy. Faculty members have the right to confiscate any electronics used in a manner that does not align with our policies. Item(s) will be returned at the end of the school day.
- The School cannot be responsible for any personal property brought to School. Student personal possessions are not covered by the School insurance.
- All Handbook regulations apply to any School-sponsored trips, such as athletic trips, field trips, academic competition trips, or pleasure trips. Each parent must sign the permission slip provided on Blackbaud. If the permission slip is not part of the student's file, the student may not go on a trip. Students on a School trip are under the authority of the teacher chaperone, who may impose appropriate discipline consistent with the mission of the School. The Calverton uniform is required on all field trips unless otherwise noted. (See Section VII, Uniform and Dress Code)

DRUGS/ALCOHOL/TOBACCO/TOBACCO PRODUCTS/VAPE

Under the auspices of the health program, the School educates students on the short-term and long-term effects of drug and alcohol use, their impact on the lives of the user as well as on family and friends, and strategies for finding help for oneself or seeking help for others. Calverton believes this approach teaches students to make wise personal choices based on a deep understanding of the implications of drug and alcohol use.

Drug, alcohol, and tobacco/tobacco product/vaping products possession, use, and/or distribution are illegal and, therefore strictly forbidden on campus. Calverton students may not possess, use, distribute, exchange money for distribution, or be under the influence of controlled illegal substances, illegal drugs, or alcohol, in any form, at the School, on the School grounds, or at any School-sponsored function. Student use of tobacco in any form is forbidden on campus and at School-sponsored events, either on or off campus. When a student's behavior or performance alters visibly and/or a student's name is frequently linked with drug or alcohol possession, use, or distribution, the School reserves the right to require that student to meet with a

counselor, to share with the School the recommendations made by that counselor, and to adhere to those recommendations.

A student found in violation of the School's policy on drug and alcohol use will be suspended from School and may be expelled.

BUS REGULATIONS

Students who ride the bus to and from School, to sporting events, field trips, *etc.*, are expected to adhere to the following rules of conduct. While the bus is on the road, the driver is in charge of the bus, and they will make decisions based on issues of safety. If a teacher is present, the teacher will be responsible for the proper behavior of the students, with final authority remaining with the driver. Safety cannot be compromised.

Rules of Conduct:

- Proper classroom-type conduct is expected. Appropriate language must be used; no profanity or verbal abuse will be tolerated.
- Students must be seated and aisles kept clear at all times. All parts of the body are to be within the confines of the bus, no arms out of the windows, etc.
- The front door of the bus is to be used at all times. The rear door is for emergency exit only.
- There is no eating, drinking, or gum chewing allowed on the bus. The coach or teacher for extended trips, such as athletic or field trips, may make exceptions. This privilege may be suspended at the discretion of the Buildings and Grounds Manager if it is abused. Students must keep the bus clean by removing trash and personal belongings upon exit.
- Any damage or defacement of the bus is the financial responsibility of the parent of the student causing the damage.

Disciplinary Action Due to Inappropriate Behavior on a Bus:

The Buildings and Grounds Manager, along with the Dean of Students, Division Head, and JAQCC bussing company, will determine the consequences of inappropriate behavior. In all cases, a written notice will be sent home and telephone or in-person contact will be made with the student's parent(s) from JAQCC. Student will lose riding privileges as indicated below:

- **First violation:** Warning with notice that suspension of bus privileges occurs on the next incident. An immediate one-day suspension may be enforced for actions deemed serious in nature.
- **Second violation:** One-day suspension of bus privileges. An immediate three-day suspension may be enforced for actions deemed more serious in nature.
- **Third violation:** Five-day suspension of bus privileges and parent conference required.
- **Fourth violation:** Suspension of ALL bus privileges for the remainder of the school year. This may carry over into the following school year.

If the actions endanger the safety of the passengers, School administrators may use any of the more serious disciplinary actions without regard to the number of previous incidents. In all instances of inappropriate behavior, the bus driver has the authority to refuse to transport a seriously disruptive student.

BULLYING OR HARASSMENT, CYBER BULLYING, AND THREATS POLICY

Harassment, whether physical, verbal, written or virtual, is a violation of Calverton's Philosophy of Honor. These violations are taken very seriously and will result in disciplinary action, up to and including suspension and expulsion or, in the case of employees, up to and including dismissal from employment. In addition, incidents of this nature may be reported to law enforcement authorities, if deemed appropriate by the school administration.

Definitions

Bullying or harassment is any sustained or repeated action that may inflict distress. All harassment is prohibited and includes, but is not limited to, the following behavior:

- Unwelcome behavior, whether gossiping, teasing, rude gestures, name calling, using threats, or verbal or physical intimidation;
- Subjecting an individual to treatment or a school environment, which is hostile or intimidating because of the individual's race, creed, color, age, national origin, physical disability, personal traits, socioeconomic status, gender, or sexual orientation;
- Verbal harassment such as epithets, derogatory jokes or comments, slurs or threatening words spoken to another person, hate speech (racial slurs, sexualized language) ;
- Visual harassment such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;
- Cyber bullying such as derogatory jokes or comments, slurs or threats directed to another person which may be communicated via words and/or pictures through the use of text messaging or the internet, including social networking sites and instant messaging;
- Physical harassment such as unwanted touching, contact, assault, deliberate impeding or blocking of movements, or any intimidating interference with normal work or movement;
- Sexual harassment such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

There can be a single act of any one of these hostile actions which is so egregious as to rise to a level requiring immediate disciplinary action.

Reporting and Investigation

Any incident of bullying or harassment is to be reported to the Dean of Students or Division Head, as appropriate. Reports will be investigated, documented, and violations of this policy will be treated as serious disciplinary infractions. Normal disciplinary procedures will be followed to determine the appropriate consequences. Bullying or harassment that occurs on school premises or off school premises at a school-sponsored activity will result in disciplinary action as recommended by Calverton and may include suspension or expulsion.

Non-Retaliation

There will be no retaliation against any student or employee who brings a complaint in good faith under the school's harassment policy or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation or if the charges cannot be proven. Retaliation against an individual who brings a complaint may subject the individual taking hostile action to additional

disciplinary action.

Bad Faith Claims

Disciplinary action may be taken against individuals reporting a claim in bad faith. “Bad faith” does not mean a claim that the complainant believes is valid but is later determined to be invalid. Rather, bad faith is meant to include individuals who submit claims that they know to be false or erroneous.

Return After Separation

If a student who has been separated from the school for reasons of conduct, violation of school rules, or failure to meet financial obligations wishes to re-apply for admission, the admissions committee, in concert with the head of school, will review and act on the application after a suitable period of time has passed and all conditions for re-admission have been met.

Any reinstatement following a period of disciplinary separation is conditional. Students who wish to return following a disciplinary separation must demonstrate that they are prepared to return to Calverton and meet behavioral expectations. **Reinstatement is not automatic.**

Students who request reinstatement following disciplinary separation must obtain clearance from the Head of School. Students may not seek to return for a minimum of 6 months from the separation and may not return within the same academic year.

Students seeking to return must provide the following information to the Head of School.

- A short essay addressing the following topics:
 - Why they seek to return
 - Steps taken to address any issues that led to the misconduct
 - Support systems in place that will aid them in successful reintegration into the Calverton Community

The Head of School will review this information and determine if the student may seek to return. The decision of the Head of School is final. If cleared, the student should contact the Admissions Office for application materials. Students who are cleared to return may be subject to additional conditions.

Section V – Electronic Code of Conduct

Students and parents should read the policy carefully and return the policy pledge page duly signed during School Registration.

The Calverton School Acceptable Use Policy for Lower, Middle and Upper School Students and Parents/Legal Guardians

The Calverton School puts enormous technology resources at the fingertips of members of The Calverton School community—students, faculty, administration, staff and parents/guardians. The technology resources provided by The Calverton School are to be used solely for academic and school-related extracurricular

purposes, which include classroom activities, communication about school-related projects, career development, homework, and supervised self-discovery exercises. Every person has an obligation to use these technology resources responsibly, and in a manner that respects others and does not discredit himself or the School.

The Calverton School Parent/Student Handbook requires all students to have consideration for the personal and material rights of others. Bullying, destroying property, and stealing are unacceptable behaviors. Information is a form of property, and email, text messages and other electronic communications are forms of speech.

This document outlines and explains the rules that make technology use safe and productive for all members of The Calverton School community. The use of technology, whether school or personally owned, is a privilege and not a right of members of The Calverton School community.

A violation of the rules stated in this Acceptable Use Policy is a violation of the Philosophy of Honor and may result in suspension of network privileges, removal of school-owned student devices, suspension or separation from The Calverton School, criminal prosecution, or other disciplinary actions as described in The Calverton School Student Handbook.

DEFINITIONS

“Definitions of the rules stated in this Acceptable Use Policy is a violation of the Philosophy of Honor and may result in suspension of school network – (systems, wiring, hardware, software, network resources and other material stored on the network) as well as all provided online services, software, network resources and other material stored in Blackbaud, the primary classroom management resource, Facebook Community, Calverton School Google Apps for Education, web postings, journals, chats, subscription, and non-subscription services). Many of The Calverton School Technology Resources enable or facilitate access to sites. Community members understand that third parties over whom The Calverton School exercises no control maintain these sites.

“Personal Technology Equipment” includes on-campus use of personal devices such as, but not limited to, cell phones, laptops, tablets, cameras, and calculators. The School will offer limited support on Personal Technology Equipment, which may include installing printers, copying files, and accessing the Internet. The Calverton School is not liable for any loss of data or damage to Personal Technology Equipment.

STUDENT RESPONSIBILITIES

1. Each student shall use The Calverton School Technology Resources and Personal Technology Equipment in a responsible manner only for legitimate learning purposes.
 - Personal Technology Equipment shall not be used for personal entertainment or to circumvent restrictions in place on School-owned workstations.
 - It is a student’s responsibility to report all violations of this Policy, including threatening or uncomfortable materials or destructive behavior, to a teacher or network administrator.
 - On-campus use of non-approved social networking sites, group chats, gaming chat rooms, conversational bulletin boards, text messaging, gaming sites/software, and file-sharing sites/software is forbidden.
2. Each student understands that **The Calverton School owns or has rights to all components** of The Calverton School Technology Resources. Therefore:

- The Calverton School has the right to limit access and monitor content of The Calverton School Technology Resources and Personal Technology Equipment when appropriate. This includes logging website access and other usage habits and details. The School reserves the right to confiscate and audit Personal Technology Equipment if used in an inappropriate manner.
 - Any information obtained by monitoring, reviewing, or recording may be subject to review by law enforcement organizations in connection with investigation or prosecution of possible criminal activity on or associated with The Calverton School's resources. The Calverton School will comply with all effective court orders and subpoenas involving requests for such information and will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through The Calverton School Technology Resources.
 - All content created and saved on The Calverton School Technology Resources is the property of the School. If a student leaves the School community, they may take a copy of the file but the content created at The Calverton School remains property of the School.
3. Each student is responsible to protect and maintain the integrity of The Calverton School technology resources in a manner consistent with the Calverton School standards of behavior and this Policy. Students should:
- Preserve the integrity of the hardware, settings, operating systems, and configurations or associated files.
 - Save only education files in the Calverton School Educational directory, online domain, or removable media unless otherwise directed.
 - Take all responsible precautions to prevent others from gaining access to personal accounts. Under no circumstances may a student authorize anyone to use their name, USER ID, or password or files. Each user is responsible for all uses and contents of their account.
 - Students may not:
 - Take any action which interferes, misuses, disrupts, or damages the operation of The Calverton School Technology Resources.
 - Modify, delete, copy, install, transfer, or distribute software without specific direction from the IT service provider.
 - Erase, rename, copy, or manipulate any files or programs that belong to others.
 - Intentionally introduce any computer code or program designed to self-replicate, damage, or otherwise hinder the performance of any computer, file system, or software.
 - Intentionally attempt to circumvent or manipulate security provisions (file rights, login identification, hardware identification, disk usage, DNS settings, firewall settings, etc.).
 - Attempt to discover another user's password or access another user's information at either The Calverton School or a remote location.
 - Send spam, chain letters, or other mass unsolicited mailings.
 - Use The Calverton School Resources to sell goods or services or to run a business.
4. Since a **student's personal safety, both on and off campus**, is the utmost goal of The Calverton School, students should follow these guidelines when communicating online:
- Do not post pictures or personal information about yourself or any other person.
 - Never communicate with people you do not know unless under the strict guidance of a parent/guardian or a teacher for a class project.
 - Never agree to meet someone you have met online without permission and supervision by a parent/guardian.
 - Alert an adult if any communication has made you feel uncomfortable in any way.

5. When using The Calverton School Technology Resources, Internet resources, online communications, or Social Networking tools, **students are always representatives of The Calverton School whether on or off campus.**
 - The Calverton School respects the rights of students to post information online. The School urges students to follow standard rules of etiquette and the guidelines listed in this Policy. School-owned and Personal Technology Equipment should be used in a manner which brings credit to oneself and the School, as well as in a manner which does not harm or discredit the School or another individual. Students should always:
 - Correspond only in ways that are kind and respectful and not publish or republish statements or material that defame, harass, abuse, stalk, threaten, or infringe on the rights of others (including, without limitation, sending or displaying statements or material that contain vulgar, obscene, profane, or otherwise objectionable language or images).
 - Obtain permission from members of The Calverton School community or those outside the community before sharing in print or posting online personally identifying information or pictures.
 - Read only personal mail, electronic or paper, addressed to the students unless another recipient gives permission. However, the recipient of an email message may choose to share it with others, though it is inadvisable to share an email message with a wider audience unless the originating author has granted permission.
 - Portray one's identity honestly and never impersonate any other person or entity, whether actual or fictitious, including employees and representatives of The Calverton School.
 - Negative references to "The Calverton School" name, any abbreviation of the School's name or logo, or derogatory language about the School or any member of the School community will result in serious disciplinary action.
6. When creating content, students must respect the **intellectual property rights of copyright owners.** For all sources of information (including quotations), students:
 - May not plagiarize words or phrases from subscription services, books, the Internet or any other source. Plagiarizing includes directly copying the words of others, using the ideas and thoughts of others, or paraphrasing (re-arranging/rewriting the words of others) without citing the original author/source.
 - Must provide bibliographic citations stating where you found the information/words.

DIGITAL MATERIAL AND PERSONAL INFORMATION PROTECTION

In order to comply with the Children's Internet Protection Act (CIPA), The Calverton School utilizes computer software, which attempts to filter abusive, libelous, obscene, offensive, profane, threatening, sexually explicit, pornographic, or illegal material. At home, parents/guardians are responsible for monitoring Internet usage and are strongly encouraged to place computers in a common location in the house and consider the use of parental controls and/or Internet filtering software. In order to comply with the Children's Online Privacy and Protection Act (COPPA), The Calverton School adheres to their recommended best practices to limit use of and to secure the personal identifying information of our students, with special provisions for students under the age of 13.

LIMITATIONS OF LIABILITY

The Calverton School makes no guarantee that technology at The Calverton School will be available or error-free. The School will not be responsible for lost data or interrupted service. The Calverton School is not responsible for the accuracy or quality of information obtained through The Calverton School

Technology Resources. The School will not be responsible for financial obligations or other consequences arising from unauthorized use of The Calverton School Technology Resources.

SCHOOL RESPONSIBILITIES

1. The Calverton School will provide instruction and resources regarding the appropriate use of The Calverton School Technology Resources that the School makes directly available.
2. The Calverton School will provide resources about issues of personal safety and privacy.
3. The Calverton School will discourage and take steps to prevent access to inappropriate materials.
4. The Calverton School will secure the personal information of our students, with special provisions for students under the age of 13.
5. The Calverton School may take appropriate disciplinary or other action for student violation of this Policy or other abuse of The Calverton School Technology Resources.

PARENT/GUARDIAN RESPONSIBILITIES

1. The parent/guardian signs this Policy as authorization for the student to be granted access to The Calverton School Technology Resources.
2. The parent/guardian understands the terms and conditions of this Policy and that there may be disciplinary and other consequences if the student misuses The Calverton School Technology Resources, or otherwise violates this Policy.
3. The parent/guardian acknowledges there is content on the Internet that they may not wish the student to access, and remains responsible for the student's use of The Calverton School Technology Resources.
4. The parent/guardian consents to the student's use of The Calverton School's online resources. This consent should be understood to apply to any changes to the online resources made available and to be provided by The Calverton School.
5. The parent/guardian understands: for students to use certain online programs and services made available through The Calverton School Technology Resources, certain personally identifiable information must be given to the provider of such online program or service, including for example, the student's name and school email address. Under federal law, providers of these online programs and services must provide parental notification and obtain parental/guardian consent before collecting personally identifiable information from students under the age of thirteen. The Calverton School is permitted under law to facilitate the provision of this notice and the gathering of this consent to the collection of personally identifiable information from students in lieu of the provider providing such notice and seeking such consent directly from each parent or guardian.

Please note; therefore, that acceptance of this Policy will also constitute notice to and consent by you to the collection and use by these providers of the personally identifiable information made available by your student through The Calverton School Technology Resources, which may consist of the student's first name, last name, email address, and user name, for registration and utilization purposes in connection with use of the online resources.

CONCLUSION

The Calverton School reserves the right to adopt and modify additional policies, rules and regulations, as it deems necessary and desirable to maintain the orderly and safe operation of The Calverton School and in furtherance of the School's mission.

Section VI – All School Information

ACCREDITATION

The Calverton School is accredited by The National Association of Independent Schools, the Association of Independent Maryland Schools, and the Maryland State Department of Education. The Upper School is also accredited as an IB World School.

CLASS SIZE

The Calverton School is committed to maintaining small class sizes and a low student/teacher ratio. Individual instruction and small group work are part of the School's academic program.

DIVERSITY STATEMENT

The Calverton School aspires to be a welcoming learning community with a deep commitment to and appreciation for diversity in all its forms. As members of our community, we are guided to understand and value diverse perspectives, to identify and reject bias and prejudice, to strive for justice and equity within the School and the community at large, and to value the differences among families and individuals and the gifts they contribute.

SCHOOL EVENTS AND ACTIVITIES

Calverton students and their families are offered opportunities throughout the school year to participate in activities that build School spirit and promote Calverton's strong atmosphere of family and community. Some of these activities have become traditions that are held dear in the hearts of our families. Details of these events are provided in the School calendar, on the School's website, and in publications throughout the school year.

CALVERTON PARENTS ASSOCIATION (CPA)

Parents of all current students are considered members of the CPA. Parent involvement at Calverton has always been and remains a valued tradition and privilege. Through their volunteer work, Calverton parents are active in securing an excellent educational journey and experience for all students. Volunteering is very much like annual giving participation in that it is an expectation, and as such, there are endless opportunities throughout the year for parents to get involved and contribute, something to suit every possible interest and schedule. Grandparents, alumni parents, family members, and friends are likewise welcome to participate.

Another opportunity to serve your child's class directly is to become a Room Parent. A Room Parents is an important volunteer role for the purpose of coordinating classroom/division activities and facilitating communication with parents. Room Parents are the key to providing students with the outstanding experiences Calverton has to offer. The Calverton Parent Association (CPA) coordinates the Room Parent program and assignments, supporting this active group of dedicated parents as they contribute to the life of the School all year round. If you wish to become a Room Parent for your grade or want to know more about what is involved in being a Room Parent, please contact the CPA at cpa@calvertonschool.org prior to the start of the school year.

The CPA is led by an elected Executive Committee. The CPA meets once a month to discuss and plan upcoming events, programs, and fundraisers. The CPA Executive Committee works directly with the Development Director to best serve and support the School's interests, mission, program, and activities. This collective effort helps build school spirit, nurture increased and effective communication, while also assisting classroom faculty and fellow parents in events during the year.

Section VII – Uniforms

UNIFORM POLICY

One of the key principles of the Calverton experience is respect – respect towards learning, towards each other, and to oneself. As an extension of this principle, we ask that students and adults come dressed in a respectful manner by appearing 'neat and appropriate.' The adults in the community will abide by professional dress, and students are asked to abide by the following uniform. Shirts should be tucked in, belts should be worn when needed, undergarments must not be visible and outdoor or oversized clothing should not be worn inside the School. Uniforms for the 2026 - 2027 school year should be ordered from Lands' End. Summer Uniform will run from August-October and April-June.

3K AND 4K

3K and 4K students should come to school in comfortable, "user-friendly" clothing that can get messy. Tennis shoes should be worn every day, no tie shoes. 3K and 4K students should also have one pair of rain boots to keep at school. We recommend purchasing a hooded raincoat to be worn to school on rainy days, but this may be kept at home and sent in as needed. No uniform is required for 3K students, and uniform is optional for 4K.

LOWER SCHOOL UNIFORM, KINDERGARTEN – 5TH GRADE

DAILY UNIFORM:

- **PANTS:** Khaki pants from Lands' End. Belts are required for students in grades 3rd- 5th. Belts need to be solid brown or black with a plain belt buckle that is not oversized. All belts must be buckled.
- **DRESSES/SKIRTS:** Plaid jumper or khaki Box Pleat Skirt from Lands' End only. Please note that all students choosing to wear the jumper should have on bike shorts or sliders in navy blue, underneath. Jumper length shall be no more than three inches above the knee when standing.
- **UNIFORM TOPS:** Navy blue polo or white oxford shirt (short or long sleeve based on personal preference) with school logo. Undergarments may not be visible at any time. Students may wear a plain white undershirt under their oxford – no other colors are permitted.
- **SOCKS:** White or Navy colored ankle socks, knee socks, dress socks, tube socks, half-calves, ankle socks, or no-show socks are permitted. Blue leggings or opaque tights should be worn underneath dresses during the winter months. Patterns or designs are not permitted.
- **SHOES:** Black, brown, or navy dress shoes, athletic shoes (in plain white, black, gray, or navy blue – no colored laces or soles), or top-siders in brown or navy may be worn daily. Boots, Uggs, crocs, or open-toe shoes, shoes with heel, open-heel shoes, and wedges are not permitted at any time. If boots are worn to school during the winter months, students must change into appropriate shoes prior to class.

- SWEATERS: Navy blue sweater vest, v-neck sweater, cardigan sweater or school-approved fleece with school logo are optional for regular dress. Hoodies, jackets, and sweatshirts are not permitted in class, so please plan appropriately for cooler months.

DRESS UNIFORM:

- PANTS: On dress days, Lower School students will wear khaki pants, white oxford shirt, belt (3rd-5th), black, brown, gray, or navy dress shoes, a sweater vest or v-neck sweater with school logo, and either traditional or cross tie. ALL Lower School students choosing to wear this pants option should have at least one tie (available through [Amazon](#)) and one sweater. While dress uniform is typically reserved for field trips or special occasions, the Lower School Head reserves the right to call for a dress day as needed. Lower School students may also add a blazer to the formal dress uniform if they wish.
- DRESSES: On dress days, Lower School students will wear the jumper, white oxford shirt, navy or white opaque tights or dress socks, brown, black gray or navy dress shoes (no heels, open-toe, open-heel, or wedges), and navy-blue cardigan sweater with school logo. While dress uniform is typically reserved for field trips or special occasions, the Lower School Head reserves the right to call for a dress day as needed. Lower School students may also add a blazer to the formal dress uniform if they wish.

SUMMER UNIFORM:

- SHORTS: During the months of August, September, October, April, May and June, Lower School students may opt to wear khaki shorts in lieu of pants and a navy-blue polo shirt with school logo in lieu of the white oxford shirt. Please note that students may still wear the white oxford shirt if preferred. Summer uniform is optional, not mandatory.
- DRESSES/SKIRTS: During the months of August, September, May and June, Lower School students may wear either the navy-blue polo dress (with bike shorts or sliders in navy blue underneath) khaki shorts, or the navy skort with a navy blue polo with logo. Please note that students may still wear the white oxford shirt if preferred. Summer uniform is optional, not mandatory. Polo dresses will not be worn year-round.

Lower School students DO NOT change out of uniform for PE classes.

MIDDLE SCHOOL UNIFORM, GRADES 6-8

DAILY UNIFORM:

- PANTS: Khaki pants from Lands' End. Belts are required for students in grades 6-12. Belts need to be solid brown or black with a plain belt buckle that is not oversized. All belts must be buckled.
- SKIRTS: Plaid skirt from Lands' End. Uniform Skirts and skorts shall be no more than three inches above the knee when standing.
- UNIFORM TOP: White oxford shirt with school logo (short or long sleeve based on personal

preference) or navy-blue polo with school logo. Undergarments may not be visible at any time. Students may only wear a plain white undershirt under their oxford – no other colors are permitted.

- **SOCKS:** Ankle socks, knee socks, dress socks, tube socks, half-calves, ankle socks, or no-show socks are permitted in white, navy blue, or gray. Navy blue or gray knee socks, leggings, or opaque tights should be worn underneath all skorts or skirts during the winter months. Panty hose or tights with patterns are not permitted. Socks with patterns or designs are not permitted.
- **SHOES:** Black, brown, gray or navy dress shoes, athletic shoes (in plain white, black, gray, or navy blue – no colored laces or soles), or top-siders in black, brown, gray, or navy may be worn daily. Crocs, open-toe shoes, shoes with heel, open-heel shoes, and wedges are not permitted at any time.
- **SWEATERS:** Navy blue sweater vest, v-neck sweater, cardigan sweater or school-approved fleece with school logo are optional for regular dress. Calverton hoodies, jackets, and sweatshirts are permitted in class. Solid navy, grey, or black hoodies and sweatshirts may be worn (no visible logos or design).

DRESS UNIFORM

- **PANTS:** On dress days, MS students will wear khaki pants, white oxford shirt (tucked in), belt, brown, black, gray, or navy dress shoes, a sweater vest or V-neck sweater with school logo and either traditional or cross tie. ALL MS/US students choosing to wear this pants option should have at least one tie and one sweater. While dress uniform is typically reserved for field trips or special occasions, the MS/US Head reserves the right to call for a dress day as needed. MS/US students may choose to add a blazer with patch of our crest (school will provide upon request) to the formal dress uniform.
- **SKIRTS:** On dress days, MS students may wear the skort or skirt, white oxford shirt, navy or white opaque tights or dress socks, brown, black gray or navy dress shoes (no heels, open-toe, open-heel, or wedges), and navy blue cardigan sweater with school logo or navy blazer with patch of our crest (school will provide upon request). While dress uniform is typically reserved for field trips or special occasions, the MS/US Head reserve the right to call for a dress day as needed.

SUMMER UNIFORM:

- **SHORTS:** During the months of August, September, October, April, May and June, Middle School students may opt to wear khaki Bermuda shorts from Lands' End with a blue polo with logo in lieu of pants. Please note that students may still wear the white oxford shirt if preferred. Summer uniform is optional, not mandatory.

UPPER SCHOOL UNIFORM, GRADES 9-12

DAILY UNIFORM:

- **PANTS:** Khaki pants from Lands End. Belts are required for students in grades 6-12. Belts need to be solid brown or black with a plain belt buckle that is not oversized. All belts must be buckled. Capri

pants and/or rolling the bottoms of pants are not permitted.

- **SKIRTS:** Plaid or khaki skirt from Lands End. Skirts and skorts shall be no more than three inches above the knee when standing.
- **UNIFORM TOP:** White or light blue oxford shirt with school logo (short or long sleeve based on personal preference) or navy blue polo with school logo. Undergarments may not be visible at any time. Students may wear a plain white undershirt under their oxfords – no other colors are permitted.
- **SOCKS:** Ankle socks, knee socks, dress socks, tube socks, half-calves, ankle socks, or no-show socks in white, navy blue, or gray are permitted. Navy blue or gray knee socks, leggings, or opaque tights should be worn underneath all skorts or skirts during the winter months. Panty hose or tights with patterns are not permitted. Socks with patterns or designs are not permitted.
- **SHOES:** Black, brown, gray or navy dress shoes, athletic shoes (in plain white, black, gray, or navy blue – no colored laces or soles), or top-siders in black, brown, gray, or navy may be worn daily. Crocs, open-toe shoes, shoes with heel, open-heel shoes, and wedges are not permitted at any time.
- **SWEATERS:** Navy blue sweater vest, v-neck sweater, cardigan sweater or school-approved fleece with school logo are optional for regular dress. Calverton hoodies, jackets, and sweatshirts are permitted in class. Solid navy, grey, or black hoodies and sweatshirts may be worn (no visible logos or design).

DRESS UNIFORM:

- **PANTS:** On dress days, US students will wear khaki pants, white oxford shirt (tucked in), belt, brown, black, gray, or navy dress shoes, a sweater vest or v-neck sweater with school logo and a tie. ALL MS/US students choosing to wear this pants option should have at least one tie, either traditional or cross tie and one sweater. While dress uniform is typically reserved for field trips or special occasions, the MS/US Head reserves the right to call for a dress day as needed. US students may opt to add a blazer with patch of school crest (Calverton will provide upon request) to the formal dress uniform if they wish
- **SKIRTS:** On dress days, US students may wear the skort or skirt, white oxford shirt (tucked in), navy or white opaque tights or dress socks, brown, black gray or navy dress shoes (no heels, open-toe, open-heel, or wedges), and navy blue cardigan sweater with school logo or navy blazer. While dress uniform is typically reserved for field trips or special occasions, the MS/US Head reserves the right to call for a dress day as needed.

SUMMER UNIFORM:

- **SHORTS:** During the months of August, September, October, April, May and June, Upper School students may opt to wear Bermuda khaki shorts from our approved vendors with navy polo with logo in lieu of pants. Please note that students may still wear the white oxford shirt if preferred. Summer uniform is optional, not mandatory.

Section VIII – Medical and Emergency Information

MEDICAL FORMS

All medical forms are accessible on the School's website. Each new student and currently enrolled students in grades Kindergarten, 3, 6 – 12 is to undergo a yearly physical, after which the parent and the family physician must complete and sign The Student Medical and Athletic Evaluation (Yearly Physical) Form.

This form must be on file at the School before school or sport practices begin. Medical information may be shared with your child's teacher and appropriate School personnel. For the safety of the student, a student whose medical condition worsens or warrants medical expertise that School personnel cannot provide may be asked to leave the School. Parents may call the School Nurse with any questions or concerns about a child's medical records.

MEDICATION DURING SCHOOL HOURS

While taking prescribed medication during the school day is not encouraged, School officials understand it may be essential to a student's health.

To ensure safety, parents and the student's physician must complete the Physician's Medication Order Form (PMOF) in order for the student to receive medication, including over-the-counter medications, during the school day. Both the physician and the parents must sign the PMOF.

Parents must bring medication to the Nurse in the original container/bottle. Students are NEVER to carry pills of any kind (prescribed or over-the-counter) on their person while on school grounds or on the school bus. MS/US students will be allowed to carry their own medications – **limited to inhalers and diabetic equipment** – ONLY when a permission form signed by a parent and physician indicating knowledge of medication and the ability to self-medicate is filed with the Nurse.

At the beginning of the school year, parents may wish to provide the Nurse with an additional supply of medicine in the event of an emergency evacuation when students are sent to the Bowen-Thomas Center or Plum Point Elementary School. If you have any questions, please contact the Nurse directly.

ATHLETICS, PHYSICAL EDUCATION AND FIELD TRIP MEDICAL NEEDS

MS/US field trips and sports practices begin in late August. Students involved in fall sports must have their medical forms completed by the first day of practice. All other medical records must be received by the last day in August. Students may not participate in athletic team practices, school physical activities, field trips, recess, or physical education classes until all medical information is received or student has had a medical form completed within the last year.

Sports – If a student is involved in sports, the student-athlete is responsible for keeping a second supply of medication with their athletic equipment. This would include inhalers, epi-pens, etc., provided that the student is approved by the family physician and the parents to self-administer and the medical release is on file.

Overnight Field Trips – Parents must provide all medications for overnight field trips one week prior to the trip. All medications must come in the original prescription bottle and have an accompanying PMOF for both prescription and over-the-counter medications. Please bring all medications and PMOFs directly to the Nurse in a plastic zip lock bag labeled with the student’s name and grade. Please refer to the detailed “Medication Protocol for Overnight Field Trips” under the Campus Life link on the School’s website.

Severe Allergies and/or Asthma – Parents of students with severe allergies and/or asthma must supply the School with appropriate information (allergy/asthma plan), equipment, and medical release forms. All prescriptions, including inhalers, Epi-pens, etc., need to be current and labeled with the student’s name and grade. Parents must provide the School with information regarding recent illnesses, current medication, and possible allergic reactions prior to field trips. All information must be submitted in writing by the parent with supplementary physician’s recommendations as necessary. It is the parent’s responsibility to keep the School informed.

EMERGENCY RECORD

The Emergency Contact section of the Online Enrollment packet is the source for all calls concerning a student’s illness, injury, or other emergency. It is imperative that this is completed online through the student information system at the beginning of the academic year. It should be kept up to date if changes occur.

If a student becomes ill or injured, the Nurse will administer care and call the parent and, if necessary, an ambulance, and the student’s doctor. In the event of an emergency, the School will call 911 for medical assistance. If the parent(s) are unavailable, the next emergency contact listed in the student information system will be notified.

ABSENCE DUE TO ILLNESS

If a student’s illness results in absence from school for more than three days, the parent should notify the Nurse of condition and treatment. Contagious diseases must be reported when they are diagnosed. In the event that a Calverton student is believed to have a serious communicable disease, the Head of School must be informed promptly of the diagnosis and kept informed about the progress of treatment.

All information received from any source regarding students who have a serious communicable disease will be kept in strict confidence, subject to the requirements of law. Should a Calverton student contract a serious communicable disease, the School reserves the right to evaluate its response on a case-by-case basis with professional advice.

Keeping in compliance with the recommended infection control practices, please refrain from sending your child to School under the following circumstances:

- Temperature of 100°F or higher. Children **MUST** be fever free for 24 hours before returning to school [fever is defined as 100°F or higher];
- The need for medication [i.e., Tylenol, Ibuprofen, Motrin, Aleve or other Acetaminophen, aspirin or NSAID] to keep a temperature below 100°F;
- A rash of unknown causes that is itchy and spreading. The child may return to School after an evaluation by the health care provider shows the rash is not contagious;
- Acute pain that requires narcotic medication for relief;

- Until confirmation of negative results from a throat culture have been received. Children should remain at home until a negative result is known;
- Children with a positive strep culture must be treated with prescribed antibiotics for 24 hours before returning to School;
- If a child is vomiting or has diarrhea, they must remain home until the vomiting or diarrhea has stopped for 24 hours.
- If a child is recovering from an illness, but is still too ill to participate in typical School activities, such as gym or recess, they should remain home until able to resume School activities.
- Other medical issues such as moderate/severe pain controlled only by narcotics, excessive coughing, or mucous production without a fever, or other medical conditions that may interfere with a student's ability to participate in class and other School activities.

HEALTH SCREENINGS

The Calvert County Health Department conducts Vision/Hearing screenings for all new students and those entering Kindergarten and Grade 9. The Nurse will conduct scoliosis screenings for students in grades 6, 7, and 8.

ILLNESS DURING SCHOOL

If a student becomes ill during the day, they should go to the Nurse's office located in Founders' Hall to be assessed. If necessary, parents will be notified, and a decision will be made regarding whether the student remains at School or goes home.

IMMUNIZATIONS

All students must comply with the revised Maryland Immunization Requirement (see below).

NOTE: If your child is under six years of age, please have the screening/testing for lead poisoning form completed by your physician. All students must comply with the Maryland Department of Health and Mental Hygiene.

HYGIENE STANDARDS FOR CHILDREN ENROLLED IN MARYLAND SCHOOLS AND PRESCHOOL PROGRAMS

- No child is enrolled without an immunization record.
- If an immunization record is incomplete, students will have until September 30 to comply and show proof of compliance. Any student not in compliance by this date will be required to stay home from School until compliance is demonstrated.
- Pupils transferring into Calverton must have proof of immunization before they are allowed to attend classes.



Vaccine Requirements For Children
Enrolled in Preschool Programs and in Schools — Per DHMH COMAR 10.06.04.03
Maryland School Year 2023 - 2024 (Valid 9/1/23 - 8/31/24)

Required cumulative number of doses for each vaccine for PRESCHOOL aged children enrolled in educational programs								
Child's Current Age	Vaccine	DTaP/DTP/DT ¹	Polio ²	Hib ³	Measles, ^{2,4} Mumps, Rubella	Varicella ^{2,4,5} (Chickenpox)	Hepatitis B ²	PCV ³ (Prevnar™)
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 - 12 th 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, Grade 1, 2, 3, 4 5 & 6	(5 –11 yrs)	3 or 4	0	3	2	2	3	0
Grades 7, 8 & 9	(11 -13 yrs)	3 or 4	1	3	2	2	3	1
Grades 10, 11 & 12	(13 - 18yrs)	3 or 4	1	3	2	1 or 2	3	1

* See footnotes on back for 2023-24 school immunization requirements.

Maryland Department of Health

Center for Immunization

mdh.IZinfo@maryland.gov

Vaccine Requirements For Children
Enrolled in Preschool Programs and in Schools
Maryland School Year 2023 – 2024 (Valid 9/1/23 - 8/31/24)

FOOTNOTES

Requirements for the 2023-24 school year are:

- 2 doses of Varicella vaccine for entry into Kindergarten, 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th AND 9th 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. Dosing or spacing intervals should not be considered when determining if the requirement is met, only count the number of doses needed. 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 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 (PrevnarTM) 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 and 9th 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 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 — DTP, DTaP, Tdap, DT or Td) are required for children 7 years of age and older. One dose of Tdap vaccine received prior to entering 7th grade is acceptable and should be counted as a dose that fulfills the Tdap requirement.
7. Polio vaccine is not required for persons 18 years of age and older.

Maryland Department of Health

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Section IX – Admissions

The Calverton School seeks students who are motivated to learn, who will contribute to the School community, and who meet the academic and personal standards consistent with the School's mission. It is central to the School's Philosophy that the student body is co-educational and diverse, admitting students of any race, color, creed, religion, sexual orientation, or national origin. Because Calverton is a community of learners, the School seeks students who wish to pursue learning to its fullest, while being a positive influence within Calverton's values-oriented environment.

Prospective Families – Interested families are invited to schedule a visit through the Admissions Office to tour the School, observe classes, and discuss admissions requirements of the School. Applications for the upcoming school year may be filed at any time after September, with special consideration given to requests for mid-year enrollment. Applicants are recommended for admission based on their intellectual ability, academic achievement, motivation, and character. All applicants participate in an admission assessment that is combined with the applicant's academic transcript and current teacher recommendations for an admission decision. When space is limited, and applicants are equal, priority is given to siblings, children of faculty, and children of alumni. Applicants must turn five years old prior to October 1 to be considered for our Kindergarten program.

Re-enrollment – Re-enrollment packets are distributed to current families in February with a two-week return to be eligible for the early enrollment discount. If parents are separated or divorced, re-enrollment material is sent to the custodial parent.

Re-evaluation – After a faculty review of a student's academic performance, attitude, or behavior, the School administration may decide that it cannot offer a student re-enrollment in Calverton for the following year. The parent(s) of the student will be asked to meet with the Division Head and other members of the staff, as appropriate, to clarify the problems and explore means by which the student's performance can improve. The Division Head will inform the parents how the student's progress will be reviewed and when a final decision about re-enrollment will be made.

Separation from the School – The School reserves the unconditional right to suspend or expel a student at any time for academic, behavioral, or attitudinal reasons, or if it concludes that The Calverton School is not an appropriate place for the student, or if the parent relationship with the School becomes uncooperative.

For questions about admissions, please contact Dawn Rhoads, Director of Admissions and Financial Aid, at drhoads@calvertonschool.org.

Section X – Development

The Development Office supports the continued excellence of The Calverton School through building strong relations, providing excellent services and working with members of the extended community to encourage continued philanthropic support.

WAYS TO SUPPORT

The Calverton Fund

The Calverton Fund is a yearly appeal that generates needed income through charitable gifts from all

corners of The Calverton School community, including: The Board of Trustees, alumni, current parents, parents of alumni, grandparents, faculty, staff, and other friends of the school. These unrestricted funds are raised to enhance the day-to-day life of every student.

Calverton students benefit from your unrestricted support directed to curricular and co-curricular programs where it is most vitally needed. These funds will be used to support the operating budget, which directly benefits our teachers, programs and operations.

GIVING LEVELS

Leadership Council*

1967 Founder's Society*	\$25,000 and above
President's Society*	\$10,000 and above
Blue & Gray Society*	\$5,000 and above
River & Bay Society*	\$1,000 and above

Calverton Society	\$500 and above
Cougar Society	\$100 and above
Friends Society	Up to \$99

Each fall, Leadership Council donors are invited to attend a recognition dinner celebrating their previous year's support. Leadership support begins at \$1,000.

Contact info@calvertonschool.org or 410-535-0216 for additional information.



The CFC is the official workplace giving campaign of the Federal government. The mission of the CFC is to promote and support philanthropy through a program that is employee focused, cost-efficient, and effective in providing Federal employees the opportunity to improve the quality of life for all. The CFC is the world's largest and most successful annual workplace charity campaign, with around 140 CFCs throughout the country and overseas raising millions of dollars each year. The Calverton School's Charity number is 20718.

Planned Giving

A planned gift is any gift, made as part of the donor's overall financial or estate planning. A planned gift can come in many forms, including cash, appreciated stock or securities, real estate, artwork, life insurance or a retirement plan. This type of gift has several benefits for the donor. Among them are the ability to leave a legacy to the school, to preserve current assets, and to reduce either your current tax burden or the tax burdens on your heirs.

Securities and Properties

Real estate can be an excellent way to make a gift of substantial size to The Calverton School. Gifts of stock or securities offer an easy and tax-efficient way to make a lasting gift to The Calverton School.

FUNDRAISING EVENTS

These endeavors, much like the annual giving efforts and outreach, produce important sources of additional support and funding each year. Parents along with other family members are invited to support these events

to the best of their ability, as there are opportunities to contribute, volunteer, and attend. Many opportunities exist for sponsorships, as well as gifts in kind. It is a great opportunity to promote your business while supporting your school!

Auction & Golf Tournament: Calverton's auction and golf tournament are annual fundraising events. Both events are organized and directed by members of the advancement team with the active leadership and involvement of parents, faculty, and staff.

Please do not hesitate to contact the Development Office with your requests, comments, suggestions, or ideas.

CALVERTON ALUMNI ASSOCIATION

Calverton considers all graduates and students who attended Calverton but did not graduate to be members of the Calverton Alumni Association. Calverton encourages and supports alumni participation in school programs and events, and welcomes alumni involvement in all aspects of school life. If you have any questions relating to alumni relations, please contact Beth Lennon at blennon@calvertonschool.org or 410-535-0216 ext.1111.

Section XI – Physical Education and Athletics

PHYSICAL EDUCATION CLASSES

All students in 4K through Grade 8 are required to participate in physical education classes. Physical education is a regular part of the LS curriculum. Students must have tennis shoes for participation. A change of clothes is not required, but all girls wearing skirts or jumpers must bring shorts, leggings, or long pants to wear underneath jumpers.

Physical education classes are part of the MS academic schedule. Students in grades 6 – 8 must have a change of clothing that is appropriate to the activity. Socks and tennis shoes with tied laces must be worn. Changing time will be provided at the beginning and end of class. To be excluded from participation, a written note from a parent or doctor should be presented to the teacher at the beginning of class.

Students in grades 9 – 12 must earn at least one full year of credit in athletics to meet graduation requirements. Students earn 1/3 of a credit per season for participation on a Varsity or JV athletic team, including team managers.

ATHLETICS

The Calverton School believes that a competitive interscholastic athletic program is an important part of a student's educational experience. Calverton Athletics is committed to promoting the ideals of sportsmanship, respect, commitment, integrity, and leadership. By nurturing and encouraging these ideals, our goal is to build athletic ability, fitness, and a sense of community in each student and instill the basic understanding of competition and lifelong fitness. Calverton's varsity teams contend in competitive leagues against other schools in the Washington, DC, Southern Maryland, Annapolis, and the Eastern Shore areas. Our school offers students the opportunity to compete in soccer, volleyball, golf, or cross country in the fall, basketball, swimming, or cheerleading in the winter, and lacrosse, tennis, track & field, and flag football in

the spring.

Varsity Programs – All athletes are expected to put forth their best effort while wearing the Calverton colors. Calverton strives to compete for league championships in each varsity sport, while upholding the school's ideals of sportsmanship, respect, commitment, and integrity. Coaches are not expected to give equal playing time to all team members. Playing time will be based on performance, but whenever possible, coaches will allow players as much opportunity as their ability and the game situations permit. Varsity athletics is a competitive experience where achievement and outcome are a high priority.

Junior Varsity Programs – JV programs are geared to augment the varsity programs. Player development is the primary goal of these programs. Athletes will be given a chance to play and improve their skills. While Calverton does not expect to see equal playing time, everyone will have an opportunity to compete. Close communication between the varsity head coach and the JV coach is important and expected. Coaches will be using similar principles and strategies to ensure seamless transition from the JV to varsity.

Middle School Programs – Players should play in every game unless their abilities and the game situation make it unsafe for them. The primary goal of the School's MS athletic program is to develop athletes, to build sport-specific skills, and most importantly, to educate the students to love and cherish competition.

PARTICIPATION

Eligibility – All students participating in athletics require a yearly physical examination before they are permitted to play. No student will be permitted to participate in practice or a game without a current physical examination. Even though a student will not be allowed to participate without a physical, they will still be expected to attend practices and team outings.

School Attendance – Regular school attendance is required for all students participating in sports. Students are expected to be present at School by 10:00 a.m. (apart from senior privileges) and attend all classes prior to departure for the game. Exceptions may only be made with explicit approval from the Athletic Director and Division Head.

G.P.A- Student-Athletes must maintain a 2.0 GPA or above AND no class grades below 65 to participate in athletics. Failure to do so will result in suspension until GPA meets 2.0 AND no class grade is below 65. Students that do not meet the academic requirements may have required study hall hours after school until their GPA is raised.

Travel Policy – Calverton athletics can require considerable travel time. Parents and students need to factor in the following guidelines when choosing a sport:

- All team members are expected to travel on the bus to away games, unless there is written consent from a parent or legal guardian to the Athletic Director.
- Students are responsible for all missed schoolwork. An away game is not an excuse for unfinished work.
- A team may stop for dinner as long as it does not interfere with the scheduled return time. Coaches will inform the teams prior to the day of the event if they stop for dinner.
- Parents may drive their children home from away games but may not transport other children without prior approval of the Athletic Director. Student pick-up arrangements should be made prior to the event, not after the team's return.

- Occasionally, teams will arrive back at Calverton later than scheduled. Traffic and games that go into overtime are the two main causes of delays. Coaches will do their best to return to School by the scheduled time and may elect not to stop for dinner to accomplish this.

Section XII – Finances and Fees

TUITION

Tuition payments are due as outlined on the Blackbaud Tuition Management (BBTM) Payment Plan form that accompanied your Enrollment Contract. Failure to make tuition payments on time may result in your child's attendance being interrupted during the school year. If a due date cannot be met, please notify the Business Office immediately. The School reserves the right to prohibit students from taking final exams, to withhold report cards, and to refuse graduation and/or any credits or transcripts for any student whose financial account is not paid in full beforehand.

The tuition rate for the following school year is announced in February. Re-enrollment is contingent on payment of the required tuition payments by the due dates. Parents are advised that failure to comply with these deadlines could result in the loss of a space in the School.

If your family is moving, or for any reason will not be re-enrolling for the following year, please notify the Business Office in writing as early as possible. Withdrawal or dismissal for any reason at any time during the school year does not release the signer from financial obligation. If enrollment is canceled after April 30, parents or guardians financially responsible for the student are obligated to pay the full tuition charges regardless of whether or not the student attends.

Payment plans are available to meet the needs of our families. Calverton offers the following payment options for tuition after deposit is paid:

1 Payment Plan

100 percent due by July 1

2% prepaid discount will be deducted.

4 Payment Plan

25 percent due by May 1st, 5th or 20th

25 percent due by August 1st, 5th or 20th

25 percent due by November 1st, 5th or 20th

25 percent due by February 1st, 5th or 20th

10 Payment Plan

10 percent due by the 1st, 5th, or 20th of each month, beginning in May and ending in February.

A fee of \$56 per family per year will be assessed by BBTM and will be charged upon enrollment.

For all plans, an enrollment deposit of \$750 per child is required. The School asks that payments be made consistently with the selected plan. In the event a payment is late, a 1.5% late fee will be assessed on the overdue balance. Late fees cannot be waived in BBTM, so families should contact the Business Office to

make payment plan changes if a payment is likely to be missed. While there are overdue balances on an account, BBTM charges a separate \$40 monthly fee per family for an automated text/email overdue balance notification service. Returned checks may result in a \$25 fee assessed to your account.

TUITION REFUND PLAN

All students are automatically enrolled in the Tuition Refund Plan, administered by A.W.G. Dewar, Inc., This plan provides protection for the annual financial obligation under the terms of the Enrollment Contract. This program insures fees (prepaid and due) in the event of separation according to the terms of the policy. The cost of the Plan is 1.8% of the annual tuition obligation.

The Plan refunds a portion of the unused annual tuition and insured fees when students are withdrawn or dismissed for covered reasons. The Plan's benefit extends to the school by helping to ensure receipt of its budgeted tuition income.

Per the terms of enrollment, the School is authorized to process and collect any claim payment to which it is entitled. The collected funds are credited, and the excess is paid to the family. The Tuition Refund Plan premium charge will be billed according to the selected payment schedule.

An explanation of benefits is provided with each enrollment contract.

EXTENDED DAY FEES

Extended Day fees are billed at the same time as tuition and according to the selected payment schedule. Registration forms for these services should be signed and returned to the Business Office with the Enrollment Contract.

FINANCIAL ASSISTANCE

Financial assistance is based on need. Calverton's Admissions Office and Business Office administer financial aid. Awards for financial aid are processed through a third-party service provider, Clarity Financial. Any family interested in being considered for financial assistance should apply online through Clarity. The link to the application is available on the School's website under Admissions/Tuition & Financial Assistance.

INSURANCE

The School pays for insurance for all Calverton students. Coverage is under the School Supplemental Student Accident Policy. The plan covers all students for School-related accidents during the school year. The benefits are payable after payment has been made from any insurance coverage provided by other policies carried by parents. Information about insurance can be obtained from the Business Office.

DELINQUENT ACCOUNTS

All accounts (tuition, fees and finance charges) must be current. Accounts past due as of November 1, will receive a letter stating that the student will not be able to return to classes after Winter Break when School reopens in January if the account is not brought up to date. If payment is still outstanding by March 1, the

student will not be able to return to classes after Spring Break, and re-enrollment for the subsequent school year will be conditional upon payment in full. The School will not accept a re-enrollment deposit and contract until the account is paid in full. All accounts still past due as of June 1 will be turned over to legal counsel for collection.

TEXTBOOK PURCHASES

LS textbooks are issued to the students by their teacher and must be returned at the end of the school year. Parents will be billed for missing or damaged books.

MS textbooks are a combination of School property and student property. All textbooks are distributed to the students within the first week of school. A check-off sheet details the books the School owns and those books the students buy. Textbooks that the students buy are billed to the student's account at the end of September. As student workload increases, highlighting passages in books is a good study aid. For that reason, MS students must purchase some of their books, and these books become the property of the student. School textbooks that are issued to students must be returned at the end of the school year. Parents will be billed for missing or damaged books.

US textbooks are a combination of School property and student property. All textbooks are distributed to the students within the first week of school. A check-off sheet details the books the School owns and those books the students buy. Textbooks that the students buy are billed to the student's account at the end of September. As student workload increases, highlighting passages in books is a good study aid. For that reason, US students must purchase most of their books, and these books become the property of the student. School textbooks that are issued to students must be returned at the end of the school year. Parents will be billed for missing or damaged books.

Section XIII – Student Services

EXTENDED DAY – LOWER SCHOOL

Extended Day is available to LS students for a predetermined fee. Several options are available ranging from five days per week to daily drop-in. A certified Day Care Director, Senior Staff, School Age Teacher, and/or other assistants staff the programs.

The Extended Day A.M. Program starts at 7:00 a.m. and students will be sent to their classes at 8:00 a.m. A morning snack is included. Students arriving at Calverton before 7:50 a.m. will be sent to the Extended Day A.M. Program. A drop-in fee of \$30.00 per student/per day will apply.

The Extended Day P.M. Program provides a meaningful extension of the school day for students who remain on campus after the regular dismissal time. The program is available from 3:00 p.m. until 6:00 p.m. Students not picked up by 3:30 p.m. will be sent to the P.M. Program and parents will be charged the drop-in fee of \$30.00. Assistance with homework is provided, meaningful activities such as crafts, indoor games, and outdoor activities are available. The students also receive a snack, which they sometimes prepare themselves as an activity. Please note that a late fee of \$20.00 per 15-minute increment will apply for any student picked up after 6:00 p.m.

MIDDLE/UPPER SCHOOL STUDY HALL

After-school Study Hall is available in the afternoons for MS/US students for a daily drop-in fee of \$8.00. A Calverton employee proctors the program. Students are expected to have a snack by 3:30 p.m. before coming to the library. Any student still on campus and not in a supervised activity after 3:45 p.m. is expected to attend Study Hall, and parents will be charged the drop-in fee. Please note that a late fee of \$15.00 per 15-minute increment will apply for any student picked up after 6:00 p.m.

COUNSELING

The School has a counselor on staff that screens students for socio-emotional concerns and advises teachers and staff members. The School reserves the right to ask the counselor to meet with a child or group of children as necessary. MS/US students may request to meet with the counselor of their own accord. The counselor will be available to discuss with the parents their child's concerns and/or questions either through a telephone conversation or meeting.

COLLEGE COUNSELING

Calverton's College Counselor works with Upper School students to help them determine what type of higher education best suits their needs and aspirations. They then help each student gain admission to the colleges and universities of their choice. In the course of this process, students and parents are invited to individual counseling sessions, college nights, and college application workshops that address the following:

- how to discern what sort of institution is right for each individual student;
- how colleges and universities evaluate applicants for admission;
- how students can be competitive for admission to selective schools;
- how course selection, college entrance examinations, and International Baccalaureate factor into the college admission process;
- how to prepare for campus visits and interviews;
- how to prepare successful college applications and essays; and
- how to apply for financial aid and scholarships.

The College Counselor works closely with seniors as they prepare their college applications, and advocates on their behalf with college admissions officials. For further information, please contact College Counselor.

FIELD TRIPS

Calverton encourages the faculty to sponsor educational field trips for their classes in the Southern Maryland, Washington, Annapolis, and Baltimore areas. These trips are part of the School curriculum. By signing the general permission slip on the Enrollment Contract and parents give consent for all field trips. Additional permission forms will be provided for overnight trips.

ACADEMIC SUPPORT

Calverton's daily schedule provides time for teachers to work with students outside of the regular class time. If necessary, the faculty and Division Head may recommend extra help. Parents may also wish to contact an educational psychologist for an evaluation at their own expense. In such cases, the Division Head should be notified and all findings should be shared with the School, as these evaluations might offer additional information about a student's learning strengths and weaknesses. Calverton strives to meet the educational

needs of learners with mild reading and math difficulties and offers basic classroom supports for students based on professional testing and recommendations. An Academic Support plan may be developed to guide teachers in the implementation of these supports. In each Division, a learning specialist will manage the student support needs and is available for small group and individual academic coaching, with a focus on executive functioning.

STUDENT AND LEARNING SUPPORT SERVICES

Student and Learning Support Services at The Calverton School includes academic support, described by division below, and social-emotional curriculum implementation and support. Small class sizes and dedicated staff allow The Calverton School to work effectively with students who have mild reading, math or writing difficulties, executive functioning challenges, and ADHD. Documentation delineating such a diagnosis is reviewed during the admissions process with consideration for current caseload and the student's individual needs.

Students in grades K-12 have access to the Student Support Specialist who can meet with students on an as-needed basis for counseling, conduct risk and threat assessments, and make referrals to external resources for counseling and educational evaluation.

Lower School

The Lower School Learning Specialist provides small group instruction and intervention to students in grades K-4/5. Students are identified for intervention based on documented learning needs and/or based on student performance on Beginning of Year reading and math assessments, ongoing classroom formative assessment data, and/or teacher observation. Lower School students participate in targeted interventions, based on student need, two times per week.

Interventions with the LS Learning Specialist can address the following skill areas:

Language Arts:

- Fluency
- Comprehension: Summarizing, Predicting, Visualizing, Inferring, Making connections (text-to-text, text-to-self)
- Decoding/Phonics
- High Frequency Words
- Writing, based on specified teacher concern and work products

Math:

- Fact fluency
- Specific skill difficulty
- Story Problems
- Organizing/solving multi-step problems
- Independent application of previous or current skill

Fine Motor: cutting, tracing, pencil grip, letter formation, handwriting

In addition to instructional support, students with a documented need for testing accommodations will have access to extended time and an alternate testing environment (eg, small group, 1:1, alternate space).

Middle School

The Middle School Learning Specialist provides Executive Functioning support to students in grades 6-8 to include one on one coaching and skill development and small group check ins for assignments. Students are identified for Academic Support Services based on documented needs from psycho-educational evaluation, student performance based on quarterly grades and/or teacher observation. Students with a documented need

for testing accommodations will have access to extended time and an alternate testing environment (eg, small group, 1:1, alternate space).

The MS Learning Specialist creates an individualized Student Support Plan for each student who requires documented support and is the primary liaison for fidelity of implementation of the Student Support Plan.

Upper School

The Upper School Learning Specialist provides Executive Functioning support to students in grades 9-12 to include one on one coaching and skill development and small group check ins for assignments to increase students' independence in preparation for postsecondary options and pathways. Students are identified for Academic Support Services based on data from psycho-educational evaluations and may access the Learning Specialist. Alternatively, the Learning Specialist may check in with a student during Study Hall up to 3 times per week. Students with a documented need for testing accommodations will have access to extended time and an alternate testing environment (eg, small group, 1:1, alternate space).

The US Learning Specialist creates an individualized Student Support Plan for each student who requires documented support and is the primary liaison for fidelity of implementation of the Student Support Plan.

**Language waivers are not provided to students unless a documented Specific Reading Disability, including dyslexia, is present. A student who qualifies as an English Learner may also receive a language waiver. Students may take a language class as a pass/fail, but this is determined on a case by case basis with consideration from the Division Head, Learning Specialist, and language teacher.*

***Student and Learning Support Services at The Calverton School are not structured to provide significant learning, behavioral, social skills, or anxiety support, such as a modified schedule, modified curriculum/assignments, or ongoing/daily 1:1 aid. Information provided during the admissions process will be shared with the relevant Division Head and SLS staff member in order to determine whether adequate supports could be put in place to ensure an individual student's success.*

SUPPORTS AND ACCOMMODATIONS WE ARE ABLE TO PROVIDE:

- Extended time for assessments/tests up to 100%
- Tests formatted with more space
- Assistance chunking work/assignments
- Assistance organizing and planning classwork and/or homework
- Test directions explained orally
- Tests read aloud (only for those with a reader accommodation)
- Assigned seating to reduce distractions (i.e., preferential seating)
- Instruction on study skills and note-taking
- Content area instruction via tutor, provided for additional fee
- An alternate environment for tests
- One-on-one testing environment
- Assistance accessing audiobooks
- Frequent breaks as appropriate
- Use of a calculator and Math tools
- Word banks
- Formula and procedure cards
- One exam per day (with the exception of mid-term or final exams)
- Shortened or alternate forms of exams other than orally presented (i.e., dictation, multiple-choice, etc.)
- Provision of a scribe for tests

SUPPORTS AND ACCOMMODATIONS WE ARE NOT ABLE TO PROVIDE:

- A personal note-taker and/or copies of notes for all classes, including copies of textbook materials
- Untimed assessments
- Modification to grading structures/requirements, including no penalty for spelling
- Ongoing one-on-one instruction for students with specific learning disorders
- Reduction of work (i.e., shortened assignments, reduced homework, etc.) and/or modifications to grading structure

PROGRAMMATIC SUPPORT FOR ALL STUDENTS, DIVISION/GRADE DEPENDENT

- Executive Functioning Class, including study skills development, for all 6th grade students during the first semester
- Social Emotional Curriculum, including digital citizenship
- Students may access a tutor, for a fee, when their needs exceed what Student and Learning Support Services is able to provide
- Middle School and Upper School Advisories incorporate social-emotional learning, following the CASEL Core Competencies and also include an emphasis on character building, relationship building, self-esteem, aspects of the Philosophy of Honor, and Calverton culture and behavioral expectations.
- Health and Wellness education is incorporated into Science and Physical Education courses throughout Middle School and Upper School.

USE OF CAMPUS

School facilities are for Calverton programs and events under the auspices of the School. If interested in using the School's facilities, please contact administration or the Buildings and Grounds Manager. The Calverton School does not accept responsibility for students on campus in non-School sponsored activities.

SECTION XIV – Lower School

WELCOME TO THE LOWER SCHOOL

The Calverton Lower School (LS) provides an enriched and nurturing environment for young children to learn and grow in Early Childhood through Fifth Grade. Through exploration and discovery, students are given opportunities for creative, critical, and independent thought and expression. In recognition of the various academic developmental differences in children, learning is based on the active involvement of the students in individual and cooperative activities that are both teacher-directed and student-initiated. Using The Calverton School Mission, Philosophy of Honor, and Making of Future Leaders as foundational documents, the LS community, which includes teachers, students, and families, focuses on the total development of the child. Through a leadership focus, social-emotional learning is nurtured and supported. The LS recognizes the importance of a working partnership between the School and home thereby reinforcing the value of the child as an individual and as a member of the Calverton community.

ORGANIZATION OF THE CURRICULUM AND CLASS SIZES

There are two principal components of the LS curriculum: the homeroom subjects and the special classes. Homeroom subjects such as Language Arts, Math, and Social Studies are primarily taught by the homeroom teacher. Special classes, led by specialists, include Art, Music, Physical Education, Library, Science, and Spanish.

Class sizes vary depending on the grade level. Below is a chart indicating the maximum size of a single section in the Lower School with one teacher.

<i>Early Childhood Education</i>	<i>Teacher/Student Ratio</i>
3K	13 students with teacher and assistant
4K	14 students with teacher and assistant
<i>Elementary Education</i>	<i>Teacher/Student Ratio</i>
Kindergarten	15 students
First Grade	16 students
Second Grade	16 students
Third Grade	18 students
Fourth Grade	18 students
Fifth Grade	18 students

ATTENDANCE AND TARDINESS PROCEDURES

Daily attendance is essential for the continuity of shared experiences that are at the heart of a Calverton education. Punctuality is emblematic of a strong work ethic, demonstrates respect for the learning environment and critically contributes to academic success at the highest level. Students are emotionally settled and better prepared to attend to content and be intellectually engaged in class activities if they are on time for the beginning of each academic day.

Doors to Founders Hall will be opened at 8:00 a.m. for entry to the school. LS classes begin each day at 8:10 a.m. and end at 3:05 p.m. Students arriving in their classroom after 8:10 a.m. will be marked tardy by the teacher. Parents dropping off students after 8:20 a.m. must park and walk their child into the LS office to check in. PreK dismissal will begin at 2:45 and K-5 dismissal will begin at 3:05. Any changes in planned dismissal for a child need to be communicated with the classroom teacher and the LS secretary as soon as possible.

ABSENCES

If a child is absent, parents should call the LS by 8:45 a.m., or email to inform the administrative assistant and classroom teacher of the absence. Homework assignments and, if possible, class assignments missed that day will be made available in the LS office at the end of the day for parents to pick up, if they feel the child is able to do the assignments.

Students who have been absent for more than three days, must bring a note to School explaining the absence. Parents are also requested to send a note of explanation if physical activity is to be restricted.

Students that will have absences due to a vacation during the school year that does not coincide with Calverton breaks will be asked to complete the missing work upon their return. Teachers will not provide missing assignments prior to the student departure, but may provide some minimal level of review or practice work.

CURRICULUM

The LS curriculum supports a well-balanced program and is designed to help students acquire the skills and knowledge necessary for creative, critical, and independent thought and expression. The School's programs take into consideration the different learning needs of each child. Each week, LS students participate in music, art, science, library, and physical education in addition to the core curriculum. Spanish is taught in grades K – 5. iPads are used in grades K-3rd Grade. Laptops are used in 4th and 5th Grade. These devices are used in the classroom as an educational tool to enhance instruction.

The LS emphasizes the integration of topics and curriculum throughout the content areas of traditional subjects. The language arts program promotes the development of children's reading skills and appreciation of written and verbal skills through both phonetics and comprehension. A variety of other strategies for reading, writing, and spelling are utilized for enrichment and reinforcement. A broad selection of children's literature reinforces the skills presented.

Singapore Math curriculum is used in grades K – 5. The specialized teaching method uses a three-step process to explain and explore mathematical concepts in greater detail. The three steps are concrete,

pictorial, and abstract. In the first step, students engage in hands-on learning experiences using concrete objects. This is followed by drawing pictorial representations of mathematical concepts, such as model drawings. Students then solve mathematical problems in an abstract way by using numbers and symbols. The skills taught in Singapore Math directly build upon one another and allow students to see the connection between mathematical concepts in the classroom and the world around them.

The science program emphasizes a discovery, hands-on approach to stimulate student involvement. Students are nurtured to become problem solvers and think critically through science projects and experiments. There is also a strong focus on discovering the natural resources available on the School campus.

The LS maintains a leadership/character development program that focuses on values that affect young children. There is a very strong emphasis on the LS Philosophy of “The Making of Future Leaders.”

BEHAVIOR

Each member of the School is expected to uphold Calverton’s commitment to being a community of active learners in an environment of tolerance, mutual respect, and regard for the thoughts and feelings of others.

Please carefully read the following guidelines used for a student’s daily life:

1. Students are required to be at School and to report to their classes on time. Students should leave the campus at the close of the school day, unless enrolled in the Extended Day program or After School Clubs.
2. Students are expected to respect property and to help keep the School and campus attractive and free from litter. This applies to school buses as well.
3. School technology devices are to be used for academic purposes only. Students may not play games or download programs on these devices.
4. Students are not allowed to chew gum on campus or on the buses.
5. Deliberate destruction or marring of public or private property by a student will result in restitution for all damages and other possible penalties.
6. Any student expelled or separated from the School for disciplinary reasons is not allowed to return for visits or School functions for that school year.
7. Weapons (this includes toy guns, water guns, paint ball guns, etc.) of any kind are not allowed on campus.
8. In order to foster an academic environment, students may not use cell phones, electronic games or devices during the school day (8:10 a.m. to 3:05 p.m.).
9. Students are expected to use positive sportsmanship in the classroom, during recess, and during PE classes. Overly competitive and physical play will not be tolerated and result in possible disciplinary action at the discretion of teachers and division head.

DISCIPLINE POLICY

Children attending The Calverton School are expected to conduct themselves in a socially acceptable manner. Discipline is a means of encouraging growth and development. It should not demean, condemn, or be physical in any way; it should enhance the development of sound habits, of an awareness of acceptable principles and the need for standards of conduct and of the ability to choose and control one’s own future behavior. Whenever necessary, disciplinary means should help students to learn that all actions do have

consequences and that life requires constraints as well as freedom.

The approach to disciplinary actions should emphasize the objective of helping students to learn from their mistakes and are based on what is appropriate for the grade/developmental level of the child. Information about behavior and consequences is confidential. Information about children will only be shared with the parents or guardian of that child.

Disregard for classroom rules, rights of others, and individual responsibilities may result in the following actions:

- *Student warning;*
- *Student/teacher discussion, communication with parents may be made;*
- *Student/LS Head conference, letter or phone calls to parents from LS Head;*
- *Parent/teacher conference to determine an appropriate behavior modification system;*
- *Parent/teacher/LS Head conference to discuss problem and appropriate strategies;*
- *Recommendation for counseling;*
- Probation can be instituted whenever the teacher, in agreement with the LS Head and Head of School, feel it is appropriate. The requirements of the probation will be delineated on an individual basis;
- *Suspension;*
- *Expulsion.*

It is the teacher's and/or Division Head's responsibility to maintain a written record of the disciplinary actions taken and the summary of any meetings and phone calls with parents, counselors, etc.

All Handbook regulations apply to any School-sponsored trips, such as athletic trips, field trips, academic or recreational trips.

HOMEWORK

Homework is assigned each afternoon Monday through Thursday. Each child is given daily or weekly homework assignments. All assignments can be found on weekly homework sheets or in student agenda books for grades 4 and 5. Homework in the LS is assigned to extend, practice, and review those concepts learned during the school day. The school feels that it is a means by which a student is able to plan, organize, and discipline himself/herself in all academic endeavors. On evenings when a school event is scheduled, there will be no homework. Longer at-home projects will be communicated well in advance to allow adequate time to complete the assignment.

LUNCH AND SNACK

LS students take a snack break each morning. Students are encouraged to bring a nutritious snack from home. Snacks should not require heating or utensils. Students can bring their own lunches, and the School provides milk. Food service is offered twice a week at an additional cost. Students are asked to bring exact cash for lunch orders in an envelope with the appropriate information written on the outside. Orders must be made monthly.

PARTIES IN THE CLASSROOM

Classroom parties are customary at Calverton to celebrate special occasions. A student celebrating a birthday may bring cupcakes or other treats to school. **Please be attentive to student allergies.** The room parent(s) at the request of the classroom teacher may organize classroom parties for Halloween, December holidays, Valentine's Day, and End of the Year. The classroom teacher determines the party policy, although simple lunches are encouraged rather than large parties. Invitations and plans for parties to take place at home or elsewhere should be issued outside the classroom if they do not include everyone in the class.

FIELD TRIPS

Classes take field trips throughout the year to extend and enrich the learning that takes place in the classroom. Teachers arrange the field trips, and on occasion request parent chaperones. Students are expected to wear the School Uniform on field trips unless otherwise noted by the organizing teacher.

PROPERTY OF STUDENTS

All property, including clothing worn to School, should be clearly marked with the student's name. The School cannot accept responsibility for the personal belongings of the students. Found articles will be turned in to the LS Office and placed in the Lost and Found bin located under the stairwell by the Kindergarten classrooms. The Lost and Found bin is cleaned out several times during the year, and unclaimed items are donated to charity.

LOWER SCHOOL CLUBS

Afterschool activities are provided for students in grades 3K – 5 via Lower School Clubs, for an additional fee. This fee covers instructor/coach stipends, materials, and facilities maintenance. A handout and email outlining these various activities and their costs will be available before the beginning of each club session. A variety of activity offerings are provided each season. Appropriate behavior is expected during these activity times.

SUMMER WORK

Students are expected to read and complete assigned language arts and math summer work. All summer work is required and will be graded during the first week of school. Summer reading, writing and math activities are determined near the completion of the school year by the faculty, and a letter explaining the activities will be sent home. Summer work can be found on the school website.

CELL PHONES/SMART DEVICES

Cell phones, smart devices and electronic games can be socially isolating and disruptive to the learning environment. Cell phones are to remain turned off and in backpacks in the locker/cubby during the school day. Students with a smartwatch or device that is worn may not use the device to communicate or use for gaming during the school day. If a parent needs to contact a student or student needs to contact the parent, they may do so through the lower school office. If a student does use a cell phone or device during school, the device will be taken and parents must pick up the device from the lower school office.

Section XV – Middle School

WELCOME TO MIDDLE SCHOOL

Calverton's Middle School (MS) is comprised of students in Grades 6-8. The MS environment encourages both academic and social-emotional learning. As students strive for independence during this transitional stage, Calverton provides them with a positive, sensitive, and academically structured atmosphere in which to become aware of their role in the world around them. Calverton's MS program helps these developmentally diverse students become responsible, cooperative, and self-disciplined individuals. In a personalized environment, a variety of learning approaches are practiced to help students become individual thinkers and facilitators of their own learning. Numerous opportunities for risk-taking, in a variety of settings on and off campus, provide students a chance to reflect on, evaluate, and take responsibility for their own actions in order to develop respect for themselves and others.

ACADEMIC COMMUNICATION AND SUPPORT

To support students and help them reach their academic potential, academic progress of students is closely monitored in the following ways:

Advisory Groups – These groups of eight to ten students meet regularly with a MS teacher serving as the advisor. Advisors will be in close communication with classroom teachers concerning grades, behavior, and other school-related concerns or achievements. The advisor and/or the classroom teacher will reach out to the parent/guardian with any concerns. However, the School expects that students will take personal responsibility for their work and behavior, as they progress through the MS.

Progress Reports – Students receive a narrative comment on report cards at times throughout each semester. Official grades will be reported at the end of each quarter.

Telephone Communication – Teachers, advisors, or the MS Division Head, US Division Head or Dean of Students will call or email parents if there are concerns that need to be communicated immediately.

Parent/Teacher Conferences – Parents may arrange a conference with any teacher at any time. Teachers may request a conference with parents to discuss current academic concerns. These conferences allow frank conversations between School and parents concerning student progress. During each semester, a conference evening/afternoon will be planned for parents to sign up to attend.

Transition to Middle School – To ensure a smooth transition from the Lower School to the Middle School, a variety of opportunities are provided during the spring of the fifth grade year for both students and parents to learn about the MS program. Class visits are made by the MS Head, and in consultation with the fifth grade teacher, students are assigned an advisor. Advisory activities are held with rising 6th graders in June after their 5th Grade Recognition. At this same time, parents are invited to attend an information session with the MS Head. Fifth graders have an opportunity to visit a 6th grade classroom in early June and can address any questions and concerns at that time. In order to facilitate this transition into MS, emphasis is placed on study skills and organization early in the 6th grade school year and reinforced throughout the MS.

ACADEMIC REQUIREMENTS

Math	3 years
Science	3 years
English	3 years
History	3 years
World Languages	3 years
Research Expo	1 session per year
Physical Education	3 years (P/F)
Electives	2 per quarter (P/F)

Academic Honors Requirements

High Honor Roll	3.5 academic average or above
Honor Roll	3.0 - 3.49 academic average

BEHAVIOR

Each member of the School is expected to uphold Calverton's commitment to being a community of active learners in an environment of tolerance, mutual respect, and regard for the thoughts and feelings of others. Although students are expected to develop self-discipline in abiding by the guidelines outlined in the General Information Section, faculty and staff will address inappropriate behavior when it arises. In serious matters or in cases of repeated behavior problems, the Division Head or Dean of Students will request a conference with the student, parents, and the student's advisor to discuss what further disciplinary actions may be taken. Please see MS/US Behavior and Disciplinary Policy.

MIDDLE AND UPPER SCHOOL STUDENT CELL PHONE, SMART WATCH, AND ELECTRONIC DEVICES POLICY – See Upper School Section

MIDDLE AND UPPER SCHOOL DISCIPLINARY POLICIES – See Upper School Section

CALVERTON "C"

Calverton awards School letters to students in recognition of their achievements in academics, athletics, and School service. MS students who earn 900 points receive the "C." Students who enter the School in the Seventh grade must earn 600 points, and in the Eighth grade must earn 450 points in order to receive recognition. Categories such as High Honor Roll, Honor Roll, academic competitions, sports team member, Student Council officer, and School service are considered in calculating this award. Recording point values is the responsibility of the Division Head and the student's advisor.

THE CALVERTON "C" HALL OF FAME

Students who earn over 1600 points during their MS career will be recognized by having their name engraved on a plaque to hang outside the MS office.

COMMUNITY SERVICE

Complying with the School philosophy, Calverton encourages all students to participate in community service. The Calverton School was founded with a strong commitment toward giving back to others. All students are expected to help the younger children at Calverton and anyone else needing assistance. In addition, all students have the opportunity to participate in organized all school community programs.

HOMEWORK

Amount – As a guideline, MS students may have approximately 20 minutes of homework in each of four classes, each night. This may include weekends. Teachers will communicate with each other to limit nightly homework to approximately one and ½ hour or less total each night. Various projects or longer term assignments may influence this timing.

Assignments – Teachers will post all assignments on Blackbaud. Grades will be posted on Blackbaud for student and parent viewing within one week.

Late Homework – For all missing assignments, a grade of "M" will be placed in the grade book. Please see individual class syllabi for specifics on late work. A notation of “complete” may be placed in the grade book to indicate that the assignment was submitted, but not yet graded.

LOCKERS

Lockers are School property and should only be used for storing books, clothing, lunch, and other equipment to be used in school. If a member of the staff must examine a student’s locker to protect the health and safety of the School community, every effort will be made to contact the student concerned and arrange for them to be present when the locker is opened. If the concern is time-sensitive and the student cannot be located, the locker will be opened without the student’s presence.

Students are responsible for their lockers and are expected to take good care of them. Because all members of our community are expected to live by the Philosophy of Honor, locks should not be used on lockers and students should never open a locker not assigned to them. Interiors may be decorated with removable, inoffensive items, and shelves may be installed. Books and clothes found outside of lockers will be taken to the lost and found. If items are not claimed after a certain period, books will be returned to the book room and other items will be given to charity.

SIGNATURE EXPERIENCES

Advisory: Advisory is a unique program with a holistic focus. This program engages students across grade levels in academic skill and social emotional developmental tasks. Each student in the Middle School is assigned a teacher who serves as an advocate, guide and support person. This advisor serves as the point person for parent contact and student assistance. Weekly group meetings and the development of student-teacher relationships allow the advisor to advocate for and to guide the student through academic and developmental milestones. Our advisory program focuses on the whole child. The program engages students across grade levels in social-emotional learning, academic skills, interpersonal skills, and uses the IB Learner Profile and Calverton’s mission and the Philosophy of Honor to drive our advisory programming. These form the basis for activity and discussion. Advisories interact with each other and enjoy friendly competition in annual spirit games.

Signature Trips: Sixth and seventh grades start the year with an overnight camping experience. Students travel to an outdoor educational facility with their teachers and peers to facilitate self-esteem and to foster group dynamics and cohesion. It eases students back into school after a summer respite. Students will hike, study the stars, climb high ropes courses and the zip line, and enjoy a variety of outdoor activities. This is a truly fun, personally challenging trip that develops group cohesion, setting a positive tone for the school year. Similarly, the 8th grade students visit Williamsburg, Virginia, to commence their study of Colonial America. This trip allows students to demonstrate independence and leadership while experiencing what life was like in the seventeenth century. Students will engage in programs to learn about the life of a militiaman, colonial dance, and may participate in a mock court proceeding. Highlights of the tour can include making bricks, visiting the Public Gaol, the Governor's mansion, and the Magazine and Capital buildings. These trips are considered part of The Calverton School's academic programming and will be counted as such.

Research Expo -- A Personal Project: Research Expo is an interdisciplinary investigation that involves planning, writing, project development, and presentation. This experience is designed to promote curiosity and to provide a holistic approach to learning that prepares students for the rigors of the International Baccalaureate Diploma Program. Teacher-mentors guide students through multiple steps including topic selection, researching, writing a formal paper and project design. Students learn to search for, apply, and analyze information, as well as how to evaluate sources, take notes, and organize information in an outline. The inquiry process teaches students to delve deeply into their topic and integrate and organize information into a formal written research paper. All Middle School students will participate in this investigation during a designated session. Their experience culminates in an Expo event where students will share their knowledge through oral presentation and an interactive project.

Recess: Recognizing the important need for Middle School-aged children to have a chance to burn off energy, we provide daily recess time after lunch. All students are supervised outside (or in the gym if weather is poor) and allowed a social and physically active break from academics.

School Dances & Social Events: A wonderful way to develop social skills, the MS schedules dances and social events each year complete with music, lights and food. Student Council leads the planning process, and faculty members rotate chaperoning.

Student Council: Middle School students may choose to run for election as a class representative or an officer of the Student Council. Student Council plans events including dances and spirit activities, and serves as representatives at Open Houses and school events.

Admissions Ambassador: Students may apply to be a Student Ambassador for prospective families. Ambassadors will give tours, host visiting students, and represent the School at Open Houses and admissions events.

STUDENT SERVICES

Calverton's program strives to serve the social and academic needs of each student. To fulfill this, the School provides the following services:

Middle School Study Hall: All Middle School students participate in this program during a full academic period.

Faculty Assistance: Faculty members are available at various times during the day and immediately after school to provide academic assistance.

Lunch Program: Students may bring lunches from home or order from designated restaurants which deliver at lunch, at an additional cost. Students should place their order by 10:00 a.m. and are asked to provide exact change. Juice and snack machines are maintained for the use and convenience of students during breaks and lunch. Microwaves and a refrigerator are available for students who wish to use them for lunch.

Phone Access: Students may use the phone in the division office to contact home when necessary.

Academic Support: Basic academic and organizational support is available for students with professional testing recommendations. Tutoring may be arranged for an additional fee.

Counseling: A counselor is available to MS/US students to meet with as needed to address social-emotional needs.

TESTS AND EXAMINATIONS

Number of Tests Each Day: Each student will have no more than two scheduled tests or quizzes on any one day. Short pop-quizzes for which students are not expected to study may be given at any time.

Late return: Students who return from a School-sponsored activity after 8:00 p.m., may appeal to the teacher to reschedule a test, understanding that this may not always be possible.

Comprehensive Examinations: Many testing and evaluating techniques are given to assess student performance. Comprehensive examinations are a traditional means; however, other techniques, such as portfolio assessment or performance testing, may be more appropriate and preferred. Students may have comprehensive exams at the end of each semester.

PSAT 8/9: This standardized exam will be given to 7th and 8th Grade students in the spring of each school year. Focus is given to progression each year in math and reading rather than the results of an individual test. The PSAT/NMSQT is given in the Upper School, making this good practice for higher grades.

Section XVI – Upper School

WELCOME TO THE UPPER SCHOOL

The goal of the Upper School Program is to help students develop into strong, independent, self-confident individuals with a firm foundation in the liberal arts. US students are expected to develop the self-discipline to determine their academic needs and to assume the primary responsibility for their own education. The

development of cognitive and research skills necessary to succeed as a student is an integral part of a Calverton Upper School education.

As a college preparatory school, Calverton is committed to providing each student with a firm background in the basic content areas. At the same time, the School recognizes the importance of athletics, community service, and extracurricular programs in establishing a sense of responsibility and commitment to the community that allows students to develop their leadership potential. At Calverton, athletics, the arts, and student government are open to any student with the interest and willingness to make the commitment.

BEHAVIOR

The behavior of Calverton students must be consistent with the pursuit of School's Mission. Each member of the School community is expected to uphold Calverton's commitment to being a community of active learners in an environment of tolerance, discernment, mutual respect, and regard for the thoughts and feelings of others. Although students are expected to develop self-discipline and abide by the guidelines outlined in the Student and Family Handbook, the faculty and staff will address inappropriate behavior when it arises, and parents will be notified when necessary. In serious matters or in cases of repeated behavior problems, the student will meet with faculty and administrative representatives, and may receive consequences such as detention time, loss of privilege, or suspension from school. Please see the Middle and Upper School Disciplinary Process.

ATTENDANCE AND PUNCTUALITY

Daily attendance is essential for the continuity of shared experiences that are at the heart of a Calverton School education, and punctuality is emblematic of a strong work ethic, demonstrates respect for the learning environment, and critically contributes to academic success at the highest level. It is expected that all Calverton School students will attend and be on time for all classes each day. Students are emotionally settled and better prepared to attend to content and be intellectually engaged in class activities if they are on time for the beginning of each academic day. The US academic day begins promptly at 8:10 a.m. Students who arrive after 8:10 a.m. are marked tardy and must report to the front office to receive a pass to class. If a student accumulates an excessive number of tardies, the Dean of Students will assign appropriate consequences.

Choosing to "cut" or "skip" a class is unacceptable, as it undermines the core spirit of the academic program and mission. Such behavior will result in consequences determined by the related teacher, and the Dean of Students.

CREDIT AND GRADUATION REQUIREMENTS

To ensure that upon graduation students are fully prepared with a solid foundation in the liberal arts, Calverton requires that each student earn a minimum of twenty-three (23) credits in grades 9 through 12. A unit of credit is defined as a full year of class time. Credits are to be distributed as follows:

English	4 credits
Social Science	3 credits (One Social Science credit must be in United States History)

Mathematics	3 credits
Science	3 credits
World Language	3 credits
Physical Education	1 credit
Arts	1 credit
Other	5 credits

Course Load: Students are required to take a minimum of six (6) courses each year. The US Head must approve any exceptions.

Physical Education: Participation in Calverton School athletic teams may be credited to fulfill the Physical Education requirement. Each season played is the equivalent of one-third (1/3) of a credit.

Add/Drop Course: A student may add or drop a course not required for graduation, pending approval of the US Head and the student's parents. A student may drop an advanced course with the approval of the US Head, the teacher of the advanced course, and the student's parents. The grade for the advanced course will be dropped and will not figure in the average for the new course. If the student changes from an advanced course to another course (for example, from HL Physics to SL Environmental Systems), the grade from the advanced course will not carry over and work covered in the new course must be made up to bring the student up to par with others in the class. Any incomplete grade must be made up within two weeks of the end of the quarter unless the US Head gives special permission. After the two-week period, the incomplete will become an F.

To add/drop a course students must make an appointment with the College Counselor within the 1st two weeks of that class or elective. After two weeks all changes must be approved by the Division Head.

Grading and Assessment in US Courses: Unless explicitly stated as a pass / fail course, all US courses will receive a grade using the traditional A through F grading system (based on corresponding percentages). These grades will be converted to a GPA using a traditional 4.0 scale.

Marking Periods: The 2026-2027 academic year will be broken into four quarters, two each in the Fall and Spring. Teachers will identify courses on their syllabus as being either two quarters or full-year courses. Students must complete the entire course to receive credit on their transcript. For example, a semester course will earn .5 credits on the formal transcript, while a full year course will earn 1.0 credit at the end of the year. Students who only complete one semester of a full-year course do not receive credit unless approved by the US Head and Head of School.

Calculating Grades: Teacher grade books start over at the beginning of each quarter. The grade for the year equals the average of the four quarter grades.

For example: Quarter 1 = 77 %, Quarter 2 = 83%, Quarter 3 = 80%, and Quarter 4 = 80%. $(77\% + 83\% + 80\% + 80\%) / 4 = 80\%$, which is a B-. This grade would go on student transcripts for grades 9 – 12.

GPA Weighting: Calverton will continue to add “weight” to the GPA for all courses as follows:

International Baccalaureate Higher Level Courses: IB Higher Level (HL) Courses grades are weighted by one (1) quality point. IB Standard Level (SL) Courses grades are weighted by one half (.5) quality point. That weighting is reflected in the GPA. It must be emphasized, however, that the teacher's assessment of

student performance is reflected in the letter grade given and that grade will appear on the student report card and on the School transcript.

Exams, Mock Exams and projects are scheduled throughout the year with one formal time, as indicated on the calendar.

Assessment in IB Courses: Students must complete the required Internal Assessments (IA) and External Assessments (EA) for each IB course in order to receive IB credit and the corresponding GPA weighting on their transcript.

IB Internal Assessment: Every student enrolled in an IB class participates in formal Internal Assessments. These include oral commentaries, portfolios, projects, essays, independent lab work, and research projects. Teachers will determine a Calverton grade (based on 100%) as well as an IB grade (based on IB rubrics and a 1-7 scale) for this work. IB grades and samples of student work are submitted to IB examiners to moderate the teachers' grading to be certain that Calverton teachers are correctly using the IB grading standards and that the scores are aligned internationally. Internal Assessment accounts for 20-50% of the formal mark awarded by the IB Organization (IBO) for each IB subject.

IB External Assessment/Exams: Each IB course has a corresponding External Assessment (EA) created by the IBO. Students take these exams at the conclusion of the two-year course of study. Each EA usually consists of two exams or *papers* for SL courses and three for HL courses, generally written on the same or successive days in May. The different papers have different forms of questions, and they focus on different areas of the subject syllabus. For example, in Biology HL, paper 1 has multiple-choice questions, paper 2 has extended response questions, and paper 3 focuses on the "Option(s)" selected by the teacher. Independent examiners, appointed by the IBO, grade the EAs and students will receive a score of 1-7. Just as scores awarded by the College Board for AP Exams do not appear on student transcripts, neither do scores awarded by the IBO.

Day-to-day Assessment: In addition to the formal IAs and EAs in each IB course, students will be regularly assessed and graded via more familiar means: homework, quizzes, tests, projects, labs, etc. These grades will all count towards the final Calverton letter grade that appears on a student's transcript.

Honors Requirements

High Honor Roll	3.5 academic average or above
Honor Roll	3.0 - 3.49 academic average

Letter Grades and Numerical Equivalent

Letter	Percent	
Quality Points		
A	93-100	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67

C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F	59-below	0.00

“GPA to Play” Policy: Student-Athletes must maintain a 2.0 GPA or above AND not have lower than a 65 in any individual class in order to participate in athletics. Failure to do so will result in suspension until student meets these requirements. Students below the 2.0 GPA AND 65 or lower in an individual class, will have required study hall hours after school until their GPA or grade is raised.

Valedictorian and Salutatorian Guidelines for The Calverton School

The Calverton School values academic excellence and recognizes exceptional student achievement through the designations of Valedictorian and Salutatorian. These honors are awarded to students who have demonstrated outstanding academic performance, rigorous course selection, and a commitment to the values of The Calverton School. The following guidelines outline the criteria and selection process for these distinctions:

Eligibility Criteria

1. Enrollment Requirement:

- a. Candidates must have been enrolled at The Calverton School by the start of the International Baccalaureate (IB) Course Program at the beginning of their 11th-grade year.

2. GPA Recalculation:

- a. The GPA for students who transferred to The Calverton School will be recalculated to align with The Calverton School’s standards.
- b. Advanced Placement (AP) courses will be treated as equivalent to IB Higher Level (HL) courses.
- c. Honors and Dual Enrollment courses will be treated as equivalent to IB Standard Level (SL) courses.

Selection Criteria

1. Valedictorian:

- a. The Valedictorian will be the student with the highest weighted GPA.
- b. In cases where candidates are within a 0.25 GPA range of one another, the following additional factors will be considered:

- i. Total number of credits earned.
- ii. Rigor of the coursework undertaken.

2. Salutatorian:

- a. The Salutatorian will be the student with the second-highest weighted GPA.
- b. In cases where candidates are within a 0.25 GPA range of one another, the following additional factors will be considered:
 - i. Total number of credits earned.
 - ii. Rigor of the coursework undertaken.

General Guidelines

- **Academic Integrity:** Students must uphold the highest standards of academic integrity throughout their tenure at The Calverton School to remain eligible for these honors.
- **Tiebreaker Procedures:** If a tie exists after considering GPA, credits, and course rigor, the Head of School, Head of Upper School, Director of Admissions, and College Counselor, will make the final determination based on holistic considerations of the candidates' academic records and contributions to the school community.
- **Notification and Recognition:** Valedictorian and Salutatorian honors will be announced during the Upper School awards ceremony and recognized at graduation.

These guidelines aim to ensure a fair and transparent process that honors academic excellence while emphasizing the importance of intellectual curiosity, perseverance, and a commitment to rigorous learning.

HOMEWORK AND EXAMINATIONS

The faculty will ensure that homework is meaningful to student progress in the course, appropriate to the level of the course, and sensitive to the competing demands on student time. Homework is given at the discretion of the teacher. For their part, students should realize that homework is essential to their academic progress; reviewing each day's lesson at night is one of the most important activities any student can do to ensure academic success.

All homework assignments and upcoming examinations will be posted on Blackbaud. Students are expected to check Blackbaud each evening regarding assignments. Acceptance of late homework is at the discretion of the teacher.

If a student is unable to take an exam on the date set by the teacher, the following guidelines will be followed:

1. Students who return from a School-sponsored activity after 8:00 p.m. can appeal to the teacher to take the test on another day, understanding they might be taking a different test or the teacher may be unable to reschedule that test.
2. Students must take the responsibility to inform teachers as soon as possible of a planned scheduled

- late athletic event or an excused absence. In the case of an absence, the student must arrange to make up the assessment within a period that is manageable for both the teacher and the student.
3. The student is responsible for contacting the teacher to make up any missed assessments.

CALVERTON SERVICE LEARNING - Creativity, Activity and Service (CAS)

Calverton awards CAS certificates in recognition of student achievements in academics, extracurricular activities, athletics, and service to the School. Students will be responsible for recording their activities, including learning outcomes and reflection in their student CAS record. Students will find this on in their SCOIR account, in addition students in 11th and 12th grade will have a record of their experiences in their Managebac portfolio.

Activities include but are not limited to: Student Council, National Honor Society, Drama/Publication, Model UN, Sports, Ambassadors, Coffee House. Tutoring, any other Community Service.

LOCKERS

Lockers are School property and should only be used for storing books, clothing, and other equipment to be used in school. If a member of the staff must examine a student's locker to protect the health and safety of the School community, every effort will be made to contact the student concerned and arrange for them to be present when the locker is opened. If the concern is time-sensitive and the student cannot be located, the locker will be opened without the student's presence. Students are responsible for lockers and are expected to take good care of them. Interiors may be decorated with removable, inoffensive items, and shelves may be installed. Books and clothes found outside of lockers will be put in the Lost and Found bin located under the far staircase off the Commons. If items are not claimed after a certain period, books will be returned to the book room and other items will be given to charity.

NATIONAL HONOR SOCIETY

The National Honor Society (NHS) expects its members to demonstrate not only academic achievement, but also excellent leadership, service, and character. Students with a minimum 3.5 average at the end of the first semester of their junior year are eligible for induction into the National Honor Society. A faculty council will evaluate the candidates based on academic qualities, leadership, service, and character. Once inducted into NHS, members will be expected to maintain these standards. Failure to maintain any of these standards may result in disciplinary procedures, including dismissal from the Society. NHS members will elect officers who, with the chapter advisor, will constitute the executive committee and have general supervision of the chapter. In fulfilling the goals of the NHS, it is expected that the Calverton chapter will play an active role in the School's community service program and take a leading role in peer tutoring.

MIDDLE AND UPPER SCHOOL STUDENT CELL PHONE, SMART WATCH, AND ELECTRONIC DEVICES POLICY

At The Calverton School we value connection and community and will store smart phones and smart watches for the duration of the school day.

Middle School and Upper School Protocol for storing devices:

- Following handshakes, on arrival into the school building, students will drop off their phones and or smart watches with a member of school staff to be stored in a phone storage box for the duration of the day.
- A teacher may request the use of devices, and students are expected to follow instructions of their teacher.
- Students may only use personal devices in class for academic purposes and not for entertainment (gaming and streaming services), social media, and communication (texting, group texting)
- At the end of the school day, students will collect their devices from designated locations.

***The Calverton School accepts no liability in regard to damages or losses of any device during storage.

Other Electronic Devices -

Personal electronic devices such as; gaming consoles, meta/smart glasses, iPods, headphones, earbuds, AirPods, smart watches, and smart phones are not to be used during the school day.

Devices (laptops) that a student uses for academic purposes, i.e. research, note-taking and planning/organizing, may be only used for these explicit purposes and not for entertainment (gaming and streaming services), social media, communication (texting, group texting).

Prohibited Uses of Technology -

Using AI-enabled devices on our school campus, buses, and at any school event are strictly prohibited. This includes the following uses -

- Recording audio, photo, or video of students, staff, or visitors
- Recording of any type in bathrooms and locker/changing rooms
- Livestreaming
- Using AI to analyze people or the school environment
- Any form of AI impersonation involving any member of our community
- Creating any form of altered media involving any member of our community

School Phone Access: Students may use the phone in division office to contact home when necessary.

Violations:

If student has their smart phone/watch on their person -

- 1st Offence – Student will be asked to drop off their smart phone/watch to the designated location for storage.
- 2nd Offence – Student will drop off their smart phone/watch with the Dean of Students every day for one week for storage.
- If a student has their smart phone/watch confiscated more than once per quarter by the Dean of Students, this may be considered a Level 2 offence in the student handbook and will be followed up with accordingly.

HONOR COUNCIL (Middle and Upper School)

The Calverton School Honor Council was established to provide different constituents within the community a voice in regards to major student discipline issues in the Middle and Upper School. The Council is designed to uphold our Philosophy of Honor by discerning the facts in any major disciplinary

case and adjudicate a recommendation which will be formally presented to the Head of School. At the core of the Council is the Philosophy of Honor, which all members are expected to uphold.

DISCIPLINARY POLICY (Middle and Upper School)

As stated in the Philosophy of Honor, “The Calverton School is a community of respect, tolerance, and learning.” As an “environment of trust” each community member has a “personal obligation to act honorably.” “Honor is valuing each other.” The Philosophy of Honor observes that, “Everyone will make mistakes – but honor, growth, and learning are the taking of responsibility for these mistakes, making any necessary corrections, and moving forward.” Therefore, to provide enhanced clarity and consistency of expectations, disciplinary offenses are divided into three levels, with a range of likely consequences attached to each level. Communication is managed pro-actively with the advisor and MS/US Head.

Upper and Middle School Disciplinary Process

Level one offenses:	Action
• Dress Code Violation • Use of Profanity • Tardiness • Not attending class/eloping from class • Disruptive, disrespectful behavior on campus and or at any school event that impacts the learning environment or community • Academic Dishonesty (first offence)	• Staff/Faculty will address the behavior in the moment • Staff will follow up with the student to check in with them - remind them of our expectations, why we hold our community to these, and a reminder of a continued breach of our community expectations will result level two actions • Staff to report to Dean of Students as necessary, Dean of Students will follow up with student
Level two offenses:	Action
• Documented pattern of level one offenses • Academic Dishonesty, second offense • Disruptive, disrespectful behavior on campus and or at any school event that impacts the learning environment or community and or jeopardizes the safety (physical/emotional) of self or others • Destruction of property • Stealing/Theft • Physical/emotional violence - any form of harm through actions like hitting/slapping, verbal abuse - intentional or unintentional • Leaving school building/campus without following proper procedures • Cell Phone/Device Misuse	• Student will meet with the Dean of Students for behavioral meeting • Division Head and Advisor will be notified • Parents will be contacted and next steps discussed • The consequences of actions will reflect the circumstances of the situation ◦ This could include but is not limited to the Honor Council, behavioral meetings and restorative practices, parent meeting
Level three offenses:	Action
• Documented pattern of level two offenses	• Reported immediately to the Dean of Students who will notify advisor

• Use of alcohol, vape, and/or other illegal drugs on campus. (Supply of the aforementioned to other students is likely to lead to immediate dismissal.) • Physical/emotional violence and or reckless behavior – intentional or unintentional, with lasting impact • Harassment or bullying of all kinds • Cyber or social media misuse, as outlined in <i>The Calverton School Acceptable Use Policy</i> • Continued Cell Phone/Device Misuse	• Decision will be made to address as Dean and Division Head and/or Honor Council, while including the Head of School • A level three offence may result in an In School Suspension (ISS), with education materials, or a workshop to attend • A level three offence may result in an Out of School Suspension (OSS), with education materials, or a workshop to attend • A level three offence may result in dismissal • Parents will be contacted and next steps discussed
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Purpose of the Honor Council:

The Calverton School mission is one that seeks to foster a culture of respect, high expectations, and shared experiences in Middle and Upper School students. The Honor Council is an opportunity to intervene in the lives of students who have chosen to act in a manner inconsistent with the Philosophy of Honor. Bringing students before the Honor Council is a strategy to restore them as honorable students as they continue onward to become responsible citizens.

The Calverton School Honor Council is made up of vetted and trained junior and senior students and faculty. Students are referred to the Honor Council for Level 2 and 3 infractions of the Calverton Disciplinary Guidelines found in the Student Handbook. The Honor Council receives a referral from the Dean of Students or Upper or Middle School Head, then meets with the student and their advocate to share their perceptions of the incident. The Honor Council then asks questions to determine the nature and severity of the incident(s). Once the questions have concluded, the Council discusses recommendations for student consequences. Honor council meetings are confidential and not shared with the general community. The consequences are then approved and/or modified by the Dean of Students, Upper or Middle School Head and/or Head of The Calverton School. The Honor Council proceedings and subsequent consequences should serve as a learning tool for the referred student and should be consistent with the Disciplinary Guidelines and Philosophy of Honor.

Student name printed _____ Grade _____

Student signature _____ Date _____

Parent signature _____ Date _____

***Updated 7/20/2026

Honor council recommendations are approved or modified at the discretion of Upper School Head and/or Head of School. There may be occasions when a follow-up meeting will be held with the involvement of the US Head and Head of School.

Excessive, documented **patterns of tardiness and absence** from classes will lead first to written notification of the student, advisor, and parent. A continued pattern may lead, after notification of the student, parent, and advisor, to a grade penalty or even loss of credit for the course.

The Middle and Upper School Dean will address most Middle and Upper School disciplinary offenses. For more significant infractions in collaboration with the advisor, the matter may be referred to the Honor Council for a hearing and recommendations that will be accepted or modified by the US Head and/or Head of School.

The Honor Council is comprised of no more than three students and three selected faculty members and meets with the student and a faculty advisor or mentor of the student's choice to review the situation and deliver a written recommendation to the Upper School Head. There is an expectation of confidentiality for Honor Council deliberations and any violation thereof by Honor Council members may result in their removal from the Honor Council and additional disciplinary response. Honor Council members demonstrating dishonorable conduct as articulated above may be removed from the Council.

Athletic Requirements:

- **2.0 GPA AND 65 or above in each class to participate in games/practices**
- **NO EXCEPTIONS**
- **Teachers will be consistent with inputting M for missing and C for complete in Blackbaud. Please see note above and make sure students, parents, and coaches know that teachers have other responsibilities and can't always immediately update Blackbaud.**

STUDENT SERVICES

The Philosophy and Mission of The Calverton School are based on attention to the social and academic needs of each student. To fulfill this, the School provides the following services:

Advisory Program: Each student participates in an advisory group, which meets regularly with a faculty member as advisor. The advisor has the primary responsibility for monitoring the student's academic and social progress and is responsible for initiating contact with teachers when there is an academic problem. The advisor should be the first point of contact for both students and parents if they have any concerns that cannot be directly addressed with the classroom teacher.

Student-Parent-Faculty Communication: Regular communication includes written academic comments for students at multiple times each semester and contact from advisors. Parent-teacher conferences take place in fall and spring. Parents are encouraged to contact teachers or advisors whenever there is a need; however, we urge students to initiate discussion, thereby taking responsibility for their own learning.

Lunch Program: Students may bring lunches from home or they may place orders with a local catering service at an additional cost. Students should place their orders by 10:00 a.m. and are asked to provide exact

change. Juice and snack machines are maintained for the use and convenience of students during breaks and lunch. Microwave ovens and a refrigerator are available for students who wish to use them for lunch.

Phone Access: Students may use the phone in the division office to contact home when necessary.

Study Hall: Most students are scheduled for a study period during the academic day. It is the responsibility of the student to ensure that this valuable time is used effectively. If additional time with a teacher is needed, the student and the teacher should arrange a mutually convenient time.

Academic Support: Basic classroom support is available for students with professional testing recommendations. One-on-one tutoring is available for an additional fee. Parents and/or students should discuss this option with the US Head.

Counseling: A counselor is available meet with US students as needed to address social-emotional needs.

SECTION XVII – STANDARDIZED TESTING

WHY DOES THE CALVERTON SCHOOL TEST?

- To discern Division-wide, academic gaps, strengths, and weaknesses.
- To compare scores with those of schools across the nation, schools in suburbs, and other independent schools.
- To give students test-taking experience with a standardized test.

HOW DO TEACHERS PREPARE STUDENTS FOR STANDARDIZED TESTING?

- Teachers focus on testing strategies, i.e., time management, when to guess, how to address certain options on particular exams (i.e. PSAT, SAT, IB), and how to check answers.
- Teachers do not teach for the test; rather, sound educational theory and research drive the curriculum.

HOW CAN PARENTS PREPARE THEIR CHILD FOR TESTING DAYS?

- Support your child's ongoing homework efforts.
- Encourage your child to read independently.
- Stimulate your child's curiosity and imagination.
- Make sure your child has a good night's sleep several days prior to the testing and a nutritious breakfast the day of the testing.
- Remind your child that standardized testing is only one part of assessment of learning.

If you have ongoing questions or concerns about the standardized test, the testing situation, or the test results, as always, the School encourages ongoing conversation between parent and teacher and/or student and teacher.

PSAT/NMSQT: Freshman and Sophomores will take the PSAT in the winter. Juniors will take the PSAT in

October on a day designated by the College Board. The tests are administered on campus. Results are usually received in early December and will be shared and discussed with students and parents. These scores are NOT reported to colleges.

SAT/ACT: Students are responsible for scheduling and registering for their own SAT and ACT tests. Consultation with a college counselor is advised, as is doing formal test prep before taking these tests for the first time.

IB Exams: Students enrolled in IB courses are able to sign up for the relevant IB Examinations through the IB Coordinator. Additional exam fees are the responsibility of the student's family.

Non-Discrimination Disclosure:

Education Article §26–704

It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- (1) Title VI of the federal Civil Rights Act of 1964; and
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:
 - (i) Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
 - (ii) Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a 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; or
 - (iii) 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.

SECTION XVIII – Student Safety, Boundaries & Reporting

Child Abuse and Cooperation with Governmental Authorities

We take our responsibilities to report suspected child abuse, neglect, and abandonment seriously and will cooperate with governmental authorities in connection with their investigations. If you have any questions regarding the School's mandatory reporting obligations, please consult with the **Division Head or Head of**

School.

Student/Adult Interaction and Communication

Our students and adults (teachers, coaches, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner based on mutual respect and trust with an understanding of appropriate boundaries between adults and students. Although our adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the guidance counselor or administrator of the division.

Further, students and their parents should promptly notify the guidance counselor or administrator of the division if they believe an employee has engaged in any of the following prohibited behaviors or similar activities (regardless of the age of the student):

- Initiating or continuing communications with students for a non-school matter, including oral or written communications; telephone calls; electronic communications (emails, texts); social media communications, etc.
- Texting a student without including the student's parent or a School Administrator in the text;
- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration;
- Making comments that are too personal (about a student's clothing, hair, personal habits, etc.);
- Giving gifts to a student or exchanging cards and letters;
- Inviting a student into their home;
- Taking students off School property other than for approved field trips and School activities;
- Flirting or asking a student on a date;
- Excessive attention shown toward a particular student or students or calling or referring to students by pet names or inappropriate nicknames;
- Visiting students to "hang out" in their hotel rooms when on field trips or performing arts or sporting events;
- Visiting a student in their home or another location;
- Socializing or spending time with students (including but not limited to activities such as going out for meals, movies, shopping, traveling and recreational activities) outside of class or School-sponsored events;
- Asking or allowing students to sit on a teacher's lap;
- Telling secrets or telling the student not to tell something that's a secret;
- Swearing or making inappropriate sexual, racial/or ethnic comments;
- Inviting students to visit the employee's social networking profile or become a "friend" or "follower" on a social network;
- Telling off-color or other inappropriate jokes or stories, or showing pornography to students;
- Providing students with alcohol or other mind-altering substances; or
- Vaping, smoking, or drinking with students.

Please note that the above list of actions and behaviors is not exhaustive—if a family is in doubt as to

whether the conduct is appropriate, the family should contact the student's guidance counselor or administrator of the student's division.

Sexual Misconduct

We are committed to creating a learning environment characterized by safety, trust, and respect for all. Sexual misconduct whether between students or adults and students is contrary to the standards and ideals of our community and will not be tolerated. Sexual misconduct includes any of the following types of activities:

- Any sexual activity between students and adults (See School's Student/Adult Interaction and Communication Policy);
- Any sexual activity between age appropriate students for which clear and voluntary consent has not been given in advance or in which consent has been exceeded;
- Any sexual activity with someone who is incapable of giving valid consent because, for example, that person is under the age of consent, sleeping, or otherwise incapacitated or impaired;
- Any act of sexual harassment, intimate partner violence, or stalking;
- Any digital media stalking and/or the nonconsensual recording of sexual behavior and the nonconsensual sharing of any recording; or
- Non-consensual sexual advances and propositions, or other undesirable verbal or physical conduct of a sexual nature. (See the School's Harassment/Bullying policy for additional information on sexual harassment).

Consent is defined as an affirmative, unambiguous, informed, and voluntary agreement to engage in specific sexual activity. Consent can be revoked at any time.

It is not our intent to discourage dating between students or physical contact between or among students that is intended and perceived to be by those involved as positive, healthy, and appropriate to their age and experience. However, sexual conduct between or among students that is unwanted, offensive, or makes a student uncomfortable, whether it occurs on or off campus, and affects the student's ability to be comfortable in the school environment is a violation of our School values.

Reports of sexual misconduct or sexual assault are taken seriously; the safety and well-being of our students is our first priority. Parents and students who become aware of any form of sexual misconduct, whether on or off campus, should immediately report the information to the appropriate Division Head or the Head of School.

Upon a report of student-to-student sexual misconduct, including harassment, the School will provide interim support and reasonable protective measures to support the complainant and/or the accused party and the safety of the community. Until all procedures have been completed, the complainant and the accused must avoid all unnecessary contact. If the School determines at any stage that a student poses a threat of harm or disruption to the school community, the School may take immediate action, including removing the student from School, restricting the student's movement on campus, and so on.

As stated elsewhere, the School expects that students will treat all persons with dignity both at School and beyond. The School reserves the right to act if it learns that a student's actions violate the School's rules and expectations, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior.

Child Safety from Sexual Offenders and Predators

According to the National Center for Missing and Exploited Children (NCMEC), sexual perpetrators are commonly people the parents/guardians or children know, and these people may be in a position of trust or responsibility to a child and family.

Because of our concern for student safety, all employees, and those parents who volunteer for School activities with unsupervised access to our students, are screened through the School's criminal background process. Although the School performs such screenings, the School cannot attest to the background of the various parents whom their child may associate with away from School.

To keep their children safer, parents should talk openly to their children about safety issues. Parents should know their children's friends and be clear with their children about the places and homes that their children visit. Children should be taught that they have the right to say no to any unwelcome, uncomfortable, or confusing touching or actions by others and to get out of those situations as quickly as possible.

Parents should regularly visit the public registry to check out individuals for prior criminal records and sex offenses. Parents who are registered sex offenders must notify the School.

The Calverton School Acceptable Use Policy for Students and Families

Purpose

The Calverton School provides access to technology resources to support our educational mission and promote academic excellence. These resources include school-issued devices, access to the internet, learning platforms, and software systems. All users are expected to use these tools responsibly, ethically, and in accordance with school values.

This policy applies to all students in Lower, Middle, and Upper School, as well as their parents or legal guardians. By signing this document, families acknowledge their understanding and acceptance of the terms outlined herein.

Definitions

- **School-Issued Technology:** All hardware, software, systems, and services provided by The Calverton School, including laptops, network access, Google Workspace, Microsoft 365, and classroom management tools.
- **Personal Technology Equipment:** Any non-Calverton devices used on campus, such as phones, tablets, cameras, and personal laptops.
- **CougarNet:** The school's network infrastructure and online services, including internet access, cloud services, and internal communication platforms.

Student Responsibilities

Students are expected to:

- Use technology only for academic or school-approved purposes.
- Keep devices in good condition, protecting them from damage, loss, or theft.
- Avoid using personal technology for entertainment, gaming, or accessing inappropriate websites while on campus. All personal devices connected to Calverton's networks are subject to the same filtering and monitoring as school-issued devices.
- Refrain from using VPNs, proxy sites, or tools to bypass school filters.
- Maintain the confidentiality of login credentials. Sharing passwords or accessing others' accounts is prohibited.
- Report any inappropriate content or security concerns to a teacher or administrator.

Unacceptable behaviors include but are not limited to:

- Damaging or attempting to modify hardware, software, or network settings.
- Installing unauthorized software or altering configurations.
- Introducing viruses, malware, or intentionally disrupting network services.
- Using technology to bully, harass, or threaten others.
- Impersonating others or falsifying identity online.
- Posting or sharing derogatory or offensive content about the school or its community.

Online Safety and Digital Citizenship

- Students must respect privacy by not posting personal information or images of themselves or others without permission.
- Communication with unknown individuals online should only occur under teacher or parent supervision.
- Students must portray themselves honestly and treat all digital interactions with respect and kindness.

Device Care and Financial Responsibility

The Calverton School provides ipads to students in grades 1-3 and laptops to students in grades 4-7 as a learning tool. Students and families are responsible for the care and return of these devices.

Normal wear and tear (e.g., key wear, battery degradation) will not incur charges. However, the following fees apply for damage, loss, or negligence:

Item	Description	Fee
Lost, stolen, or completely damaged device	Full replacement	\$500 (laptop)
		\$350 (ipad)
Damaged screen	Cracked or broken display	Up to \$150

Keyboard repair	Missing or damaged keys due to misuse	\$50
Battery (damaged)	Not covered under normal wear	\$75
Lost charger	OEM charger replacement	\$45
Software reinstallation	Due to tampering, malware, or intentional reset	\$25
Laptop case	Lost or damaged school-issued protective case	\$30
Other damage	Case-by-case based on parts and labor, including but not limited to water damage or damage from non-school-issued accessories	TBD

All devices and accessories must be returned in acceptable condition at the end of the year or upon withdrawal. Missing or damaged items will be invoiced to the student's account.

Internet Use and Filtering

In compliance with the Children's Internet Protection Act (CIPA), The Calverton School filters internet access on campus. The school's firewall is configured to monitor and block content that is harmful, obscene, or otherwise inappropriate for an educational setting. This includes, but is not limited to, websites related to adult content, illegal downloads, violence, and hate speech. All network activity is logged for security and compliance purposes. At home, families are encouraged to monitor usage and implement parental controls as needed.

For students under the age of 13, The Calverton School also complies with the Children's Online Privacy Protection Act (COPPA) and secures personally identifiable information according to legal and ethical standards. In compliance with COPPA and other federal laws, The Calverton School may share limited student information (e.g., name, email) with approved educational platforms and vendors like Google Workspace and Microsoft 365, to provide essential learning services. The school is committed to protecting student data and implements security measures to prevent data breaches.

Web Filtering Categories

To ensure a safe and productive learning environment, The Calverton School utilizes a web filtering system that categorizes websites and blocks access to certain content. The following are examples of content categories that are blocked by default:

- **Adult Content:** Websites containing pornography, nudity, sexually suggestive material, or other explicit content.
- **Illegal or Harmful Content:** Sites that promote illegal acts, violence, hate speech, terrorism, or the sale of illegal substances or weapons.
- **Security Risks:** Websites known to distribute malware, spyware, viruses, or phishing scams. This also

includes anonymizers and VPN services used to bypass security controls.

- **Gaming and Entertainment:** Online gaming, streaming media (non-educational), and other sites that are not conducive to a learning environment.
- **Unapproved Social Media and Communication:** Certain social networking platforms and web chat services that may pose a risk to student safety or lead to distractions.

School Responsibilities

The Calverton School will:

- Provide digital citizenship instruction and technology usage guidance.
- Maintain a secure and filtered learning environment.
- Monitor student activity on school-owned devices and networks.
- Enforce disciplinary action in response to violations of this policy.

Parent/Guardian Responsibilities

- Review this policy with your student and discuss responsible technology use.
- Ensure students care for their school-issued devices.
- Support the school in promoting online safety and respectful digital behavior.
- Acknowledge that certain online platforms may require sharing limited student information (e.g., name, email) in accordance with federal law.

Acknowledgment

By signing below, we acknowledge and accept the terms of The Calverton School Acceptable Use Policy. We understand our responsibilities as students and guardians and agree to follow the rules and expectations set forth by the School.

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Thank you for reading the student handbook. If there are any questions concerning the handbook, please contact your Division Head.